HERAMBACHANDRA COLLEGE

23/49, Gariahat Road, Kolkata– 700029

www.herambachandracollege.ac.in

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WEBSITE-www.herambachandracollege.ac.in

The Annual Quality Assurance Report (AQAR) of the IQAC
Year 2013-14

Part – A

1. Details of the Institution

1.1 Name of the Institution

Herambachandra College

1.2 Address Line 1

23/49, Gariahat Road

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700029

Institution e-mail address

teachershcc@gmail.com

Contact Nos.

033-24612689, 033-24610131

Name of the Head of the Institution:

Nabanita Chakrabarti

Tel. No. with STD Code:

033-24611236

Mobile:

8334035364

Name of the IQAC Co-ordinator:

Amit Kumar Dasgupta

Mobile:

9432163613

IQAC e-mail address:

iqacherambachandracollege@gmail.com

1.3 NAAC Track ID *(For ex. MHCOGN 18879)*

1.4 NAAC Executive Committee No. & Date:
  (For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your institution's Accreditation Certificate)

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

1.5 Website address:

www.herambachandracollege.ac.in

Web-link of the AQAR:

www.herambachandracollege.ac.in/AQAR/2013-14.pdf

www.herambachandracollege.ac.in/AQAR/2013-14.doc

1.6 Accreditation Details

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

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

23-11-2011

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

2013-14

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

    i. AQAR ____2012-13 (18/12/2015)
    ii. AQAR_____2011-12 (18/12/2015)
    iii. AQAR_____2010-11 (18/12/2015)

1.10 Institutional Status

  University   State [ ] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [Y]   No [ ]

  Constituent College   Yes [ ] No [ ]

  Autonomous college of UGC   Yes [ ] No [ ]

  Regulatory Agency approved Institution   Yes [ ]   No [ ]

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

  Type of Institution   Co-education [Y]   Men [ ]   Women [ ]

                         Urban [Y]   Rural [ ]   Tribal [ ]

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

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

1.11 Type of Faculty/Programme

  Arts [Y]   Science [Y]   Commerce [Y]   Law [ ]   PEI (Phys Edu) [ ]

  TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

  Others   (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   [University of Calcutta]

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

16

2.10 No. of IQAC meetings held   3

2.11 No. of meetings with various stakeholders: No. | 5 | Faculty | 2 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | Y | No | |

If yes, mention the amount | Rs 3, 00, 000 |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 2 | International | | National | | State | | Institution Level | 2 |

(ii) Themes

1. On Line Election
2. Use of Visual Aid

2.14 Significant Activities and contributions made by IQAC

1. **Introduction of partial online system in students' union election.**
2. **Encouraging teachers to use visuals in teaching learning by gradual increase in use of projector.**
3. **Mobilization of opinion about the college activities and grievances against college administration.**
4. **Advising and persuading the governing body to take initiative to appoint full-time principal.**
5. **Advising and persuading the governing body to take initiative to appoint teachers in the vacant positions and librarian.**
6. **Introducing pay scale for college appointed ad hoc non-teaching staff along with index linked allowance.**
7. **Monitoring previous achievements of the institute and advancing those achievements further.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Continuing with the plan to increase number of teaching days by utilising vacation	1. Vacations were partially used for increasing number of teaching days.
2. Continuing with remedial classes for slow learners	2. Remedial classes were continued during 3.30pm and 5 pm and after test examination.
3. Making teaching learning attractive through use of subject quiz and visuals	3. Visuals were used by some of the departments.
4. Continuing with the organisation of interdepartmental lectures and debates among the students.	4. Three lectures were organised. One debate among students was held.
5. Continuing with departmental seminars.	5. Two departmental seminars were held.
6. Encouraging teachers to work as resource persons.	6. Teachers acted as resource persons.
7. Introduction of partial online students union procedure.	7. Online issue of forms and online publication of list of valid candidates were introduced.
8. Emphasise on punctuality in attendance.	8. Punctuality in attendance was somewhat regularised
9. Activating the alumni for highlighting the achievements of the college.	9. Not much headway could be made.
10. Non-interfering hassle free admission procedure.	10. Further progress towards transparency in admission was achieved.
11. Continuing with gender	11. Efforts on gender

sensitisation for getting rid of gender biases, if any, in the college. 12. activating grievance redressal mechanism	sensitisation continued. 12.Grievance redressal cell was activated.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes | Y | No | |

Management | Y | Syndicate | | Any other body | Y |

Provide the details of the action taken

> 1.   **Governing Body placed requisition for Principal.**
> 2.   **It followed up with the College Service Commission for filling in vacant teaching posts.**
> 3.   **Teachers' Council appealed to the teachers to be more punctual, students friendly and academically contributing.**

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	9

1.3 Feedback from stakeholders*   Alumni [Y]   Parents [N]   Employers [Y]   Students [Y]
   (On all aspects)

   Mode of feedback   :   Online [N]   Manual [Y]   Co-operating schools (for PEI) [0]

Please provide an analysis of the feedback in the Annexure

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

> Not applicable as it is outside the purview of the College

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

> No

<h1>Criterion – II</h1>

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	1	16		

2.2 No. of permanent faculty with Ph.D.   9

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	21								21

2.4 No. of Guest and Visiting faculty and Temporary faculty   21   25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	19	13
Presented papers	6	7	1
Resource Persons	Nil	2	Nil

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

> 1. **DEPARTMENTAL DEBATE**
> 2. **VISUALS AS METHOD OF TEACHING**

2.7 Total No. of actual teaching days during this academic year   167

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   NO

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   1

2.10 Average percentage of attendance of students   46

2.11 Course/Programme wise
   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A HONS IN BENGALI	10			80		100
B.A HONS IN EDUCATION	10			90		90
B.A. HONS IN ENGLISH	13			100		100
B.A. HONS IN HISTORY	12			100		100
B.A. HONS IN POLITICAL SCIENCE	9			100		100
B.COM HONOURS	572		16.79	46.15	8.74	71.68
B.SC HONOURS IN ECONOMICS	9		11.11	66.66		77.8
B.SC HONOURS IN GEOGRAPHY	6			100		100
B.COM GENERAL	165		0.6	14.55	38.79	53.94
B.SC GENERAL	14			7.14	50	57.1
B.A. GENERAL	29				48.28	48.28

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

1. IQAC analyses the university results and consult the departments about their performance.

2. IQAC compares the results of individual students with their school leaving results and try to locate the reasons for variations.

3. IQAC considers the progress of the departmental syllabus periodically.

4. IQAC frames Teaching Plan in consultation with the Departments.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	1	2	21
Technical Staff	6	3	1	

Criterion – III

3. Research, Consultancy and Extension

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

> 1. **PROWESS corporate database software was installed**
> 2. **EPW Research Foundation's India database was subscribed to.**
> 3. **EVIEW econometric software was installed**

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	3	Nil
Non-Peer Review Journals	Nil	Nil	36
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	1	Nil

3.5 Details on Impact factor of publications: NIL

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

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

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   4

ii) Without ISBN No.   Nil

3.8 No. of University Departments receiving funds from

UGC-SAP 0   CAS 0   DST-FIST 0

DPE 0   DBT Scheme/funds 0

3.9 For colleges   Autonomy 0   CPE 0   DBT Star Scheme 0

INSPIRE 0   CE 0   Any Other (specify) 0

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number			1		
Sponsoring agencies			College		

3.12 No. of faculty served as experts, chairpersons or resource persons   1

3.13 No. of collaborations   International 0   National 0   Any other 0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency 0   From Management of University/College 0

Total 0

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   0
   and students registered under them   0

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

| 0 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 20 | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

University forum | 0 | College forum | 0 |

NCC | 0 | NSS | 1 | Any other | |

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

- Nothing in particular
.
.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2B 3K	0		2B3K
Class rooms	27	0		27
Laboratories	1	0		1
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		7	UGC	7
Value of the equipment purchased during the year (Rs. in Lakhs)		3.41	UGC	3.41
Others				

4.2 Computerization of administration and library

Nothing new has been done this year

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35903	2895103	878	198615	36781	3093728
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	28	0	20	0	8	11	6	3
Added	4	0	0	0	0	1	0	3
Total	32	0	20	0	8	12	6	6

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

> No further addition to internet

4.6 Amount spent on maintenance in lakhs :

   i) ICT   0

   ii) Campus Infrastructure and facilities   6.13

   iii) Equipments

   iv) Others   5.45

                          Total :   11.58

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. **IQAC, in its meeting with the students, made students aware of placement cell, gender sensitisation programme, remedial classes, grievance redressal ce**ll.

5.2 Efforts made by the institution for tracking the progression

> **Usually, students do not need to report their progression. For small departments, B.A./B.Sc (Hons), teachers keep personal relationship, so the progression can be estimated. But for commerce, such method is not possible.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3313			

(b) No. of students outside the state

45

(c) No. of international students

	No	%
Men	2243	67.7

	No	%
Women	1070	32.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2842	790	77			3709	2691	555	67			3313

Demand ratio 6.9   Dropout %

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

Nil

No. of students beneficiaries   0

5.5 No. of students qualified in these examinations

NET [NR]   SET/SLET [NR]   GATE [   ]   CAT [   ]

IAS/IPS etc [NR]   State PSC [NR]   UPSC [NR]   Others [NR]

5.6 Details of student counselling and career guidance

Nothing in Particular

No. of students benefitted [   ]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	480	42	0

5.8 Details of gender sensitization programmes

1. Some lectures and demonstrations on gender sensitisation activities were undertaken.

5.9 Students Activities

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

State/ University level [40]   National level [   ]   International level [   ]

No. of students participated in cultural events

State/ University level [   ]   National level [   ]   International level [   ]

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

Sports : State/ University level [2]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	54	115065
Financial support from government	563	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 2 |

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

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

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

Mission:

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

6.2 Does the Institution has a management Information System

Yes, not computerised.

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

6.3.1 Curriculum Development

It is not within the purview of the college, set by the University of Calcutta

6.3.2 Teaching and Learning

1. **Increasing number of teaching days by using vacation time/ holidays.**

2. **Remedial classes for slow learners**

3. **Improving teaching learning by introducing subject quiz**

4. **Introduction of in house inter departmental lecture by teachers**

5. **Encouraging departmental seminars among the students.**

6. **Improving teacher student relationship**

6.3.3 Examination and Evaluation

Nothing in particular

6.3.4 Research and Development

Nothing in particular

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. **PROWESS corporate database software was installed**
2. **EPW research foundation's India database was subscribed to.**
3. **EVIEW econometric software was installed.**
4. **For mitigating space crunch in the library another additional floor on the top of existing seminar library was constructed.**

6.3.6 Human Resource Management

Attendance norms were implemented

6.3.7 Faculty and Staff recruitment

Nothing in particular

6.3.8 Industry Interaction / Collaboration

Nothing in particular

6.3.9 Admission of Students

Admission of students was monitored to initiate transparent and merit based admission.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

63.63. lakh

6.6 Whether annual financial audit has been done   Yes | Y | No | |

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

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

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

For UG Programmes   Yes | | No | |

For PG Programmes   Yes | | No | |

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

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

6.11 Activities and support from the Alumni Association

Nothing in particular

6.12 Activities and support from the Parent – Teacher Association

Nothing in particular

6.13 Development programmes for support staff

Nothing in particular

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

Nothing in particular

7. Innovations and Best Practices

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

> 1. **Use of projector in teaching**
> 2. **Use of corporate database in project**

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

> **Since the plan of action undertaken at the beginning of the year was carried out adequately we can say action has been take**n.

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

> 1. **Use of online practice in students' union election which helped immensely in conducting peaceful election.**
> 2. **Maintaining an environment where a co-educational institution never faced any grievance from the students on gender abuse.**

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

7.4 Contribution to environmental awareness / protection

> Nothing in particular

7.5 Whether environmental audit was conducted?   Yes ☐   No ☐ N

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

> **SWOC analysis remains same as in the previous year.**
> **The challenge is to expand the area of the college building and procure space for further expansion.**

8. <u>Plans of institution for next year</u>

1. **Office computerisation and networking.**
2. **Creating Wi-Fi environment.**
3. **Introducing innovative teaching learning and evaluation methods.**
4. **Emphasis on extra-curricular and co-curricular activities.**
5. **Library modernization.**
6. **Introduction of employees' provident fund and ESI for non-pay packet staff.**
7. **Drive for capacity expansion.**
8. **Bondage among three colleges of this building through a combined educational and cultural festival.**

Name AMIT KUMAR DASGUPTA   *Name NABANITA CHAKRABARTI*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure 1
Academic Calendar for 2013 -14

Date	July'13	Aug'13	Sept'13	Oct'13	Nov'13	Dec'13
01	College reopens after Summer Recess	Calcutta University Examination	Sunday	College Day	Puja Vacation	Sunday
02	College Day	Calcutta University Examination	Calcutta University Examination	Mahatma Ghandhi Birthday	Puja Vacation	College Day
03	College Day	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day
04	College Day	Sunday	College Day	Mahalaya	Puja Vacation	College Day
05	College Day	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day
06	College Day	Calcutta University Examination	College Day	Sunday	Puja Vacation	College Day
07	Sunday	Calcutta University Examination	College Day	College Day	College Day	College Day
08	College Day	College Day	Sunday	College Day	College Day	Sunday
09	College Day	Id-UI-Fitr	College Day	College Day	College Day	College Day
10	Rathjatra	College Day	College Day	Puja Vacation	Sunday	College Day
11	College Day	Sunday	College Day	Puja Vacation	College Day	College Day
12	College Day	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
13	College Day	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
14	Sunday	Calcutta University Examination	College Day	Puja Vacation	Muharram	College Day
15	College Day	I ndependence Day	Sunday	Puja Vacation	College Day	Sunday
16	College Day	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
17	College Day	Calcutta University Examination	College Day	Puja Vacation	Sunday	College Day
18	Inauguration Day C.U Examination	Sunday	College Day	Puja Vacation	College Day	College Day
19	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
20	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day

Date					
21	Sunday	College Day	College Day	Puja Vacation	College Day	College Day
22	Calcutta University Examination	Calcutta University Examination	Sunday	Puja Vacation	College Day	Sunday
23	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	College Day
24	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	Sunday	College Day
25	Calcutta University Examination	Sunday	College Day	Puja Vacation	College Day	Christmas Day
26	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	Winter recess
27	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	College Day	Winter recess
28	Sunday Examination	Janmasthami	College Day	Puja Vacation	I" year MidTenn Test	Winter recess
29	Calcutta University Examination	Calcutta University Examination	Sunday	Puja Vacation	2^{0}" year MidTenn Test	Winter recess
30	Calcutta University Examination	Calcutta University Examination	College Day	Puja Vacation	3" year MidTenn Test	Winter recess
31	Calcutta University Examination	Calcutta University Examination		Puja Vacation		Winter recess
Date	Jan'14	Feb'14	Mar'14	Apr'14	May'14	Jun'14
01	New Years' Day	College Day	College Day	College Day	May Day	Summer Recess
02	College Day	Sunday	Sunday	College Day	College Day	Calcutta University Examination
03	College Day	College Day	College Day	College Day	College Day	Calcutta University Examination
04	College Day	Saraswati Puja	College Day	College Day	Sunday	Calcutta University Examination
05	Sunday	Saraswati Puja	College Day	College Day	College Day	Calcutta University Examination
06	College Day	College Day	College Day	Sunday	College Day	Calcutta University Examination
07	College Day	College Day	Calcutta University Examination	College Day	College Day	Calcutta University Examination
08	College bay	College Day	College Day	College Day	College Day	Summer Recess
09	College Day	Sunday	Sunday	College Day	Rabindranath's Birthday	Summer Recess
10	College Day	College Day	Calcutta University Examination	College Day	College Day	Calcutta University Examination
11	College Day	College Day	Calcutta University Examination	College Day	Sunday	Calcutta University Examination
12	Sunday	College Day	College Day	College Day	College Day	Calcutta University Examination

Annexure II

Best Practices

BEST PRACTICE I

Title: Use of Online Method in Students' Union Election

Goal: The goals and objectives are to:
1. Ensure that all students eligible to contest the election and interested to contest the election may get nomination forms.
2. Ensure that all students eligible to contest the election and interested in submitting the forms may submit nomination forms
3. Ensure that issue and submission of forms are as much hassle free and trouble free as possible.
4. Ensure that nomination forms submitted by students do not get cancelled at the time of scrutiny because of minor issues.
5. Overall, to make the Students' Union election of the College more participating and fair.

Context: Students' Union Elections in India in general and in West Bengal In particular are highly politically sensitive and troublesome. A lot of quarrels and fights break out during the election process. It starts from issuing nomination forms. While collecting nomination forms, intending students are many a times not allowed doing so forcibly by the rival group or organisation. As a result, sometime clashes between rival groups break out and there are instances when a student or even police personnel were killed. Usually, the issue of forms is most troublesome.

The next phase obviously is submission, which is also quite important. Students of rival group/s are tried to be pushed out of the arena by obstructing them on their way.

Scrutiny of forms also leads to complexities. Spelling of names, mismatch with college records, mismatch of Roll no.s etc create unnecessary hassles.

Obviously, the election date is crucial too. On that date clashes between rival groups may occur.

The Practice: Herambachandra College has tried to mitigate the problem as far as possible. As mentioned in the AQAR of 2011-12, a Students' Union Constitution was finalised by the beginning of 2012. The Constitution made 55% attendance in classes compulsory for students to become eligible to contest election. This compulsory attendance has done away with the truant and educationally uninvolved students from the election process. It is true that this has made the

participation substantially insignificant as such eligible students are very few. But this ensures a little peace and tranquillity in the college.

The College publishes a list of students eligible to contest election and list of students eligible to cast vote in the election. Usually, date of election is scheduled by the University in consultation with the Local police and administration, within a time frame announced by the Government of West Bengal.

Once that date is finalised, the College announces an election schedule specifying date and time of issue of forms, date and time of submission of forms, date and time of scrutiny of forms, date and time of publication of list of candidates-post scrutiny, date and time of withdrawal of form, date and time of publication of final valid list of candidates and date and time of election.

In the year 2011-12, such election notice was issued but the election could not be held as some rival group students brought ex parte injunction. And in 2012-13, after a election time murder of a police sub-inspector in Khiddirpore Harimohan Ghosh College, election was stopped by the Government of West Bengal. In the Students' Union Constitution, provisions are there to hold the election totally on line, if possible.

The College authority analysed the situation and decided that online issue of pre-printed nomination forms is to be made. The forms can be downloaded online by the students eligible to contest election. And at the time of such downloading, some details of the candidate and his/her proposer are to be given and the nomination form with pre-printed details of the candidate and the proposer can be downloaded. The candidates and proposers need to sign only on the form. So, there is no chance of error on the part of the candidate and cancellation on scrutiny is almost ruled out unless it is intended by the candidate or the proposer.

The college discussed on submission online, but went against it. As no passwords were provided, and the list is a public document, there are chances that nomination on behalf of unwilling candidates is submitted. So, the submission is still manual. Once the submission is made, scrutiny as mentioned above is just a ritual and hassle free.

Then the election process has been usual, as mentioned above.

Evidence of Success: Experience showed that online issue of forms have made the election trouble free to a great extent. Although, that may be because of non existence of rival organisation in the College, the existing organisation also feels proud that the College has gone

for such use of technology in election. Because of the issue of nomination forms online on the basis of a database uploaded beforehand scrutiny of forms and post scrutiny publication of lists have become smooth and easy. The trouble we used to face earlier in holding the election when hundreds of forms were picked up and filled in by a representative and a tedious scrutiny was needed is over.

Problems Encountered & Resources Required: For making the election further democratic and participatory, submission of forms need to be made online. This can be done, once students are issued passwords and user_id unique to them. This requires some minor software development, which may be worked out.

Notes: The College believes that students should elect their representatives and should express their opinion without fear on various local, national and international issues through democratic activities. The Government should ensure appropriate environment to hold election in the institutes of higher educations in a free fair and transparent manner.

BEST PRACTICE II
Title: **Gender Sensitivity** in the Campus

Goal: The goals and objectives are to:

1. Maintain equal opportunity in the Campus
2. No Gender based harassment in the campus
3. No Gender abusive language in the campus
4. No Sexual harassment in the Campus

Context: The College was a boys' college up to 1992. Apart from Commerce, only History and Political science Honours courses were taught. There was a paucity of students in those 2 Honours Courses. In 1995, the College was converted in to a coeducational institution. In 1999 B.A (.Honours) in English was started. In 2000, Honours courses in Bengali and Economics and in 2001 in Geography and Education commenced.

As a result of introduction of those courses and also due to admission to Commerce, quite a substantial number of girl students entered the College. At present almost one-third of the students are female. Because of paucity of space, the College cannot provide adequate facilities needed exclusively for girls. But, continuous official and unofficial monitoring have resulted in a situation where girls never feel uncomfortable because of gender based violence or eve teasing or sexual harassment.

The Practice:

The College used to maintain unofficial method of communicating with the students and teachers on gender related issues. It never talked about any dress code, any bar on mixing among students across gender or religion. A very liberal environment is maintained where teachers are also allowed to be liberal and straight forward in interaction among all. Departmental excursions were encouraged, where, sometime, more than one Departments' students join together. Those excursions create a sense of togetherness cutting across Departmental as well as gender based boundary.

In the wake of Nirbhaya episode in New Delhi, when entire nation was talking about gender abuse and sexual violence, our students too reacted sharply and joined the protest rally on the streets of Kolkata. We started organized discussion on gender sensitization. It is true that there exist different perceptions on the part of teachers and students. But one common perception could be brought out that no one should differentiate between male, female or third gender so far as the College activities are concerned. No seniors should get involved in ragging or no boy should abuse a girl, for whatsoever reason. The discussions held were not formal ones, but those were effective.

Evidence of Success: Measuring the success of gender sensitization and result thereof has been difficult, if not impossible. In the existing situation, where eve teasing or use of gender abusive language or sexual assaults is wide spread, such success or failure can be measures by noting and counting complaints received on such wrong doings. The College is proud that, despite having a very congested college, not a single case of gender abuse has been reported till date, neither formally or informally. The College campus can be termed as a gender unbiased campus.

Problems Encountered & Resources Required: Problems regarding gender sensitization lies within the conservative frame of minds of some teachers, both male and female. One instance could be recollected when, in the early days of coeducation, a teacher complained about seating of a girl student amidst another six students on a bench and the teacher-in-charge issued a notice directing girl students to sit separately. That gave rise to a students' movement terming the College as 'Taliban'. Even after two decades, such mindset has been prevailing among a few teachers, who believe that there should be a dress code and girls should be 'properly' dressed.