



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

HERAMBA CHANDRA COLLEGE

HERAMBA CHANDRA COLLEGE 23/49 GARIAHAT ROAD KOLKATA-700029
700029

<https://www.herambachandracollege.ac.in>

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Heramba Chandra College, widely known as South City Day College, is a premier co-educational institution located in Golpark, the cultural heart of South Kolkata. City College is not only recognized for its pioneering efforts in education but also as a symbol of the liberal spirit that enriched the nineteenth-century Renaissance in India. City College began modestly as City School, founded on January 6, 1879, by the Sadharan Brahma Samaj. In 1881 City School was elevated to a college with the introduction of F.A. classes. The college quickly advanced, introducing a B.A. course in 1884. In January 1905, City College was placed under the control of "The City College Institution," a society registered under Act XXI of 1860, known as the Brahma Samaj Education Society. The Commerce Department of City College was established in 1939 to address the practical needs of the time, training personnel for leadership in industry and commerce. Due to prevailing disturbances, it was decided to provide education in a safe zone for students of South Calcutta, leading to the establishment of an institution in November 1946 at Lansdowne Road. Late Horendra Coomer Mukherjee, the then Governor of West Bengal, laid the foundation stone of the present South Calcutta Building on January 6, 1954. On June 1, 1961, the South City College branch of City College branched off into three separate colleges: Sivanath Sastri College (Morning), Heramba Chandra College (Day), and Prafulla Chandra College (Evening). Thus, Heramba Chandra College was born. In 2017, the management of the college has been taken over by the Government from the BSES .

For over 60 years, the college has earned a reputation as one of the leading colleges in South Kolkata, earning B+ twice by NAAC in 2005 and 2016. The College has been recognized under Section 2(f) and eligible for receiving central assistance (UGC grant) under Section 12 (B) of UGC Act. The College has been awarded grants from RUSA 2.0 and from ICSSR and the Government of West Bengal.

The College offers 4-year Honours/Honours with Research courses in 8 disciplines, and a Multidisciplinary Course in Commerce. Committed to the all-round development of students, the college organizes regular departmental excursions and excels in sports, with students winning several trophies both individually and in groups. Social uplift programmes are also a significant focus, with initiatives like the St. John Ambulance, Campus Harmony and Social Service Unit, and **Ramdhanu** (an initiative for underprivileged children of the locality) providing humanitarian support.

Vision

Heramba Chandra College aims to create a future where everyone can thrive, regardless of background. By merging innovation and compassion, we aim to solve global challenges and inspire positive change. We strive to become a leading institution in higher education, fostering knowledge, self-reliance, and social commitment. Our goals include promoting dignity, equal opportunity, social justice, and human rights, and creating an inclusive environment that empowers students.

Mission

Our mission is to empower individuals to reach their full potential by providing access to quality education,

fostering innovation, and cultivating a culture of inclusivity and diversity. We are committed to equipping our community with the knowledge, skills, and resources needed to tackle complex problems and create positive change in their communities and beyond. To achieve this, we aim to:

- **Provide quality education to all students:** Ensure that education is accessible to everyone, irrespective of caste, creed, religion, or economic status, enabling them to acquire knowledge and prepare for academic courses and careers.
- **Inculcate values fostering mutual understanding:** Promote values that encourage mutual understanding among diverse communities and individuals, fostering a harmonious and inclusive environment.
- **Offer opportunities for holistic development:** Provide opportunities for both mental and physical growth, helping students navigate the complexities of modern life and achieve balanced personal development.
- **Guide students in informed decision-making:** Assist students in making well-informed decisions about their careers and personal lives, emphasizing the importance of social and environmental responsibility.
- **Foster personal growth and leadership skills:** Encourage personal growth and leadership through diverse extracurricular activities, cultural events, and community engagement initiatives, creating confident and well-rounded graduates ready to make positive societal contributions.

Through our dedication to excellence, integrity, and social responsibility, we strive to make a meaningful difference in the world and inspire others to do the same.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. **Long and Enriched History:** The college has a long history of providing quality education.
2. **Peaceful and Cooperative Atmosphere:** The college is known for its peaceful, cooperative, and academically focused environment.
3. **Convenient Location:** The college's location is easily accessible.
4. **Diverse Student Body:** It caters to a heterogeneous mix of middle-class, modest, urban, rural, and underprivileged students.
5. **Democratic and Proactive Environment:** The working atmosphere is democratic and proactive.
6. **Strong Work Culture:** The institution boasts a strong work culture.
7. **Dedicated Faculty:** Highly qualified teachers recruited per UGC and State government regulations. Teachers are dedicated to teaching, research, and other institutional activities.
8. **Upgraded Library:** The library is equipped with digital cataloguing, and academic e-resources along with physical resources. The library also offers a 24/7 online search facility.
9. **ICT-Enabled Classrooms:** Classrooms are ICT-enabled, and ICT facilities are widely used.
10. **Regular Seminars and Programmes:** Organization of seminars, capacity building, and skill enhancement programs.
11. **Add-On Courses:** The college offers add-on and certificate courses beyond the curriculum.
12. **Financial Support for Students:** Substantial concessions and freeships are available for needy and meritorious students, with government scholarships disbursed promptly.

13. **Strong Student-Teacher Relationship:** A warm student-teacher relationship is maintained.
14. **Career Counselling and Services:** Regular career counselling courses and an online portal for competitive exams are available.
15. **Collaborative Activities:** Collaboration with other institutions for interdisciplinary learning.
16. **Psychological Counselling:** Psychological counselling services are provided by registered psychologists.
17. **Modern Infrastructure:** The college has an elevator and electronic notice boards.
18. **Enthusiastic Student Community:** Students are proactive in participating in diverse activities such as seminar, debate, cultural programmes and also extension activities.
19. **Barrier-Free Environment:** Facilities for physically-challenged persons.
20. **Sustainable Practices:** A plastic-free campus with tree plantations and e-waste management.
21. **Stakeholder Feedback:** Regular analysis and action based on stakeholder feedback.

Institutional Weakness

1. **Limited Space:** The college suffers from a lack of space.
2. **Limited Curricular Scope:** Lack of autonomy in formulating curricular content.
3. **Small Playground:** The playground is small.
4. **Need for Upgradation in the Science Department:** There is scope for improvement and upgradation in the science department.
5. **Lack of Consultancy Programmes:** The college has not entered into any consultancy programmes.
6. **Financial Limitations:** Constraints in designing new programmes and providing global exposure.
7. **Student Dropouts:** Despite academic guidance, some students still drop out, although the percentage has decreased under CBCS.
8. **Time Constraints:** There is insufficient time to cover the syllabus and engage in co-curricular activities.
9. **No Hostel Facility:** The college does not have hostel facilities.

Institutional Opportunity

1. **Serving the Less Privileged:** The college can make a significant difference by catering to less privileged students.
2. **Support for Slow Learners:** Strengthening remedial and tutorial classes.
3. **Research Projects:** There are opportunities to carry out research projects, publications, and other initiatives, especially with many young teachers.
4. **Interdisciplinary Research:** Opportunities for interdisciplinary research under the New Education Policy.
5. **Extension Programmes:** Conducting more extension and social outreach programs.
6. **More Add-On Programs:** Introducing more skill-oriented certificate courses.
7. **Solar Energy Utilization:** Increasing the use of solar energy on campus.
8. **Educational Technologies:** Investing in the latest educational technologies can improve the quality of education.
9. **International Collaborations:** Collaborations with foreign universities can provide students with international exposure.
10. **E-Content Creation:** Creating e-content through upgraded e-learning aids.
11. **Research Grants:** Actively seeking research grants can boost the institution's research capabilities.

12. **Alumni Support:** Strengthening ties with alumni can lead to increased support and mentorship opportunities.
13. **Student Exchange Programmes:** Initiating student exchange programmes can provide valuable international exposure.
14. **Entrepreneurship Programmes:** Introducing programmes that encourage entrepreneurship and innovation can prepare students for the evolving job market.

Institutional Challenge

1. **Space Creation:** The challenge of creating more space.
2. **Effective Data Management:** Making Data Management more effective and efficient.
3. **Improving Skills:** Enhancing the intellectual and technological skills of students, especially those from rural backgrounds.
4. **Addressing Poor Performance:** Improving the performance of first-generation learners from poor economic backgrounds.
5. **Quality Research:** Conducting quality research.
6. **New Courses:** Introducing new courses and programmes aligned with industry trends to attract a broader range of students.
7. **Grants and Funding:** Non-availability of government grants and limited funding for national seminars and research.
8. **Interest in NEP-2020 Courses:** Making students interested in the 4-year major course under NEP-2020.
9. **Student Attendance:** Ensuring regular attendance in classes.
10. **Library Utilization:** Encouraging effective use of library facilities.
11. **Adapting to Online Learning:** Efficiently implementing online learning platforms.
12. **Upholding Academic Standards:** Consistently maintaining academic standards across all departments.
13. **Industry Partnerships:** Building more integrated partnerships with industries to enhance internship and placement opportunities.
14. **Staff Strength:** Creation of new substantive teaching posts for a few departments and for the new subjects introduced in NEP.
15. **Keeping Up with Technology:** Adapting to rapidly changing technology

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Heramba Chandra College, an esteemed institution affiliated with the University of Calcutta, offers a diverse array of undergraduate courses in arts, science, and commerce. The CBCS pattern has been operational and NEP 2020 norms are enforced from 2023-24. The college ensures a dynamic and flexible learning environment that empowers students to tailor their educational journey according to their interests and career aspirations.

Beyond academics, co-curricular and extra-curricular activities play a pivotal role in shaping the holistic development of students. The curriculum is delivered effectively according to an Academic Calendar prepared by the IQAC in consultation with the institutional authority. The routine committee plays a crucial role in

maintaining the smooth functioning of the academic schedule by creating, managing, and monitoring the Master timetable for the entire college. Departments provide a tentative teaching plan at the beginning of each semester. Departments hold periodical internal assessments and entry-level tests, regular meetings and Parent Teacher Meetings (PTM) to discuss their functioning and keep guardians informed about their wards' progress.

Several departments encourage students in undertaking project works, field-work and internships so they gain experience regarding higher level of academic or professional engagement in future. The college has adopted a blended teaching mode, conducting online classes when the campus is unavailable due to university examinations.

The college emphasizes holistic student development by offering diverse Add-on/Value-Added/Certificate Courses to enhance skills for future job opportunities. Wall magazines, prepared by students under teacher guidance, reflect their awareness of contemporary issues. Regarding curriculum enrichment, the institute seeks to promote awareness among students regarding 'Professional Ethics', 'Human Values', 'Gender', 'Environment and Sustainability'.

Based on the feedback reports collected from stakeholders such as students, teachers, alumni, and employers, Heramba Chandra College has undertaken several actions over the past 5 years to enhance various aspects of its operations. Improved alignment of curriculum with industry requirements and student expectations. Enhanced campus facilities to provide a better learning environment and support services.

Teaching-learning and Evaluation

Heramba Chandra College is a reputed institution of higher education with an intake capacity of 1144 from 2018 to 2023. The enrolment percentage for the last 5 academic session was 71.66 and the enrolment percentage on reserved category was 57.05. The student teacher ratio was 35.35

The pass percentage of the outgoing students of the final semester in the last five years was 90.08%.

The college practised several student centric methods. Experiential learning was practised in the form of visit to places of academic cultural and historical importance, Heritage walk, field survey and educational excursions. Extension activities of the college also boosted experiential learning. Participative learning was practised as our students participated in Youth Parliament, preparing in Wall magazine and online magazine, in workshops, in debates, in question and answer sessions during seminars and webinars, in student seminars, as volunteers in seminars and other programmes of the college, in online cultural and academic programmes during pandemic times, in subject-specific practical works in the department of Geography and in participation in observation of special days.

ICT tools are used extensively: LMS portals, use of smartboard and projectors in classes, online guidance through google classrooms and online classes on Google Meet.

Percentage of teachers against sanctioned posts is 93.93

Percentage of full time teachers with NET, Slet is 57.48

Mechanism of Internal and external examination is smooth and efficient.

PO, CO and PSO of each programme and course offered by the college are displayed on college website.

Student profile mapping is done online.

Attainment of Programme Outcome and Course Outcome are evaluated in a scientific way.

Research, Innovations and Extension

Grants Received and Utilization:

Grants Received: Rs. 20.78 lakhs from government and non-governmental agencies for research projects/endowments.

Fund Utilization: The funds were effectively utilized for various initiatives, fostering an environment conducive to innovation and knowledge transfer.

Innovation Ecosystem:

Integration of IKS: Heramba Chandra College integrates IKS through curriculum and activities, adhering to the Choice Based Credit System (CBCS) prescribed by Calcutta University.

Curriculum Implementation: Includes courses on traditional knowledge which promoting cultural heritage awareness.

Activities Promoting IKS: Seminars, workshops, webinars and observance of important days.

Institutional Ecosystem for Innovation and Knowledge Sharing:

Research and Development Cell: Supports funding to promote research oriented mindset.

Academic Committee and RUSA Committee: Ensures academic excellence and aligns with national educational goals.

Student Support Cell and SC/ST and OBC Cell: Provide financial aid through the college funding, and promotes inclusivity.

Ramdhanu Initiative: Supports education for underprivileged children.

Facilities and Incentives: Enhances learning with labs, libraries, financial support for research, and professional development.

Student Projects and IPR Seminars: Showcases student projects and educates on Intellectual Property Rights.

Workshops and Conferences:

Conducted 66 workshops, Webinars and seminars over the last five years to promote academic and research excellence.

Research Output:

Teachers published 87 research papers and 52 book chapters which showed the teachers' brilliant contribution to research and academic world

Extension and Outreach Programs:

Conducted 58 programmes through Heramba Chandra College Ambulance Division (St. Ambulance) and Campus Harmony & Social Service Unit, Heramba Chandra College, involving the people from local community, teachers of our college and students.

Extension Activities and Recognitions:

Awards and Recognitions: Received several awards for extension activities, including the "Recognition for Ramdhanu Extension Initiative" and "Letter of Appreciation for Extension and Outreach Activities."

MOUs and Linkages:

Established 43 functional MOUs/linkages with institutions/industries for internships, on-the-job training, project work, student/faculty exchange, and collaborative research.

Heramba Chandra College's commitment to innovation, research, and community service is evident through its comprehensive approach, integrating traditional knowledge systems and developing a supportive environment for academic and social growth.

Infrastructure and Learning Resources

Heramba Chandra College spans an expansive campus of nearly 11,000 sqft, dedicated to providing a vibrant teaching-learning environment integrating advanced technologies focusing on a blended mode in learning approach.

The classrooms are equipped with white boards, projectors, visualizers, and smart boards, engaging teaching methods. These facilitate multimedia presentations and digital learning materials, enhancing student interaction and comprehension.

Specialized facilities include a Computer Laboratory, where students receive hands-on training with industry-relevant learning. Additionally, the Geography Laboratory offers advanced tools and GIS learning opportunities, crucial for practical study.

The library boasts a comprehensive collection of physical resources, accessible via Web-OPAC, supported by a

seventy-seater reading hall for focused study. A wide range of E-resources are subscribed and Open Educational Resources are linked to library webpage to develop research activities and to satisfy diversity in learning.

The college provides instructional materials, presentation slides and lesson plans aligned with the curriculum through LMS.

Beyond academics, the college enriches campus life with versatile spaces like the Conference Room and College Auditorium, hosting seminars, workshops, and cultural events. Outdoor and indoor recreational facilities promote physical and mental well-being among students, enhancing community spirit and teamwork.

The college's commitment to sustainability is evident in its infrastructure initiatives. A rainwater harvesting system and rooftop solar panels reflect its eco-friendly ethos, while maintaining a safe and inclusive environment with facilities like wheelchair access, elevators, and CCTV surveillance.

Financially, the college has invested significantly in infrastructure development, with a focus on enhancing academic and physical facilities. Over the past five years, it allocated approximately 26.45% of its expenditure towards capital investments and 52.02% towards maintenance of physical and academic support facilities, excluding salary components.

Technologically, the college maintains robust IT infrastructure, including regular updates and maintenance of hardware, software, and networking systems. It adopts cloud-based academic and administrative facilities to optimize operational efficiency and reduce environmental impact.

Looking ahead, the college continues to evolve its infrastructure and educational offerings, aiming to provide a holistic learning environment that prepares students for future challenges. Through strategic planning and community engagement, the college upholds its goal of academic excellence and sustainable growth.

Student Support and Progression

In the past five years, our institution has significantly advanced student support and progression through various initiatives and programs.

An impressive 80.23% of students have received scholarships and freeships from the institution, government, non-government bodies, industries, individuals, and philanthropists. This financial assistance has enabled many students to pursue their education without financial strain, promoting an inclusive and supportive learning environment.

To enhance student capabilities, the institution has organized a diverse array of capacity development and skills enhancement activities, including:

1. Soft skills
2. Language and communication skills
3. Life skills ICT/computing skills

These activities comprehensively address various aspects of student development, ensuring they are well-prepared for both personal and professional success.

Additionally, 69.75% of students have benefited from guidance for competitive examinations and career counselling provided by the institution. This support has been crucial in helping students prepare for future career opportunities and achieve their professional goals.

The institution is dedicated to maintaining a safe and supportive environment through robust grievance redressal mechanisms, which include:

1. Implementation of guidelines from statutory/regulatory bodies
2. Organization-wide awareness and undertakings on policies with zero tolerance for sexual harassment and ragging
3. Mechanisms for submission of online/offline student grievances
4. Timely redressal of grievances through appropriate committees

In the last five years, 40.82% of outgoing students have either secured employment or progressed to higher education, highlighting the institution's role in facilitating career advancement and academic growth.

Furthermore, 2.38% of students have qualified in state, national, and international level examinations during this period. Students have also excelled in sports and cultural activities, earning 72 awards/medals at various levels. On average, students participated in 38.2 sports and cultural programs annually, demonstrating the institution's commitment to holistic development.

The registered Alumni Association, Sanjyog, has been a cornerstone of institutional development. With registration number SO243682 of 2015-16 the association has significantly contributed through financial and other support services.

In conclusion, through comprehensive financial aid, skill development, career guidance, grievance redressal mechanisms, and active alumni engagement, our institution has created a supportive and progressive environment for student success.

Governance, Leadership and Management

SUMMARY

Heramba Chandra College follows its vision and mission tirelessly. Our College is committed to providing holistic and professionally viable education, particularly for deserving and underprivileged students. The college strives for the academic, intellectual, and emotional upliftment of its students. The Governing Body, with the Principal as Secretary, makes key decisions. The college uses a coordinated approach, involving various committees, to implement its plans and policies. Decentralization helps in promoting teamwork and innovation. The governance structure promotes transparency, inclusivity, and accountability, evident in the mutual collaboration among the stakeholders. Online feedback mechanisms from students, teachers, employers, and alumni enable continuous improvement. The Audit of the College is updated. The Academic and Administrative Audit helps the administration in taking key decisions. The College takes 360 degree feedback from all stakeholders. The College facilitates training programs for Teaching and non teaching faculty. The College has well defined strategic plans. The College follows all the guidelines of the UGC and gives all the necessary guidelines on the website. The College observes decentralisation as it is visible in the organogram. E-

governance tools are utilised for admissions, examinations, administration, and financial matters, enhancing accessibility and transparency for stakeholders. This system prioritizes the health, economic well-being and wellness through various welfare schemes. Professional development and academic programs, receiving financial support for research activities, underscore the institution's commitment to staff growth. Regular internal and external financial and academic audits, ensure financial and qualitative integrity of the college. The IQAC plays a pivotal role in setting higher competitive goals and maintaining institutional values. The college actively participates in national rankings such as NIRF and AISHE and has obtained ISO.

Institutional Values and Best Practices

Institutional Values and Best Practices

Heramba Chandra College has emerged as a beacon of commitment to gender equity, inclusivity, and holistic student support over the past five years. The institution's unwavering dedication is evident in its multifaceted approach, encompassing curricular and co-curricular activities, Data management, infrastructure development, and community engagement.

1. Commitment to Gender Equity

The college has well-defined gender policy focused on gender equity and gender sensitization. The college organized gender audit within the college to have idea on various gender related issues. The college has CCTV coverage and female security guards for ensuring safety and security of the female students and staff. The college has Grievance Redressal Cell, Anti-Ragging Cell and Internal Complaint Committee. The college also has female centric agreements. The college provides psychological counseling facilities. The college organized regular cultural and awareness programmes between 2018-19 and 2022-23, including seminars, workshops etc.

1. Environmental Sustainability

The Institution has facilities and initiatives for alternate sources of energy and energy conservation measures. Management of the various types of degradable and non-degradable waste is done in a proper way. Rainwater harvesting is practiced in the college. Various green campus initiatives are taken including maintenance of greenery, gardening by students etc. Regular green audit, environmental audit and energy audit are done. Beyond campus environmental promotion activities, like environmental rally, is arranged involving students.

1. Inclusivity Initiatives

Heramba Chandra College reinforces inclusivity through cultural, linguistic, and communal harmony initiatives, promoting tolerance and sensitizing students and teachers to constitutional obligations, values, rights, duties and civic responsibilities, nurturing an environment embracing diversity true to the spirit of the nation.

1. Best Practices

Two exemplary best practices implemented by the college showcase the attempt by the college to strictly maintain the academic and administrative records and its earnest commitment to the larger society. One best practice is online documentation of teachers' activities and the other is special classes with inter-disciplinary approach.

1. Institutional Distinctiveness

Heramba Chandra College continues varied social extension activities and outreach programmes for the students and by the students. All these efforts have taken a concentrated character with the initiation of the in-campus programme named 'Ramdhanu' (Rainbow). This is now considered as the most remarkable distinctiveness of the college. The programme aims to brighten the lives of underprivileged children through the transformative power of education

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HERAMBA CHANDRA COLLEGE
Address	Heramba Chandra College 23/49 Gariahat Road Kolkata-700029
City	KOLKATA
State	West Bengal
Pin	700029
Website	https://www.herambachandracollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Nabanita Chakrabarti	033-8334035364	9804491711	-	teachershcc@gmail.com
IQAC / CIQA coordinator	Ranjan Kumar Auddy	033-9804491711	9609578303	-	chakrabartinabanita@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	02-01-1982	View Document
12B of UGC	02-01-1982	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Heramba Chandra College 23/49 Gariahat Road Kolkata-700029	Urban	0.72	1179

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Co	Duration in Months	Entry Qualificatio	Medium of Instruction	Sanctioned Strength	No.of Students

	course		n			Admitted
UG	BCom,Commerce,Multidisciplinary	36	Pass in ten plus two level	English + Bengali	182	134
UG	BCom,Commerce,Honours and Honours with Research	48	Pass in ten plus two level	English + Bengali	917	683
UG	BA,English,Honours and Honours with Research	48	Pass in ten plus two level	English	40	31
UG	BA,Bengali,Honours and Honours with Research	48	Pass in ten plus two level	Bengali	31	20
UG	BA,History,Honours and Honours with Research	48	Pass in ten plus two level	English + Bengali	53	31
UG	BA,Political Science,Honours and Honours with Research	48	Pass in ten plus two level	English + Bengali	53	37
UG	BA,Education,Honours and Honours with Research	48	Pass in ten plus two level	English + Bengali	31	26
UG	BSc,Economics,Honours and Honours with Research	48	Pass in ten plus two level with Mathematics as a subject	English + Bengali	60	8
UG	BSc,Geography,Honours and Honours with Research	48	Pass in ten plus two level with Geography as a subject	English + Bengali	31	21

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				8				21			
Recruited	0	0	0	0	3	5	0	8	8	10	0	18
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						16
Recruited	13		1		0	14
Yet to Recruit						2
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	3	5	0	0	0	0	8
Ph.D.	0	0	0	3	4	0	6	7	0	20
M.Phil.	0	0	0	0	1	0	0	2	0	3
PG	0	0	0	0	0	0	8	10	0	18
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1652	25	0	0	1677
	Female	942	10	0	0	952
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	159	164	141	149
	Female	53	72	70	96
	Others	0	0	0	0
ST	Male	9	4	5	11
	Female	5	4	1	3
	Others	0	0	0	0
OBC	Male	47	33	32	73
	Female	17	14	8	27
	Others	0	0	0	0
General	Male	340	263	376	367
	Female	159	174	189	221
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		789	728	822	947

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Since its inception, Heramba Chandra College has established itself as one of West Bengal's premier institutions, offering undergraduate courses in diverse fields such as Humanities, Commerce, and Social
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Sciences. Our goal is to transform the college into an interdisciplinary and multidisciplinary institution in alignment with the National Education Policy (NEP) 2020, enabling students to become well-rounded across various disciplines. Emphasizing cross-disciplinary research will enhance both material and human resource efficiency. A comprehensive plan will be developed to ensure high-quality teaching, research, and community engagement. One of the greatest challenges for academics today is thriving in a dynamic environment where pluralistic ideas replace traditional binaries. Affiliated with Calcutta University, the college aims to implement the Multi-Disciplinary Courses (MDC) and Inter-Disciplinary Courses (IDC) from the 2023-24 session. This will involve adhering to the university's syllabus and organizing programmes, workshops, and events to promote multidimensional learning. This approach is complemented by a rich curriculum that introduces students to a vast array of comprehension and observation possibilities. Cross-cutting issues are already a primary focus, and faculty members have prepared their content and study materials to meet the diverse needs of students. Teaching methodologies have been designed to cater to interdisciplinary learners. Regularly organized add-on and value-added programs, seminars, webinars, and faculty exchange programs reflect this principle, with active involvement from various departments and collaborating organizations like IMS, IDP, ICA etc. Heramba Chandra College has taken the initiative to publish multidisciplinary peer-reviewed books in Humanities and Social Sciences to encourage research among the faculty members and students of the college. In summary, Heramba Chandra College is committed to advancing as an interdisciplinary and multidisciplinary institution, fostering a rich academic environment that supports high-quality teaching, research, and community engagement. This commitment is evidenced by our dynamic curriculum, cross-disciplinary initiatives, and collaborative efforts with various organizations to provide a holistic educational experience.

2. 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

	<p>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. However, the West Bengal Government and Calcutta University have not yet implemented NEP 2020. As we adhere to Calcutta University guidelines, our institution has not yet 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.</p>
<p>3. Skill development:</p>	<p>Skill development courses have been incorporated into its curriculum. Adhering to the Choice Based Credit System (CBCS) and the National Education Policy (NEP) 2020, the college follows the syllabi of Calcutta University, which includes skill enhancement courses across various subjects. Additionally, the college has taken significant steps to organize capacity-building programs in collaboration with expert organizations, aimed at motivating and equipping students for holistic development. A variety of skill development activities have been conducted, including workshops, field training, hands-on training, industrial trips, and certificate courses on diverse topics. These initiatives carried out in partnership with various organizations, industries, and agencies, provide students with exposure beyond traditional classroom teaching. They familiarize students with practical working environments and promote entrepreneurship opportunities. The Internal Quality Assurance Cell (IQAC) has proposed that all departments introduce mandatory add-on courses for all students. For</p>

	<p>example, certificate courses in Finance and Accounting, such as those in Tax Package and Accounting Package, are offered in collaboration with master organizations like Tally Institute and ICA. These courses aim to provide students with top-tier skill enhancement opportunities in professional sectors and foster entrepreneurship. In the realm of library services, partial digital cataloguing of the Central Library has been successfully implemented, with plans for further digitization. The catalogue is accessible online 24/7, and students can also utilize e-resources available on INFLIBNET to enhance their learning skills. To promote value education and encourage participation in social outreach activities, the college has signed Memoranda of Understanding (MoUs) with various social organizations, including Uddami, CINI etc. To foster environmental awareness and educate students on e-waste segregation and management, the college has also signed a MoU with the organization Redivivus Recyclers Pvt. Ltd. Heramba Chandra College promotes interdisciplinary research activities for skill development by organizing seminars, workshops, hands-on training, and faculty and student exchange programs. These initiatives involve multiple departments and professional collaborating organizations, such as the West Bengal State Archives. Many departments also publish wall and e-magazines, and students are encouraged to submit research projects supervised by faculty members. The college regularly publishes the best student projects of the students. The College plans to further encourage faculty members to submit project proposals. In summary, Heramba Chandra College is committed to enhancing its curriculum through a robust integration of skill development courses, practical training, and collaborative initiatives, thereby preparing students for both professional success and social responsibility.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The Indian Knowledge System (IKS) is an innovative initiative established by the Ministry of Education at AICTE in October 2020 in New Delhi. It aims to promote interdisciplinary research across all aspects of IKS, preserving and disseminating this knowledge for further research and societal applications. Heramba Chandra College adheres to the prescribed curriculum under the Choice Based Credit System</p>

	<p>(CBCS) introduced by Calcutta University. This system has been in place for B.A., B.Sc., and B.Com. (Honours & General) programs since the academic year 2017-18 for Commerce and 2018-19 for Humanities and Science streams. The college follows the rules and regulations set forth by Calcutta University in this regard. The curriculum of Calcutta University incorporates elements of traditional knowledge within various subjects. 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. History courses explore ancient Indian laws, language, art, and architecture. Heramba Chandra College actively promotes the Indian Knowledge System through various activities. These include seminars, workshops, and heritage walks designed to increase awareness of our rich heritage. The college also observes an important day related to traditional Indian languages on International Mother Language Day, 21 February. The Department of English and Bengali organized programmes focusing on ancient dramas. The College also observes World Yoga Day to highlight the importance of Yoga as an integral part of IKS. The Department of History's Heritage Walks helps sensitize students to our cultural heritage. Starting from the academic year 2023-24, the Indian Knowledge System, as introduced by the Ministry of Education at AICTE, has been formally included in the Calcutta University curriculum.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Heramba Chandra College prioritizes Outcome-Based Education (OBE) by focusing on student-centric learning processes. These processes aim to impart knowledge, develop skills, facilitate lifelong learning experiences, and foster independent problem-solving abilities among learners. Effective Learning Methodologies: • Learner-Centric Approach: The college actively transforms passive participants into engaged learners through a learner-centric teaching approach. By ensuring active involvement, practical teaching provides students with a better scope for</p>

	<p>learning at their own pace and personal level. •</p> <p>Interactive Modes: Various interactive modes enhance the teaching-learning environment. These include the use of audio-visual aids, learning management systems (LMS), study tours, and field visits. Such experiential and participative learning methods encourage student engagement. •</p> <p>Project-Based Learning: Engaging students in collaborative real-world problem-solving tasks fosters the development of soft skills and a cooperative attitude. •</p> <p>Participation in Activities: Students participate in seminars, group discussions, brainstorming sessions, workshops, on-the-job training, capacity-building programmes, job-oriented certificate courses, and career counseling activities. These activities serve as essential tools for assessing learning outcomes.</p> <p>Enlisting Programme and Course-Specific Outcomes:</p> <ul style="list-style-type: none"> • The college documents the outcomes of all courses across various programs. Each department prepares a uniform, structured tabular format that outlines Course Outcomes (COs) and Programme-Specific Outcomes (PSOs). • Faculty members formulate COs, describing what students should learn and grasp by the end of each course. These COs encompass the knowledge and skills expected of students upon successful completion of their undergraduate honors and postgraduate courses. Evaluation of Course Outcomes and Programme-Specific Outcomes The realization of objectives specified for a program and individual courses is assessed from both the teacher's perspective and the student's performance in the End Semester Examination. <p>Review Meetings by Faculty Members for Student Achievement Assessment:</p> <ul style="list-style-type: none"> • After internal examinations, departments typically conduct review meetings. These meetings aim to discuss and determine the next steps to facilitate student achievement, especially for weaker sections of students. • The teaching-learning process is criteria-based rather than norm-based. As a result, the emphasis lies on the achievement of cognitive, affective, and psychomotor skills, rather than solely numerical scores.
6. 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.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>The Electoral Literacy Club (ELC) has been set up by Heramba Chandra College on 25 July 2022. This initiative marks a significant stride towards fostering civic and electoral awareness among our students, particularly those in the 18-21 age group. The ELC aims to empower and educate our students, enabling them to make informed choices and actively participate in the democratic process. We are committed to nurturing responsible and engaged citizens for a vibrant democracy.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Yes, Heramba Chandra College has duly appointed student coordinators and coordinating faculty members for the Electoral Literacy Club (ELC). The ELC is fully operational, reflecting our commitment to fostering civic and electoral awareness among students. The appointed coordinators, both students and faculty members, play pivotal roles in ensuring the effectiveness of ELC activities. Furthermore, the ELCs are designed to be representative in character, embracing diversity and inclusivity to encourage active participation from all segments of the student community. The Club comprises 100 student members currently. The Club takes the initiative in sensitizing the students about the fundamental rights and basics of the Indian Constitution. The ELC takes the initiative in sensitizing electors and enrolling the name of college students and young people of the locality who are eligible for Electoral Voter Card registration along with the local administration.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The following initiatives have been undertaken by the ELC of Heramba Chandra College: 1. Celebration of National Voters Day on 25.01.2023 in association with the office of District Election Officer, Kolkata South, Number of Participants = 11 2. Organizing campaigns for students and community on Special Campaign Day (27.08.2023) Number of Participants = 40, 3. Revision of Electoral Roll for the community from 09.11.2022-08.12.2022 in association with the office of District Election Officer, Kolkata South.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content,</p>	<p>Heramba Chandra College ELC organizes awareness programme on Electoral Literacy. A Special lecture (Enhancing Electoral Literacy) has been organised on</p>

<p>publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>09.01.2023. Total number of participants = 40</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The Heramba Chandra College ELC takes the initiative in reviewing and ensuring that all its eligible students get registered as voters.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2404	2621	2143	2282	2658

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 69

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
68	68	68	69	21

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
86.66830	45.34367	45.35934	78.39032	64.29544

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Heramba Chandra College offers nine undergraduate courses in humanities, science, and commerce in Honours and General under CBCS regulations. The curriculum is delivered effectively according to an Academic Calendar prepared by the IQAC in consultation with the institutional authority. This calendar provides tentative dates for the commencement of sessions, internal examinations, holidays (as per the Government of West Bengal and Calcutta University Holiday List), and institutional activities like College Foundation Day, Cultural Programs, Teachers Day, and Annual Sports Day. It also includes vacations and session breaks, ensuring that everyone is well-informed about upcoming events.

Heramba Chandra College employs a comprehensive and structured approach to curriculum delivery, incorporating traditional and modern teaching methods, continuous assessment, and co-curricular activities. The routine committee plays a crucial role in maintaining the smooth functioning of the academic schedule by creating, managing, and monitoring the academic timetable. The committee drafts a Master timetable for the entire college, from which departments prepare their specific timetables. Students receive the timetable and college prospectus on their first day, with both also available on the college webpage for easy reference. Departments provide a tentative teaching plan at the beginning of each semester.

Teachers have introduced and implemented innovative teaching-learning methods, including workshops, debates, peer-teaching, and brainstorming activities. The primary mode of curriculum delivery is through lectures and tutorials, supported by ICT-based methods with laptops, multimedia projectors, smart boards, and online resources. Regular practical classes are conducted for laboratory-based subjects. Active student participation is promoted, fostering questioning and critical engagement.

Periodical internal assessments and assignments ensure students' understanding of their lessons, with remedial teaching provided to support weaker students. The Department of English groups students according to their merit, evaluated through entry-level tests, and mentors them accordingly. Departments hold regular meetings and Parent Teacher Meetings (PTM) to discuss their functioning and keep guardians informed about their wards' progress, documenting activities in minute books and posting special activities on the college website.

The college has adopted a blended teaching mode, conducting online classes when the campus is unavailable due to university examinations. Online classes, introduced during the pandemic, continue in the post-pandemic years, allowing for a hybrid teaching mode. Each department has created a Google Classroom for academic support outside college hours. Some teachers maintain individual Google Classrooms for continuous academic communication with students. Teacher assessments, program

outcomes, and course outcome mapping are conducted through the LMS portal.

The college emphasizes holistic student development by offering diverse Add-on/Value-Added/Certificate Courses to enhance skills for future job opportunities. Several departments organize excursions, field trips, and project work, integrating theoretical knowledge with practical experience. Students participate in invited lectures, seminars/webinars related to their subject and interdisciplinary topics, broadening their understanding.

Question banks and MCQs are designed according to the university syllabus units/modules, aiding students in preparing their answers. Teachers assist by correcting student-prepared answers. The Central and Seminar library provides reading facilities, reference books, electronic books, journals, magazines, etc. Wall magazines, prepared by students under teacher guidance, reflect their awareness of contemporary issues.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 49

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)**1.2.2**

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 55.01

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1593	1426	587	1436	1619

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment**1.3.1**

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

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 Women's Development Cell organizes various programs throughout the year, sensitizing students across departments. Activities include celebrating International Women's Day, seminars on women's empowerment, film shows, panel discussions, and workshops on gender equality laws.

In collaboration with IQAC and Prayasam, an NGO, the Department of English organized a gender-sensitization program featuring short films on gender issues. Students actively participated in events honoring Iswar Chandra Vidyasagar's bicentenary, including campus decorations and seminar attendance.

Extension lectures on topics like the political economy of female foeticide and World Environment Day observances contribute to students' awareness of contemporary societal issues. A full-time course on environmental studies and inclusion of environmental topics in various subjects further enhance environmental consciousness.

Cultural programs at the college showcase diverse talents through music, dance, poetry, and theatrical performances, reflecting cultural richness and creativity. Annual sports events feature track and field competitions, including sprints, relays, and field events, fostering athletic talent and community spirit.

Teachers' Day celebrations and cultural events like Gurave Naman and AMARO PARANO JAHA CHAY highlight cultural diversity and provide platforms for creative expression. Joint cultural programs with neighboring colleges promote unity and cultural appreciation among students, faculty, and alumni.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 79.08

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1901

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 71.66

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
947	822	728	789	813

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1144	1144	1144	1144	1144

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 57.05

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
359	257	291	290	272

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
515	515	515	515	515

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 35.35

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Heramba Chandra College has tried to promote comprehensively experiential learning, participative learning and problem-solving methodologies amongst students in the following manner –

Experiential learning:

1. Several departments conducted visits to places of historical and cultural importance, such as Visit to Archives, museums and art galleries.
2. Some departments conduct Heritage Walk
3. Some departments conduct Field Survey every year with support from the college authority
4. Several departments conducted educational excursions with support from the college authority.
5. Extension activities organized by Campus Harmony and Social Service Unit of Heramba Chandra college and those done by Heramba Chandra Ambulance Division under the auspices of St John Ambulance, give our students unique first-hand knowledge about contemporary life and society and its problems.

Participative learning:

1. Participation in Youth Parliament
2. Preparing Wall magazines and Online Magazines
3. Participation in Workshops initiating Holistic Development.
4. Participation in Debates and Discussions.
5. Participation of students in seminars and special lectures, as a) active participants taking part in discussions and question and answer sessions and b) as volunteers
6. Student seminars building capacity and confidence among students
7. Online programmes of different types during lockdown period.
8. Classroom Quiz
9. Participative learning in department of Geography in development of skills about Topo Sheets, GIS, Ph Meter and ascertaining dumpy level.
10. Participation in Special Days like World Yoga Day, International Women's Day, International Mother Tongue Day and Independence Day.

Problem Solving Methodologies:

1. Problem-solving methodology in Project Works.
2. Brainstorming sessions in class of CBCS curriculum and Add on Courses
3. Assignments in google Classrooms.
4. Solving MCQ in LMS portals to enhance capacity for competitive examinations

Use of ICT tools

In Heramba Chandra College use of ICT tools has become indispensable in regular activities of the college during class hours, seminars and add on courses. The following ICT-based Teaching-Learning methods are employed at the college:

1. Use of Smartclass, Smartboard and Laptops during class hours and seminars.
2. Online Platforms for regular class, special lectures and webinars. Each semester of every department of the college have Google classrooms.
3. LMS software is used to enhance competitive ability through MCQ question in the LMS portal
4. LMS software is used to map the attainment of Programme Outcome and Course Outcome of the college.
5. The library uses Open Source Integrated Library Management Software (ILMS) Koha (version 22.05.14.000) with a high-performance free search engine Zebra (version 2.0.59), for structured text indexing and retrieval. Web Opac link: <https://hcc.blacal.in/>
6. Students can use E-books through MobileApp eLibrary2.0 by Pearson Education, Inc. or through Pearson eLibrary (Link : <https://elibrary.in.pearson.com/>)

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 93.93

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
71	71	71	71	29

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 57.48

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
39	38	37	34	21

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Heramba Chandra College has structured the mechanism of Internal Assessment evaluation process in accordance with university circulars. End-semester (External) Examinations related modalities, schedules, notifications, centre allocation documents are primarily published by the University, which are circulated and implemented by the College.

- According to university circulars in CBCS curriculum, total Marks for **Internal Assessment** was 10 for the Core Courses (CC), Generic Electives (GE), Discipline Specific Electives (DSE) and Skill Enhancement Courses (SEC). The college notifies centrally for Internal Assessment on official website indicating date, time and room number and the entire process is controlled centrally.
- Total marks for **attendance** in all these papers was 10 in these papers.
- **Tutorial** of 15 marks is another very important aspect of internal assessment in all the departments of Arts faculty and in department of Economics. The departments have the liberty to hold examinations, assign project works, assign topic for presentation and hold Viva voce. For

example, department of English assign project works of 10 marks and hold viva on projects done, department of History assign term paper; department of Economics and Education assign topics for presentations and hold viva after the presentation. The Department of Commerce have an entire paper where they have to submit project works. The department of Geography holds surprise viva. In this way a thorough and robust process of assessment is maintained.

- Marks for Internal and tutorial are preserved systematically by individual departments and **uploaded on university portal** within stipulated time.
- The university publishes notices regarding **End Semester (External) Examination** – Enrolment, Admit Cards, Schedules, centre allocation, which in turn are circulated through college notices on the official website.
- Detailed notification of room plans and poster about seat allotment are published by the college when they become the examination centre of End semester University examination.
- During **practical examination** in the department of Geography external evaluator appointed by the university, visits the college and evaluates the students by examining their lab notebook and holding viva.
- On receiving the **result** sheets from the university, the college distributes them with prior notification. The college also distributes graduation certificates and maintains a register.
- To support the students in properly channelling their **grievances** the office maintains a process where applications of students for RTI and review of answer-scripts are smoothly forwarded to the university. The office collects the fees of review and RTI from the students and sends their appeal to the university through proper channel.
- For in-house grievances on internal examinations the college has obtains feedback.
- The link for Grievance Redressal Cell is as follows: https://www.herambachandracollege.ac.in/page.aspx?id=40&mn=Campus_Harmony
- The departments have mentored the unsuccessful students and the college have taken feedback on unsuccessful students in order to ascertain what went wrong with them and how they can be given support in the best possible manner.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Heramba Chandra College, affiliated to the University of Calcutta, follows the syllabus framed by the university. Since the university did not publish the course outcomes of programmes taught in this college, the Academic Committee of the college framed Programme Outcome and with the participation of each department framed Course Outcome as well as Learning Outcomes for all the nine courses taught in the college. The primary objective of developing PO is to achieve educational focus which relates specifically to the educational goals and outcomes of the program.

We mapped PO, PSO with CO using Bloom's Taxonomy, developed by Benjamin Bloom and his colleagues in the 1950s. Bloom's Taxonomy is a hierarchical framework that categorizes educational objectives into levels of complexity and specificity. Bloom's Taxonomy provides a structured way to classify educational goals and objectives. It categorizes these objectives into six levels, ranging from simple recall of facts (lower-order thinking skills) to more complex cognitive processes like evaluation and creation (higher-order thinking skills). This classification helps educators articulate clear learning outcomes for students at different stages of learning. In summary, Bloom's Taxonomy is important in education because it provides a structured framework for defining learning objectives. Mapping PO, PSO and CO, helped faculty members and students immensely in their common pursuit of academic excellence. Each teacher-member in each department participated in framing the Programme Specific Outcome and Learning Outcomes. Program Specific Objectives (PSOs) in academic programs are specific, measurable outcomes that support the achievement of the academic program objective. They define what students are expected to achieve by the end of the program or specific courses/modules. PSOs are formulated to be measurable, allowing for assessment of student achievement and program effectiveness. These PSOs are focused on learning outcomes: They specify the knowledge, skills, competencies, or attitudes that students are expected to demonstrate. They provide clarity to both instructors and students about the expected learning achievements by the end of the course. Each CO is mapped against the defined PO and PSO developed earlier.

Attention of students are drawn to the PO, PSO and CO displayed on the website, on the departmental page of each department. The links are given below:

Bengali: https://www.herambachandracollege.ac.in/allupload/91497_010724113745_Bengali_POCO.pdf

Education:

https://www.herambachandracollege.ac.in/allupload/22808_010724121838_Education_POCO.pdf

English: https://www.herambachandracollege.ac.in/allupload/87345_010724121045_English_POCO.pdf

History: https://www.herambachandracollege.ac.in/allupload/45726_010724125306_History_POCO.pdf

Political Science:

https://www.herambachandracollege.ac.in/allupload/81174_010724124537_PoliticalScience_POCO.pdf

Economics:

https://www.herambachandracollege.ac.in/allupload/58058_010724122519_Economics_POCO.pdf

Geography:

https://www.herambachandracollege.ac.in/allupload/28031_010724123110_Geography_POCO.pdf

Mathematics and Statistics (as a part of the course of B Com):

https://www.herambachandracollege.ac.in/allupload/46875_010724123602_MathematicsandStatistics_POCO.pdf

Commerce:

https://www.herambachandracollege.ac.in/allupload/30661_010724124132_Commerce_POCO.pdf

Besides providing transparency to all stakeholders, these help students in understanding what they are expected to learn and achieve in each course, which helps them set learning goals and track their progress. Our faculty members have designed assessments (e.g., exams, projects, portfolios) that directly measure students' achievement of course outcomes, providing meaningful feedback on learning progress.

By integrating course outcomes with PSOs, Heramba Chandra College demonstrates commitment to educational quality and continuous improvement.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Evaluation of attainment of programme outcome and course outcome is perhaps the most important aspect of self-assessment of any higher educational institution.

Data used for Evaluation of learning outcome, programme specific outcome, Course outcome and Programme outcome

Attainment cannot be measured or evaluated in a uniform benchmark or standard. Attainment needs to be evaluated in the context of the profile of the student – whether she or he is a first-generation learner, whether she or he belongs to poor or under-privileged section, her or his achievements in the school level etc. Hence to get a holistic idea of attainment of PO and CO Heramba Chandra College introduced a system of mapping the profile of the student on online portal – the link of which is available on our website - where students log in with their registration number and provide inputs about themselves.

<https://herambachandracollege.net/spm/students.php>

In order to get a holistic idea of a students' progress and attainment the teachers consider both qualitative and quantitative data of the students: Qualitative data includes the students' inquisitiveness in class, her or his readiness in submitting an assignment, her or his frequency in participation in question answer sessions in seminars her or his readiness in participatory learnings, performance in Viva and project works etc. Quantitative data includes performance in entry level test, internal examination and end-semester examinations.

Methodology used for evaluating attainment

All the data are analysed in a scientific manner. The college uses a Web Portal for mapping the courses to Programme Specific Outcomes and for grading all the final semester students in accordance with the laid down PSOs.

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

The portal uses a well-defined Algorithm for computing the attainment score of each student of the college based on both CGPA and the Faculty Members' Grades. We follow this formula in measuring the attainment: 80% weightage is given to CGPA and 20% to grades given by Faculty. This method gives a robust idea of the attainment level of the students.

However, beyond this methodology there are more concrete evidence of attainment of PO and CO, that is in the application in life after graduation. The following are the benchmarks which gives us the final impression of the attainment of the students:

1. Progression to Higher Education. The students' penchant for higher education is a signal of her attainment of the desired outcomes. We try to track the progression of the students in higher education after graduation. Details are available in the following link: https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106171/5.2.1_1720259062_7200.pdf
2. Placement. Our placement cell maintains data of students who are successfully placed. This also gives an idea of the students' attainment of desired outcomes. Details of placement is available in the following link: https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106171/5.2.1_1720252877_7200.pdf
3. Feedback. Students' feedback which are continuously collected, are an indication of attainment of education, knowledge and capability.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 90.08**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
605	718	688	847	694

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
683	755	691	874	940

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 20.78

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

2022-23	2021-22	2020-21	2019-20	2018-19
1.4	0	0	1.125	18.25504

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Response:

Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): The Indian Knowledge System (IKS) is an innovative initiative established by the Ministry of Education at AICTE in October 2020 in New Delhi. It aims to promote interdisciplinary research across all aspects of IKS, preserving and disseminating this knowledge for further research and societal applications. Heramba Chandra College adheres to the prescribed curriculum under the Choice Based Credit System (CBCS) introduced by Calcutta University. This system has been in place for B.A., B.Sc., and B.Com. (Honours & General) programs since the academic year 2017-18 for Commerce and 2018-19 for Humanities and Science streams. The college follows the rules and regulations set forth by Calcutta University in this regard.

The curriculum of Calcutta University incorporates elements of traditional knowledge within various subjects. 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. History courses explore ancient Indian laws, language, art, and architecture.

Heramba Chandra College actively promotes the Indian Knowledge System through various activities. These include seminars, workshops, and heritage walks designed to increase awareness of our rich heritage. The college also observes important days related to traditional Indian languages, such as "Vidyasagar" on International Mother Language Day, 21 February. The Department of History's Heritage Walks helps sensitize students to our cultural heritage.

Starting from the academic year 2023-24, the Indian Knowledge System, as introduced by the Ministry of Education at AICTE, has been formally included in the Calcutta University curriculum.

This College excels in education and creativity, fostering a supportive environment for innovation and knowledge sharing. The college's ecosystem is enriched by various cells and committees:

1. **Research and Development Cell:** Promotes a research-oriented mindset among teachers by organizing seminars and workshops.
2. **Academic Committee:** Ensures academic excellence through collaborative knowledge transfer initiatives.
3. **RUSA Committee:** Aligns with national educational goals, strategically using resources for academic advancement.
4. **Student Support Cell:** Provides financial aid and addresses student-related issues, ensuring equitable access to education.
5. **SC/ST and OBC Cell:** Promotes inclusivity and equality through regular seminars and activities.
6. **Ramdhani Initiative:** Offers educational support to underprivileged children in the local community.
7. **Lab and Other Facility Support:** Enhances learning and innovation with facilities like Geography labs, seminar and Central Libraries, computer lab, lift, CCTVs.
8. **Research and Professional Development Incentive:** Encourages teachers to engage in research and knowledge transfer through financial support.
9. **Student Projects and Survey Reports:** Showcases students' projects, developing a platform for young scholars.
10. **IPR Seminars:** Educates on Intellectual Property Rights.
11. **Funding for Seminars/Workshops:** Allocates resources for department-level academic events.
12. **Refresher Courses and Orientation Programmes:** Allowing to support professional growth of teachers.
13. **M.Phil./Ph.D. Support:** Encourages teachers to pursue advanced degrees, helping a research-oriented environment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 66

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
20	28	07	03	08

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.26

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	23	21	17	13

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.75

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
17	14	09	11	01

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Heramba Chandra College conducts various extension and social outreach programs to foster awareness and holistic development among students. These initiatives include educational support for underprivileged children, health awareness campaigns, blood donation camps, and environmental sustainability efforts. The college also focuses on promoting constitutional values, mental health support, and equality through seminars, workshops, and community surveys. By engaging in philanthropic activities and providing first aid during events like the Ganga Sagar Mela, the college demonstrates its commitment to social responsibility, public health, and community well-being, fostering a sense of civic duty and social equity among students.

Institution's Social Responsibility: Ramdhanu: An Extension Initiative

Proposed Outcome: Ramdhanu empowers underprivileged children by providing access to quality education and nourishment. It fosters community well-being and development, while promoting financial sustainability through shared expenses and potential collaborations.

Extension Programme: Blood Donation Camp

Proposed Outcome: The blood donation camps save lives by ensuring a steady blood supply for medical emergencies. They also cultivate a sense of social responsibility and altruism among students.

Health Awareness Programme

Proposed Outcome: Health awareness initiatives educate the community on prevention and early detection of serious health issues. They promote informed health choices and create a supportive environment for affected individuals.

Valuing the Constitution

Proposed Outcome: Seminars and workshops on constitutional values increase civic knowledge and foster respect for democratic principles. They encourage active citizenship and strengthen democratic institutions.

Environmental Sustainability Promotion

Proposed Outcome: Environmental activities contribute to local greening, improve air quality, and raise conservation awareness. They instill sustainable practices within the community, leading to a healthier ecosystem.

COVID Awareness Rally

Proposed Outcome: The rallies increased vaccination rates and adherence to safety protocols, helping to reduce virus spread. They played a crucial role in enhancing community health and safety during the pandemic.

Philanthropic Activities

Proposed Outcome: Donations to relief funds provided critical support to disaster-affected populations. These efforts demonstrate the college's commitment to social responsibility and community solidarity. The college teachers also support the underprivileged children locally, actualizing their efforts through the Ramdhanu initiative.

Surveying the Local Community

Proposed Outcome: Community surveys enable the college to tailor outreach programs to address specific needs, fostering social equity and inclusivity by offering targeted support to underprivileged individuals.

Promoting Equality

Proposed Outcome: Celebrations of notable figures' birthdays raise awareness about inequality and inspire ongoing efforts for social justice. These programs reinforce the college's dedication to equality and inclusiveness.

Mental Health Support

Proposed Outcome: Mental health programs create a supportive environment, reduce stigma, and promote emotional well-being. They ensure a healthier and more productive academic community.

Ganga Sagar Mela First Aid Support

Proposed Outcome: Providing first aid at Ganga Sagar Mela ensures the safety and well-being of pilgrims. It highlights the college's commitment to community service and public health.

YASS Flood Relief Camp

Proposed Outcome: Flood relief efforts offer immediate support to affected individuals, aiding their recovery and rebuilding process. These activities emphasize the college's role in humanitarian aid and disaster response.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:**3.4.2. Awards and recognitions received for extension activities from government / government recognised bodies****Response:**

Heramba Chandra College has consistently been recognized for its dedication to extension activities, demonstrating a strong commitment to social service and community engagement. The college's initiatives have earned accolades from the recognised government body, highlighting the impactful contributions of both the institution, its students and the local community

In 2023, Heramba Chandra College received the "Recognition for Ramdhanu Extension Initiative" from Ward No. 90 of the Kolkata Municipal Corporation on June 7th. This award acknowledges the college's efforts in implementing the Ramdhanu Extension Initiative, which focuses on inclusive education and community development. The initiative has significantly impacted the local community, promoting educational opportunities and social inclusion for marginalized groups.

In 2022, the college was awarded a "Letter of Appreciation for Extension and Outreach Activities through Campus Harmony & Social Service Unit" by Ward No. 90 of the Kolkata Municipal Corporation on December 17th. This recognition highlights the college's ongoing commitment to fostering campus harmony and engaging in social service activities. Through various outreach programs, the Campus Harmony & Social Service Unit has successfully addressed social issues and contributed to the welfare of the community.

Additionally, the students of Heramba Chandra College have received numerous awards and recognitions in sports and cultural activities. These achievements not only reflect the students' talents and dedication but also underscore the college's holistic approach to education, encouraging excellence in both academic and extracurricular pursuits.

These awards and recognitions from government bodies underscore the college's significant role in community service and development. They serve as a testament to the college's dedication to fostering a culture of social responsibility and active citizenship among its students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 58

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	4	11	17

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 43

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Heramba Chandra College, situated in South Kolkata with a campus area of nearly 11,000 sqft, is dedicated to fostering a robust teaching-learning environment through its well-utilized physical infrastructure. The college places a strong emphasis on integrating technology into education, ensuring students' benefit from the **blended mode of learning**.

At the heart of its educational approach lies the strategic deployment of ICT infrastructure across the **classrooms spanning four floors** of the college building. Equipped with **white boards, projectors, visualizers** and **smart boards**, these facilities support dynamic and interactive teaching methods. This setup not only enhances the engagement of students but also promotes a deeper understanding of subjects through multimedia presentations and digital resources.

The college houses specialized facilities like a dedicated **Computer Laboratory**. Here, students engage in hands-on training and practical classes, facilitated by a well-managed scheduling system. 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 academic infrastructure includes extensive library services. 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 introduced a **Learning Management System (LMS)** which offers curated instructional materials, dynamic presentations aligned with the curriculum, video links for visual learning, structured lesson plans tailored to the syllabus etc. It optimizes student engagement and comprehension by providing cohesive, curriculum-driven resources uploaded by the faculty.

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. Such events enrich the academic discourse and provide platforms for intellectual exchange and collaborative learning among students and faculty.

Besides, 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.

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.

Continuously striving for improvement, Heramba Chandra College invests in expanding its infrastructure both in physical facilities and academic resources. This ongoing enhancement aims to create a **holistic educational environment** that nurtures intellectual growth and prepares the students for future challenges.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 26.45

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
15.3556567	9.2448034	8.3698633	43.0957524	8.5975025

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library employs **Open Source Software Koha** (version 22.05.14.000) for library automation with a high-performance free search engine Zebra (version 2.0.59), for structured text indexing and retrieval, enabling **Integrated Library Management System (ILMS)**. Koha runs on a Linux Cloud (OS version : Linux mail1 4.19.0-6-amd64 #1 SMP Debian 4.19.67-2+deb10u2), offering modules Administration, Acquisitions, Cataloging, Circulation, Reports, Tools etc. It supports **multilingual indexing, full-text searching, 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. ILMS contains 6381 unique book titles and 18806 items/copies under digitization process. Accessible via **Web-OPAC** (Link : <https://hcc.blacal.in/>), the system enables global API integration for retrieving resource metadata, facilitating field-based and advanced searches with keyword-indexing. **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** in the library.

Library users can search for **library resources through online catalog** enhancing convenience and expanding access beyond physical library hours. ILMS enables accurate tracking of library materials, including check-outs, returns, and overdue items. This reduces lost items and improves resource utilization. ILMS also offers robust reporting capabilities, enabling libraries to analyze usage trends,

collection needs, and operational efficiencies, which informs strategic decision-making.

The library provides the following **e-resources under institutional subscription** to strengthen Research and Innovation :

1. N-LIST (Link : <https://nlist.inflibnet.ac.in/veresources.php>)
2. EPWRF ITS (Link : <https://epwrfits.in/>)
3. JSTOR (Archival Capital) (Link : <https://www.jstor.org/>)
4. Pearson eLibrary (Link : <https://elibrary.in.pearson.com/> or MobileApp eLibrary2.0 by Pearson Education, Inc.)
5. J-Gate (Social Sciences and Humanities) (Link : <https://jgatenext.com/> or MobileApp J-Gate by Remotlog)

The library has access to e-ShodhSindhu (Link : <https://ess.inflibnet.ac.in/>), a comprehensive **E-resource Subscription Platform**. Activation is done through AISHE-enabled admin login. Institutional profile is maintained and updated on e-ShodhSindhu. EPWRF ITS is obtained from the respective vendor at the rate fixed through the platform.

A number of **Open Educational Resources** (OERs) are incorporated in the library webpages (Link : <https://www.herambachandracollege.ac.in/page.aspx?id=156&mn=Library>) to accelerate e-Learning in the college. Some major resources among them are Shodhganga, Shodhgangotri, Study Webs of Active-Learning for Young Aspiring Minds (Swayam), National Digital Library of India (NDLI) etc.

The weekly **peer-reviewed journal**, Economic&PoliticalWEEKLY, published by Sameeksha Trust, is subscribed by the library to fulfil the academic and research needs of various departments within the college. Renowned for its robust editorial stance that emphasizes a "social conscience", the journal is indexed in Scopus and enlisted in UGC Care.

The **optimal use of the library** of Heramba Chandra College is ensured through actively engaging with its resources, taking benefits of its services, and respecting its environment to support academic and research endeavours effectively by the academic fraternity of the college. This is estimated through the records of daily-basis **footfalls by the physical users** along with **fingerfalls by the e-users**. The conducive environment for studying and research, Library Policies related to borrowing periods, renewal options or access restrictions, **Awareness and Orientation Programs** intensify smooth interaction with

library services for the library users.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has made significant strides in enhancing its IT infrastructure to facilitate modern technology and robust internet connectivity. The college recognizes the critical role of **IT facilities in supporting both academic and administrative functions**, thereby prioritizing regular maintenance to meet the evolving needs of the community. This includes a diverse range of hardware devices such as laptops, desktops, printers, scanners, projectors, visualizers, intercoms, LAN wires, routers, network switches etc. The updates are scheduled based on technological advancements and operational needs, ensuring efficient functionality across campus.

The college conducts upgrades on its hardware to ensure optimal performance. **Maintenance of desktops or laptops** have been carried out to improve processing speed and overall performance through increasing size of RAM (Random Access Memory), installation of SSDs (Solid State Drives) along with HDDs (Hard Disk Drives), bringing solution of charging problem, motherboard issue resolving, operating systems reloading etc. Fault detection and repairs are promptly addressed to **minimize downtime and disruptions to academic activities**. Beside this, the driver software of the peripherals are regularly updated to maintain compatibility with various operating systems used. Additionally, they undergo periodic checks, last done on 24-04-2024, to ensure their functionality and reliability.

The wired network of the college has undergone several updates to improve coverage and reliability since 2008. This upgrade aimed to address frequent connectivity issues reported by the users, ensuring a more seamless experience to the users. Currently, the college provides **fast bandwidth to support its large work base through both LAN and Wi-fi** to support various academic, administrative, and research activities. Beyond the upgrading Wi-fi, which is running since 2015, network switches and LAN

wires have been extended and replaced as needed to accommodate growing connectivity demands and ensure robust data transfer speeds across campus. Wi-Fi access points are strategically placed to provide reliable internet access. **Support from broadband service provider** is another integral to the college's IT strategy, enabling reliable internet access for academic research, online platforms, and administrative tasks. The college collaborates with the provider to troubleshoot any issues promptly and maintain consistent service levels. The college places a strong emphasis on cybersecurity, such as firewall protection, and regularly updates antivirus software to protect against emerging threats.

In line with its commitment to sustainability, the college emphasizes acquiring energy-efficient technological components. The college is increasingly adopting **cloud-based solutions** to promote virtualization technologies, enhancing accessibility and scalability of resources. The college employs a variety of online systems to handle large amount of data, such as finance data, student data, library data etc. Beside this, College Website, Staff Portal, Job Portal, Payment Gateway etc ensures online facilities for different stakeholders. Some online/off-line software are also used to take biometric attendance, to generate ID cards of the students and staff, to fulfill course curriculum etc. These initiatives not only reduce environmental impact but also **optimize operational and maintenance costs** associated with ICT infrastructure.

Challenges such as budget constraints, technological obsolescence, and staff training needs are managed through strategic planning and collaboration. Regular assessments of ICT needs prioritize upgrades aligned with educational goals, while staff training programs ensure personnel stay updated. Future planning involves continuous assessments of ICT needs, proactive budget allocations, and **collaboration with industry partners for technological advancements**. Up-to-date infrastructure supports academic excellence, facilitates research, and enhances administrative efficiency, ensuring a supportive educational environment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 37.56

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 64

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 52.02

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

2022-23	2021-22	2020-21	2019-20	2018-19
43.6371533	18.6171367	28.5645033	32.8711803	42.8163430

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 80.23

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1400	4459	2614	639	602

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 69.75

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3070	2335	1083	1065	892

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 40.82

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
519	154	85	198	494

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
605	718	688	847	694

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.86

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
28	6	2	2	1

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 72

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
32	2	3	13	22

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 38.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
108	12	9	24	38

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

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

Academic sessions: 2018-19 to 2022-23

Name: Sanjyog, the Alumni Association of Heramba Chandra College

Establishment Year: 2015

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

Patron: Principal, Heramba Chandra College

Working President: Sambaron Banerjee

Secretary: Shiladitya Chowdhury

Formed in 2015, Sanjyog, the alumni association of Heramba Chandra College, aims to unite former students under a single forum. Since its inception, Sanjyog has focused on strengthening alumni bonds and enhancing their connection with the college. The association organizes a variety of events, including:

Annual Function "Voices"

Debates and Panel Discussions

Town Hall Meetings

Alumni Interface Programmes

Reunion Dinner and Annual Picnic

Blood Donation and Medical Camps

Sanjyog plays a crucial role in maintaining an engaged alumni network, contributing to the college's growth and development. Its diverse events celebrate alumni achievements, offer mentorship, and provide professional development opportunities, enriching the educational experience of current students.

Community Service and Social Responsibility

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.
- **Thalassemia Screening and Blood Donation Camps:** Organized with SSKM Hospital to address blood disorder risks and encourage donations.

Key Events

- **Annual General Meeting (AGM):** Held on December 8, 2019, to review activities, plan future events, and recognize member contributions.
- **Thalassemia Screening and Blood Donation Camp:** Conducted on March 5, 2020, in collaboration with SSKM Hospital.

Impact on Students

By involving students in these initiatives, Sanjyog fosters community service, leadership, and social responsibility. These activities provide networking opportunities, mentorship, and guidance from alumni.

Adaptability and Future Commitment

Sanjyog has shown adaptability, responding to college and community needs during crises like floods and pandemics. Efforts include fundraising, distributing essential supplies, and volunteer work.

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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Response:

Besides an academic environment, our college offers a wide range of extracurricular activities, cultural events, and community engagement initiatives, enriching the overall experience and fostering personal growth and leadership skills. With state-of-the-art facilities and a supportive learning environment, we provide the ideal setting for students to excel academically, explore their passions, and reach their full potential. Our graduates emerge as confident, well-rounded individuals ready to make a positive impact in their fields and society.

Vision:

Our vision is to create a future where every individual has the opportunity to thrive, regardless of their background. We aim to:

- Become a dynamic institution of excellence in higher education, adapting to changing social realities.
- Impart updated knowledge, instill strength of mind, expand intellect, and foster self-reliance and social commitment.
- Champion dignity, equal opportunity, social justice, and human rights, nurturing students to create a sustainable and equitable world.
- Foster a culture of innovation and collaboration, preparing graduates to address complex challenges.

Mission:

Our mission is to empower individuals by providing quality education, fostering innovation, and cultivating inclusivity and diversity. We aim to:

- Provide quality education to all students, regardless of caste, creed, religion, or economic status.
- Inculcate values fostering mutual understanding among diverse communities.
- Offer opportunities for holistic development, including mental and physical growth.
- Guide students in making informed decisions regarding their careers and personal lives.
- Foster personal growth and leadership skills through extracurricular activities, cultural events, and community engagement initiatives.

NEP Implementation:

- Curriculum Renovation: Aligning with NEP, our curriculum emphasizes major, minor, interdisciplinary, and multidisciplinary courses and skill development.

- 4 years honours has been introduced as NEP guidelines and CU guidelines respectively.

- Inclusive Education: Targeted initiatives for all students, including first-generation learners and specially-abled individuals.

Sustained Institutional Growth:

- Infrastructure Development: Smart classrooms, upgraded laboratories, modern libraries, and extensive digital resources.
- Research and Innovation: Supporting research initiatives through seminars, grants, educational tours, and publications like "KOROK," "Brain Child," "Budding Economist," and two volumes on tribal issues and Vidyasagar.
- Decentralized Student Welfare:** Various cells and committees promote student welfare, including the Placement Cell, Women Development Cell, SC/ST/OBC & Minority Cell, Cultural Sub-committee, and Student Support Cell.

Decentralized Efforts in Empowering Administration:

- Autonomous Management:** Departments manage academic and administrative decisions autonomously. The Governing Body and Principal shape policies with input from diverse sub-committees.

Participation in Institutional Governance:

- Inclusive Governance: Active participation from all stakeholders, including students, parents, ex-students, and local community members.

Short and Long-term Perspective Plans:

- Short-term Goals: Focus on inclusive enrolment, teaching quality improvement, faculty development, and creating a gender-sensitive, culturally rich environment.
- Long-term Vision: A commitment to become a nurturing hub of value-embedded knowledge, aligning with the New Education Policy (NEP) through continuous interactions, Parents Teachers' Meetings (PTM), and NEP-Curriculum workshops.

By fostering an inclusive and supportive learning environment, we aim to empower students to excel academically and contribute positively to society, creating a brighter future for all.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment**6.2.1**

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institute operates according to the Statutes of the University of Calcutta (CU) and the rules of the

Department of Higher Education, Government of West Bengal.

College Management:

The Governing Body, with the Principal as the secretary, includes representatives from teaching and non-teaching staff, students, and external members. This body oversees key decisions related to infrastructure, financial management, academic affairs, admissions, governance, and administration. Regular meetings are held to discuss various issues in detail, and minutes are meticulously recorded to ensure transparency and accountability.

ICT and Hybrid Teaching Strategy:

From July 2022 to December 2023, the college implemented a strategy to encourage teachers to use ICT and embrace hybrid teaching methods. A structured routine ensured effective curriculum delivery, with internal evaluations managed on a fixed schedule. Notices for routines and examinations were posted on the college website, providing timely updates for students. Positive feedback from students, especially about teaching, indicated their satisfaction with the learning experience. This initiative has enhanced the teaching-learning process, making education more accessible and engaging for students.

IQAC and Sub-Committees:

The Internal Quality Assurance Cell (IQAC), along with various statutory and non-statutory sub-committees such as the Finance & Purchase Sub-Committee and Academic Sub-Committee, actively participate in decision-making with their suggestions and recommendations. These sub-committees handle curricular, co-curricular, and extracurricular activities, encouraging faculty members to participate as members and conveners. This decentralized approach ensures that diverse perspectives are considered, promoting a collaborative environment.

Appointments and Service Rules:

The procedures for appointments and service rules follow the norms of the Department of Higher Education, Government of West Bengal. This adherence ensures that the recruitment process is transparent and merit-based, attracting highly qualified professionals to the institution.

RUSA Fund Utilization:

One significant institutional perspective plan implemented is the utilization of the RUSA (Rashtriya Uchchar Shiksha Abhiyan) Fund. The RUSA authority sanctioned 2.5 crores for the college (with 1.8 crores received so far). This fund has been used to create new facilities, renovate and upgrade existing facilities, and procure equipment. These improvements have significantly enhanced the infrastructure, providing students and faculty with a conducive environment for learning and research.

Student-Centric Initiatives:

The college places a strong emphasis on student welfare and development. Various cells and committees, such as the Placement Cell, Women Development Cell, SC/ST/OBC & Minority Cell, and Student Support Cell, work towards creating an inclusive and supportive environment. Initiatives like psychological counseling, anti-ragging measures, and grievance redressal ensure a safe and nurturing campus atmosphere. Additionally, the college organizes numerous cultural and sports events, promoting holistic development and fostering a sense of community among students.

Future Plans:

College is committed to maintaining academic excellence and fostering innovation. Future plans include

enhancing digital infrastructure, expanding research opportunities, and strengthening industry collaborations. By adapting to the evolving educational landscape, the college aims to prepare students to meet future challenges confidently and responsibly.

By following structured strategies and regulatory frameworks, the college ensures efficient management, creating an environment that promotes academic excellence and holistic development.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-

teaching staff and avenues for career development/progression**Response:**

Heramba Chandra College has implemented a comprehensive set of welfare measures and performance evaluation systems that address the financial, professional, recreational, and holistic development of both teaching and non-teaching staff.

Evaluation Systems:**For Teachers:**

1. Regular Audits: Academic and administrative audits ensure accountability.
2. 360-Degree Appraisal: Incorporates feedback from various stakeholders for comprehensive evaluation.
3. Annual Self-Assessment: Evaluated within the Performance Based Appraisal System (PBAS), verified by department heads, the IQAC Coordinator, and the Principal. Promotions follow the UGC CAS PBAS proforma, utilizing API scores. Additional duties and responsibilities are recognized and weighted in the holistic assessment.

For Non-Teaching Staff:

1. Annual Appraisals: Conducted by the Principal and the Bursar, monitored by the Head Clerk.
2. Departmental Appraisals: Laboratory assistants and attendants are appraised by Departmental Heads or In-charges, while the Librarian evaluates the library staff. The Principal regularly engages with non-teaching staff to address concerns and enhance performance.

Welfare Measures:

The college prioritizes staff well-being through financial support, loans, professional development, leave policies, recreational programs, and supportive measures like subsidized refreshments, grievance resolution and support for research publications.

Financial Measures:

1. Cooperative Initiatives: Financial support and collaboration through cooperative initiatives.
2. Seminar and Workshop Grants: Financial grants for participation in seminars and workshops.

Loan Facilities:

1. Puja Advance Loan: Interest-free loans for all staff during festive occasions, to be refunded within 12 months through salary deductions.

Professional Development:

1. Study Leave: Encouraging continuous learning for academic staff.
2. Financial Assistance: Support for seminar and workshop participation.

Leave Policies:

1. Study Leave: For academic staff to promote continuous learning and research.
2. Maternity and Childcare Leave: To support family commitments.
3. Earned Leave: Based on tenure and performance.
4. Medical Leave: For health concerns.
5. Casual Leave: For unforeseen circumstances.

Recreational Initiatives:

1. Sports Events: To encourage physical well-being.
2. Cultural Events and Picnics: Staff participate in picnics, cultural events, and wellness programs, fostering a relaxed and rejuvenating atmosphere.

Health Check-Up Camps:

1. Blood Donation Camps
2. Free Eye Check-Ups
3. Health Camps* Organized by students' Union and Campus Harmony and Social Service Unit, including cancer awareness programs and free health check-ups for all staff and students.
4. Covid-19 Vaccination Camp: Organized with support from the Government of West Bengal and local authorities.

Other Initiatives:

1. Grievance Redressal Mechanism: Established to address staff concerns.
2. Support for Research and Publications: Encouraging management, research, and publication activities for teaching staff.

These initiatives contribute to a positive work culture, fostering growth, and ensuring the institution's continued success. The comprehensive approach to welfare and performance evaluation ensures that both teaching and non-teaching staff are supported in their professional and personal development, creating a harmonious and productive environment at Heramba Chandra College.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 64.97

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

2022-23	2021-22	2020-21	2019-20	2018-19
61	67	00	63	00

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 44.4

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
44	105	13	37	03

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
33	33	33	31	31

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The audit process, up to the financial year 2022-2023, is currently up-to-date. Proper auditing necessitates the involvement of the Education Directorate, which appoints the auditor in accordance with established regulations. Since the financial year 2015-16, the college has been using the College Management System (CMS), an online platform that provides real-time data. This system ensures that any transaction instantly affects the accounts. Additionally, student fee collection is conducted online, with integration between the CMS, Billdesk, and the relevant bank, ensuring that fees are accurately reflected and updated in student records. The auditor is granted user rights to the CMS, enabling them to inspect the system and verify accounts remotely. Finalization of

accounts occurs through discussions and deliberations involving the auditor, college administration, and Accounts Department. Any suggestions for improvements or changes made by the auditor are duly considered and implemented.

In the year 2022-2023, the institution mobilized funds from WBST Cell for seminars and the college has plans of more such fund-mobilization in the near future.

The college has utilised fund from RUSA2.0 grant for purchasing research and laboratory equipment for the department of Mathematics, Commerce, Geography and Economics.

The college has got funds from IOB.

College has received ICSSR fund twice for organising international seminars held on 26th February 2020, titled Ishwar Chandra Vidyasagar Duso Bachar Por” and in 5th and 6th December 2022 “Question of Sustainability for Contemporary Development Economics”.

The college financially supports educational tours organised by departments individually or jointly.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) at Heramba Chandra College ensures quality education through a holistic approach, ensuring compliance with academic, administrative, and financial standards defined by accrediting bodies.

1. Reviewing Teaching-Learning Process:

- Enhanced Techniques: Focuses on improving the teaching-learning experience using modern methods.
- Student Engagement: Introduces new ways to engage students and support interdisciplinary learning.
- Workshops and Seminars: Facilitates various training programs for educators and students to enhance their skills.
- Progress Tracking: Periodically reviews student progress through assessments and evaluations, ensuring continuous academic growth.

2. Evaluating Structures & Methodologies of Operations:

- Administrative Efficiency: Assesses the efficiency of processes like admission, registration, and fee collection to ensure smooth operations.
- Staff Training: Organizes programs to enhance the skills of administrative staff, ensuring effective management.
- Environmental Monitoring: Conducts Green and Academic Audits to maintain a sustainable and academically enriching environment.

3. Monitoring Learning Outcomes and Incremental Improvements:

- Setting Learning Outcomes: Collaborates with faculty to set and monitor specific learning outcomes for courses and programs.
- Performance Evaluation: Uses a variety of methods, including exams, assessments, projects, and presentations, to evaluate student performance comprehensively.
- Feedback System: Implements robust feedback mechanisms from students, faculty, and other stakeholders to drive continuous improvements.

4. Impact on Technological Advancement:

- Adoption of Technology: Promotes the integration of cutting-edge technologies within the institution.
- Learning Management System: Utilizes LMS to efficiently manage teaching, learning, and administrative processes.
- Data Standards: Ensures compliance with the latest data security, accessibility, and privacy standards to protect institutional data.

5. Collaboration and Research Activities:

- Academic Collaborations: Facilitates collaborations with national and international institutions to stay updated with evolving academic scenarios.
- External Participation: Actively supports faculty and students in engaging with external academic and co-curricular activities.
- Seminars and Workshops: Organizes frequent events in collaboration with various institutes, industries, and professional associations.
- Interdisciplinary Activities: Encourages multidisciplinary and interdisciplinary projects to foster a broader educational perspective.

6. Challenges, Prospects, and Future Directions:

- Educational Changes: Addresses challenges such as rapid changes in the education system, technological innovations, and space constraints.
- Covid-19 Adaptation: Successfully navigated disruptions caused by Covid-19, ensuring uninterrupted academic activities.
- Future Goals: Plans to adopt the latest technologies, expand global collaborations, and continuously improve educational standards.

By implementing these comprehensive strategies, the IQAC at Heramba Chandra College ensures the institution not only maintains high standards of academic excellence but also fosters an environment of holistic development. The college is committed to adapting to the evolving educational landscape while ensuring students and staff thrive in a supportive and innovative setting.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

1. Gender Audit: Heramba Chandra College has taken proactive steps to foster gender equality and ensure a safe and inclusive environment for its academic community. The college's commitment to gender equity is reflected in its systematic Gender Audit, which meticulously examines the distribution of male and female individuals among the teaching and non-teaching staff, as well as the students.

2. Curricular Integration of Gender Issues: The curriculum at the college is designed to enrich students with doses of sensitization on gender issues and related concerns. Subjects like Bengali, English, History, Education, Political Science, Economics, and Geography delve into topics such as Gender Rights, Human Rights, Domestic Violence, Feminism, Eco-feminism, Women Education, Inequality, and Women Empowerment. This comprehensive approach integrates gender-related discussions into various academic disciplines, fostering a deeper understanding of societal constructs, literature, and social reforms.

Department of English organized free add-on course on women's writing, entitled 'Understanding Gender Through Literature' in 2018-19 and 2019-20 and the Department of Political Science organized free add-on course on gender studies entitled 'Gender as a Multidimensional Perspective' in 2021-2022 to help students gain insights into the complexities of gender dynamics and the ways in which literature reflects and shapes our understanding of gender-just family and society.

3. Women Empowerment in College Administration: The Internal Complaints Committee (ICC) of the college officiates under a senior woman faculty as the Convener. Different Committees under the Teachers' Council, Internal Quality Assurance Cell, and Administrative Committees are convened by the women faculty members. Our Principal, Bursar, and Secretary of the Teachers' Council all are women.

4. Facilities for Women within the Campus: The college maintains special facilities within the campus as outlined below.

(i). Female students get benefits from various government-sponsored schemes, such as 'Kanyasree Prakalpa' and 'Swami Vivekananda Merit Cum Means Scholarship'. Female students are also benefited by college concessions.

(ii) The college has taken the following measures to ensure the safety, security, and general well-being of women in the campus:

- a) The college has installed CCTV cameras at strategic points across the campus for better security.
- b) The college has appointed dedicated guards including female guards at the college gates to restrict entry into the college campus.
- c) The college has issued identity cards to all the students and they are required to carry the cards whenever they come to the college campus.
- d) Separate common room for female students contributes to a secure and empowering environment.
- e) The college has a robust redressal system involving the Internal Complaints Committee, Grievance Redressal Cell, and Anti-Ragging Cell where any victim of sexual harassment may submit their complaint. They can write to hccicc2022@gmail.com.
- f) The college has a MoU with Uddami India Foundation, which provides training for self-employment. The college has a collaboration with Child in Need Institution (CINI), which provides free psychological counselling to mentally stressed students.

5. Cultural and Awareness Programmes: Women's Development Cell, ICC, and various departments organized various sensitization programs in the last five years including the celebration of International Women's Day, a seminar on "Vidyasagar's Thoughts on Women", film show, panel discussion, seminar-workshop on the present context of women empowerment, domestic violence, sexual harassment, and strategies for approaching authorities in adverse situations, laws related to equality and empowerment of women, etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Heramba Chandra College reinforces inclusivity through cultural, linguistic, and communal harmony initiatives, promoting tolerance and sensitizing students and teachers to constitutional obligations, values, rights, duties and civic responsibilities, nurturing an environment embracing diversity true to the spirit of the nation.

1. Inclusive Environment Policy: Heramba Chandra College has established a comprehensive policy that serves as a foundational document, outlining the institution's commitment to fostering an environment of tolerance, acceptance and harmony. This policy forms the basis for various initiatives aimed at promoting diversity and inclusivity.

2. Communal Harmony Programmes on National Celebrations: The college actively organizes these programmes, especially during significant national celebrations such as the Independence Day and the Republic Day under the Azadi Ke Amrit Mahotsav initiative. These events serve as platforms for students and employees to come together, celebrating the rich cultural, regional and linguistic diversity that defines the nation.

3. Socio-economic Sensitization Programme: Recognizing the socio-economic challenges posed by the pandemic, Heramba Chandra College has implemented the sensitization programme. This initiative includes webinar on state scholarship schemes and Student Credit Card, ensuring that students are informed about and have access to financial assistance during challenging times.

4. SC/ ST and OBC Cell: The college has established a dedicated cell to support students from marginalised sections of society, including SC/ ST/ OBC and minority groups. The initiative aims to address specific challenges faced by these students, ensuring that they have equal opportunities and access to resources.

5. Inviting students from Varied Backgrounds: Heramba Chandra College actively invites students from diverse cultural, linguistic and religious backgrounds. This intentional inclusivity enriches the campus environment, fostering the spirit of understanding and appreciation for differences.

6. Campus Harmony and Social Service Unit: The Campus Harmony and Social Service Unit of Heramba Chandra College was established in 2018. It operates as the institution's significant body for community outreach and campus-related extension programmes. The unit aims to spread a spirit of unity, social responsibility, and active citizenship within the college community. Its objectives include promoting social harmony, facilitating community service initiatives, and addressing local societal issues through volunteer efforts.

7. Observance of Special Days: The college dedicates special days to observe events such as Constitution Day, Swachhata Diwas, World Environment Day, World Book and Copyright Day, International Women's Day, International Mother Tongue Day, International Yoga Day, International Music Day, World Mental Health Day, Teachers' Day, Birthdays of Rabindranath Tagore, Iswar Chandra Vidyasagar and Birsa Munda etc. The observation of these days serves as platform for promoting awareness, discussion and action on crucial societal issues.

8. Accessibility Initiatives: To ensure accessibility for all, the college has erected ramps and other facilities for differently-abled individuals. This demonstrates a commitment to creating an inclusive physical environment that accommodates the needs of every student.

9. Code of Conduct: Heramba Chandra College upholds a code of conduct that emphasizes respect, tolerance, and fair treatment for all individuals within the institution. The code serves as a guide for students and employees, fostering a harmonious and inclusive community.

10. Other Programmes and Celebrations: A wide array of programmes is organized in the college, including Annual Cultural Programme or the College Social (Hemfluence), Fresher's Welcome, Farewell Programme, Cultural Competitions etc. These events contribute to a vibrant and inclusive campus life, celebrating the diverse talents and contributions to the college community.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Heramba Chandra College accords priority on the quality of education as part of its legacy. Heramba Chandra College considers its goal to be much broader. It puts thrust on the overall development of its community, its students, staff and all other stakeholders. In this context, two exemplary best practices implemented by the college showcase the attempt by the college to strictly maintain the academic and administrative records and its earnest commitment to the larger society.

BEST PRACTICE I

1. Title of the Practice: Online Documentation of Teachers' Activities

Heramba Chandra College has initiated a unique practice of online documentation of the daily attendance and activities of the teachers. The inherent idea is to ensure transparency and accessibility of information regarding the daily activities of the teachers.

1. Objectives

1. Online Record of Daily Attendance- To maintain an online record of daily attendance of the teachers by themselves is the first and foremost idea.

2. **Online Record of Daily Classes-** This system acts as a good platform to keep records of daily academic performances in the classes by the teachers.
3. **Online Record of Other Activities-** The system provides scope to record other activities apart from daily classes.
4. **Online Calculation of Academic performance Score-** Provision has been made to record daily performance data following the current norms mentioned in the Performance Based Appraisal System (PBAS) of the Career Advance Scheme (CAS) and to calculate the academic performance score automatically.
5. **Online Application of Leave-** The college has created a provision for online applications for casual leave along with automatic maintenance of this leave account.

1. Context

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

1. The Practice

All information on daily activities is stored in the 'Staff Portal', a portion of the college website dedicated to this purpose. Teachers record their daily arrival and departure. Teachers mention the number of allotted classes, reasons for not taking classes if any, and the topics taught in each class. There is also a provision to keep notes of any special activity done in the class. Teachers can also include other academic activities like checking answer scripts, preparation of question papers, uploading marks in the examination portal, etc., different types of administrative jobs and cells and other miscellaneous jobs. Teachers are facilitated by the system of online application for casual leave.

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

Constraints/ Limitations Faced

Lack of digital habit hampers regularity in the online recording of activity data. The technological glitch of the system puts certain limitations.

1. Evidence of Success

It has become possible to keep data on daily attendance and activities, and an account of leaves of the teachers by themselves. They are facilitated by the automatic calculation of academic performance scores. This process of assembling the necessary information about a teaching staff in a single system has simplified administrative jobs on one hand and has reduced the use of paper on the other.

1. Problems Encountered and Resource Required

Problems encountered:

- Occasional failures on the part of the teachers to record their relevant information are noticed.
- Since medical leave and earned leave need approval from the governing body of the college, these types of leaves have not been covered under this online application system.

Resource required:

- Digital awareness among teachers is a prime necessity.
- Problem-free functioning of the portal is necessary to store all records.

BEST PRACTICE II**1. Title of the Practice: Special Classes with Inter-disciplinary Approach**

Heramba Chandra College has developed a unique practice of arranging special classes for students with a multi-disciplinary outlook. This was initiated under the aegis of the Internal Quality Assurance Cell (IQAC) by the Department of Bengali in 2021.

1. Objectives

- 1. Multi-disciplinary Approach-** The central idea of the practice is to combine lines of thought from multiple academic disciplines into one activity.
- 2. Learning in Mother Tongue-** The practice considers Bengali to be the chief medium of interaction. The goal is to navigate knowledge with confidence and ease.
- 3. Learning Beyond Curriculum-** The idea of this unique practice originated to encourage activities among the students beyond the curriculum. The goal is to make both teaching and learning more spontaneous and to increase the depth of knowledge.
- 4. Generating Research Ideas-** Discussions catering to varied learning interests are expected to generate suitable research ideas among the students willing to do higher studies.
- 5. Mobilisation of Academic Resources-** Teaching faculties may share their research experiences with others, especially with students from varied academic backgrounds. In turn, the teachers themselves are enriched, since the interaction following the lecture opens many new avenues of thought.

1. Context

The basic idea of this practice is to make discussion and dialogue on varied topics from different disciplines for the entire student community of the college by the teachers from various departments. Moreover, the discussions are planned to be in Bengali, the major language of the state of West Bengal, to make it easily comprehensible, as Bengali is the mother tongue of the lion's share of college students.

1. The Practice

Classes are arranged once every month having a multi-disciplinary outlook. A thought-provoking lecture is delivered in Bengali by one of the teaching faculties from any department. ICT facilities are used for better apprehension. The discussion is followed by a truly interactive question-answer session.

Constraints/ Limitations Faced

Classes cannot be arranged during the period of examinations.

1. Evidence of Success

Learning beyond the curriculum is a fascinating in which a lot of terrain remains to be explored. The practice successfully provides students with various brainstorming ideas and encourages them to handle their research with an interdisciplinary approach in accordance with the Indian Knowledge System. The other intention of mobilizing the college's academic resources is also truly facilitated by adopting this practice. The success of the practice is evident in its continuation.

1. Problems Encountered and Resource Required

Problems encountered:

- Classes are discontinued during the period of examinations.
- Since daily college hours are short, allotting a class for this special purpose sometimes becomes difficult.

Resource Required:

- To have a dedicated class for this purpose in college routine.
- To increase the involvement of students from varied backgrounds.
- To increase the number of classes preferably using online mode.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

With a long and glorious history, Heramba Chandra College has certain areas of distinctiveness, which adds uniqueness to its profile. To make the students socially aware, socially dutiful and socially aligned, Heramba Chandra College continues varied social extension activities and outreach programmes for the students and by the students. All these efforts have taken a concentrated character with the initiation of the in-campus programme named 'Ramdhanu' (Rainbow). This is now considered as the most remarkable distinctiveness of the college.

Heramba Chandra College designed and executed several social extension and outreach programmes in

the local community for the session 2018-19 to 2022-23. All these activities were mostly carried out by the Campus Harmony and Social Service Unit of the college and in some cases by the Heramba Chandra College Ambulance Division (St. John Ambulance, No. II, West Bengal District). The programmes include blood donation camps; free health check-up camps; distribution of saplings among the local community; awareness campaigns on AIDS, water wastage, freedom from plastic waste, the ban on single-use plastic, safe drive and save life; free book distribution of books among underprivileged children etc. For long the college had a desire to start initiatives for the wellbeing of the local community from within the college campus. After prolonged discussion, the college has finally been able to start a social welfare programme of its own. It is Ramdhanu: Colours that Empower Lives.

The Concept

Ramdhanu, an extension initiative conceptualized by the Internal Quality Assurance Cell (IQAC) of Heramba Chandra College was finally launched in 2022-23. The programme aims to brighten the lives of underprivileged children through the transformative power of education. The basic features of this programme include the following.

1. Under the umbrella of Ramdhanu, the college plans to offer various free short-term courses annually, providing an invaluable opportunity for the deprived to access education and various extra-curricular activities.
2. The initiative recognizes the importance of student-instructors of our college and has committed to offering them minimal remuneration for each class, ensuring a fair and sustainable partnership.
3. Another distinctive feature of Ramdhanu is its commitment to physical nourishment. The participating children will be provided with a free meal.
4. This community-driven effort represents a significant step towards contributing to the holistic development of the nearby community.
5. Financial sustainability is a key aspect of this initiative, and the college has devised a thoughtful plan. The expenses incurred in running Ramdhanu will be shared equally between the teachers' fund and the college, where operational expenses will be determined based on the amount shared by the teachers. This collaborative approach ensures a responsible allocation of resources, fostering a sense of shared responsibility among the faculty and the institution.
6. Recognizing the magnitude of its ambitions, Ramdhanu is actively seeking collaboration with government bodies and corporate entities to secure additional financial assistance.

This holistic approach demonstrates the college's commitment to maximizing support and resources, ensuring the sustained impact and growth of Ramdhanu for the betterment of the less fortunate children, it aims to serve. By actively engaging with the community the college is creating a positive impact on society.

Courses Offered

Ramdhanu is delighted to present the following free short-term courses to the diverse interests and talents of the deprived children in the local community.

1. The dancing course aims to nurture artistic expression and physical well-being among the participants.
2. The singing course seeks to foster a love for music and vocal skills among underprivileged children.

3. The drawing and painting course aims to bring creativity to the forefront encouraging artistic expression and imagination.
4. The basic computer knowledge is designed to empower participants with fundamental digital literacy skills.

Contribution of Faculties

The anticipated success of Ramdhanu rests upon the dedication of the faculty members from Heramba Chandra College, who eagerly commit to extend their expertise and support to this commendable initiative. The faculty actively participated in the conceptualization, coordination, and planning of the courses. The carefully selected and designated faculty members from Heramba Chandra College will contribute their knowledge and guidance every Sunday, between the serene hours of 10 am to 1 pm. Despite Sundays traditionally being a day of rest, the faculty's collective commitment ensures the seamless orchestration of these educational sessions.

Student-Instructors' Contributions

A cornerstone of the Ramdhanu initiative is the involvement of our enthusiastic students, who are poised to take on the roles of instructors. These dedicated individuals have been eagerly contributing their time and sharing their knowledge, demonstrating a sincere commitment to uplifting the socio-economically disadvantaged children within our community. The collaborative effort between students and faculty members aims to create a positive learning environment, nurturing a profound sense of shared responsibility and community engagement.

Role of Students' Union

The Students' Union of our college has pledged to extend its helping hand in identifying and reaching out to economically disadvantaged and less fortunate children within the community. This proactive role involves a community outreach effort that not only showcases a deep sense of social responsibility but also underscores the inclusive ethos of the initiative. In essence, the Students' Union becomes a bridge between the college and the community, ensuring that the transformative power of education reaches those who need it most.

Contribution of the Members of IQAC

The members of the IQAC play an integral role in ensuring the success and sustained impact of the Ramdhanu initiative. The contribution includes strict monitoring and follow-up by the internal members of IQAC, assisted by the programme coordinators and the course coordinators to ensure adherence to institutional standards. External members of the IQAC extend their commitment beyond internal oversight, pledging to facilitate corporate support to make this successful. Their joint effort is expected to contribute to the holistic development of the initiative and ensuring education's enlightening impact on society.

Contribution of the Non-teaching Staff

The non-teaching staff of the college has also extended their hand to make this programme a successful one. Despite being a holiday, they have willingly devoted their time to make all arrangements necessary

for the programme on Sunday. Their unwavering cooperation becomes a strong support, transforming each session into a lantern of hope for the underprivileged children we eagerly aim to serve.

Basic Details on Ramdhanu in 2022-23

Number of classes	Number of Participants	Number of Student-trainers
20	42	16

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

5. CONCLUSION

Additional Information :

Infrastructure: Heramba Chandra College excels in providing a state-of-the-art infrastructure with modern classrooms, well-equipped laboratories, a comprehensive library, and advanced computer facilities, creating a conducive learning environment.

Faculty Development: The college prioritizes faculty development by supporting their participation in national and international conferences, workshops, and training programs. This ensures the faculty stays updated with the latest pedagogical practices, enhancing academic delivery.

Research and Innovation: The institution fosters a culture of research and innovation among its faculty and students through collaborations, funding support, and participation in conferences. The college provides the necessary resources for a research-centric environment, as evidenced by faculty publications and conference participation.

Student Support Services: Student support services are robust, with a counseling system addressing academic, personal, and career-related concerns. A memorandum of understanding (MoU) with the Child in Need Institute (CINI) provides students with counseling from trained psychologists. Annual health check-ups and blood group detection are organized by the Alumni Association, Students' Union, and the Heramba Chandra College Ambulance Division. The college also offers support for competitive exams, career counseling, and guest lectures by industry experts, promoting a connection between academic learning and skilled work.

Inclusivity and Diversity: Inclusivity and diversity are key focuses, with scholarships, financial aid, and special provisions for differently-abled students ensuring equal opportunities.

Community Engagement: Community engagement is a cornerstone of the college's ethos, with students participating in social service through various platforms. The Ramdhanu project, in particular, educates underprivileged children.

Environmental Sustainability: Environmental sustainability is emphasized through e-waste management, tree plantation drives, and awareness campaigns, promoting a green campus.

ICT Integration: Information and Communication Technology (ICT) integration is seamlessly incorporated into the academic and administrative processes. Smart classrooms, online resources, and e-learning platforms enhance the educational experience. The college community is well-prepared to utilize ICT, with efforts to orient faculty towards optimal use of technology.

Alumni Engagement: The college maintains strong alumni connections, with regular networking events and collaborative projects facilitating knowledge exchange and strengthening bonds.

In summary, Heramba Chandra College is dedicated to excellence, holistic development, and continuous enhancement of educational standards. The college's commitment to faculty development, research, student support, technology integration, community engagement, and environmental sustainability highlights its forward-looking vision and dedication to creating a pro-academic and culturally rich environment.

Concluding Remarks :

Heramba Chandra College has come a long way since its inception, creating a pro-academic and culturally rich environment. The College reflects a commitment to excellence, holistic development, and continuous enhancement of educational standards. The self-study report highlights the college's dedication to faculty development, creating an environment that encourages research, and prioritizing student support services. The seamless integration of technology into education, community engagement initiatives, and a sustainable approach to environmental concerns underscore the institution's forward-looking vision.

As we move forward, Heramba Chandra College envisions a dynamic roadmap for further improvement:

1. Aligning the curriculum with NEP 2020, fostering research, and enhancing inclusive education practices.
2. Strengthening its research ecosystem by fostering more collaborations, securing additional research grants, and promoting interdisciplinary projects.
3. Aligning the curriculum with emerging trends, promoting interdisciplinary studies, and incorporating skill-based courses to enhance the college's academic offerings.
4. Advancing teaching methodologies through technology integration, faculty development, and innovative pedagogies, ensuring an enriched and dynamic learning environment at the college.
5. Prioritizing the integration of Artificial Intelligence (AI), e-learning platforms, and other cutting-edge technologies to provide students with a contemporary and technologically enriched learning experience.
6. Expanding scholarship and financial aid programs to make education accessible to a more diverse student population.
7. Enhancing specialized support systems for differently-abled students, fostering an inclusive and supportive learning environment.
8. Promoting environmental awareness campaigns.
9. Expanding community engagement initiatives, aligning them with local and global challenges. This includes increasing the reach of social outreach programs and fortifying ties with local communities.
10. Strengthening alumni engagement through the establishment of mentorship programs, collaborative projects, and alumni-driven initiatives.

In essence, Heramba Chandra College not only reflects its current strengths but also outlines a dynamic roadmap for the future. The institution remains steadfast in its pursuit of excellence, innovation, and holistic development, ensuring that it continues to evolve as a beacon of quality education and societal impact.