HERAMBACHANDRA COLLEGE

23/49, Gariahat Road, Kolkata– 700029

www.herambachandracollege.ac.in

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23/49, GARIAHAT ROAD, KOLKATA-700029

WEBSITE-www.herambachandracollege.ac.in

The Annual Quality Assurance Report (AQAR) of the IQAC
Year 2012-13

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

Amit Kumar Dasgupta

Name of the IQAC Co-ordinator:

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/2012-13.pdf

www.herambachandracollege.ac.in/AQAR/2012-13.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)*

2012-13

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 ____2011-12 (18/12/2015)**
 ii. **AQAR__2010-11   (18/12/2015)**

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   ☐ ate

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-F**

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   2

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? | | **No** | NO |

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes
| 1. Improving sense of responsibility
2. Maintaining congenial academic environment |

2.14 Significant Activities and contributions made by IQAC

1. IQAC looked into the teaching learning process and talked with faculty to improve attendance and punctuality of teachers. it also mobilised suggestions from among faculty members for improving the method of teaching learning. though the college was heavily affected by space and time constraints, still by introducing tutorials and special classes for willing students, dwindling academic environment, prevailing in higher education in colleges, can somewhat be revived. So, plan for remedial classes was introduced. A five hour presence for teachers also made compulsory. Moreover, as the college lost a substantial number of days in holding university examinations, it was decided that college days be increased by starting classes in vacation. Some departments started the same.

2. IQAC discussed various aspects of office with non teaching staff. Some of the concerns of them were very genuine but could not be helped at the college level. IQAC asked the office to generate timely information on students and studies. it also asked the office to introduce hassle free university registration and recording system. as a result, registration was mechanised, scanner was introduced to maintain students' results and certificates.

3. IQAC talked with the students. as one may be aware, West Bengal was projected as a state where teachers-students relationship was very strenuous, so college environment could only be congenial if and only if a healthy and friendly relationship among teacher-students be maintained. IQAC tried hard to instill sense of togetherness among all concerned.

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. Increasing number of teaching days by using vacation time/ holidays.	1. Classes were held during summer vacation on days when university examinations were not held..
2. Remedial classes for slow learner	2. Remedial tutorial classes were held during 3-30 pm and 5-00 pm.
3. Improving teaching learning by introducing subject quiz	3. Subject quiz was started.
4. Introduction of in house inter departmental lecture by teachers	4. 3 such lectures were organised
	5. 3 seminars without fund from outside source were organised.
5. Encouraging	6. Teachers were released without

Departmental seminars	**hassle for seminars/workshop.**
6. **Encouraging teachers to act as resource persons/ paper presenters.**	7. **Literary journals were published and little magazines were edited by a few teachers.**
7. **Encouraging teachers to involve in literary activities**	8. **Congenial student teacher relationship could be maintained through discussion.**
8. **Improving teacher student relationship**	9. **Students' union constitution was finalised.**
9. **Finalisation of students' union constitution**	10. **Not much could be achieved.**
10. **Initiative for punctuality in attendance.**	11. **Not much could be done.**
11. **Interaction with alumni to highlight college in the society**	12. **Progress towards more transparent admission was achieved.**
12. **make the admission transparent and hassle free**	13. **More and more students were placed.**
13. **Initiative for campus placement**	14. **Continuous gender sensitisation campaign made the campus gender friendly**
14. **Gender sensitisation campaign in the wake of Nirbhaya episode in New Delhi.**	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   **Yeas** [Y]   **No** [ ]

Management [Y]   **Syndicate** [ ]   **Any other body** [Y]

Provide the details of the action taken

> 1. Teachers' Council expressed its satisfaction over improvement in teaching learning.
> 2. Governing body wanted that the achievements be highlighted but the lacunae like lack of punctuality in attendance be taken care of.

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 [0]   Manual [Y]   Co-operating schools (for PE [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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	1	14		3

2.2 No. of permanent faculty with Ph.D.

9

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	20								19

2.4 No. of Guest and Visiting faculty and Temporary faculty   14   26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	23	10
Presented	4	12	1
Resource Persons	Nil	1	Nil

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

1. Introduction of subject quiz
2. Inter Departmental lecture.

2.7 Total No. of actual teaching days during this academic year   158

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   Nothing in particular

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

2.10 Average percentage of attendance of students   45

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	14			64.29		64.29
B.A HONS IN EDUCATION	10			50		50
B.A. HONS IN ENGLISH	10			80		80
B.A. HONS IN HISTORY	19			36.84		36.84
B.A. HONS IN POLITICAL SCIENCE	07			57.14		57.14
B.COM HONOURS	661		33.88	60.06	2.42	96.36
B.SC HONOURS IN ECONOMICS	10			100		100
B.SC HONOURS IN GEOGRAPHY	12			58.33		58.33
B.COM GENERAL	197			11.68	56.35	68.03
B.SC GENERAL	04			25		25
B.A. GENERAL	32			3.13	59.38	62.51

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

 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	17	2		23
Technical Staff	04	2		

Criterion – III

3. Research, Consultancy and Extension

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

Not much initiative could be launched as time and space provided to a day shift college, with more than 3 thousand students, it was not possible to sensitize research in the College. Moreover, paucity of full time teacher was a serious problem.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	1	Nil
Non-Peer Review Journals	Nil	Nil	29
e-Journals	Nil	Nil	Nil
Conference proceedings	1	1	1

3.5 Details on Impact factor of publications: NIL

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(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.** [4]   **Chapters in Edited Books** [5]

        ii) Without ISBN No. [0]

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	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

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 23   **State level**

   National level   **International leve**

3.22 No. of students participated in NCC events:

   University level 0   **State level** 0

   National level 0   **International lev** 0

3.23 No. of Awards won in NSS:

   University level 0   **State level** 0

   National level 0   **International leve** 0

3.24 No. of Awards won in NCC:

   University level 0   **State level** 0

   National level 0   **International leve** 0

3.25 No. of Extension activities organized

University forum | 0 | **College forum** | 0 |

NCC | 0 | **NSS** | | **Any other** | |

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

Nothing in Particular

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2B 3K	0		2B3K
Class rooms	27	0		27
Laboratories	1	0		1
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		17	9-UGC; 8-College	17
Value of the equipment purchased during the year (Rs. in Lakhs)		6.76	3.88-UGC; 2.88-COLLEGE	6.76
Others				

4.2 Computerization of administration and library

1. Library software was installed and used in the library to record and issue books.
2. Use of computers in office was extensively made. but no specific software was used. as a matter of fact computers were used more as a recording tools than as a MIS device

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33306	2332702	2597	563401	35903	2895103
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	**12**	**0**	**10**	**0**	**0**	**11**	**1**	**0**
Added	**16**	**0**	**10**	**0**	**8**	**0**	**5**	**3**
Total	28	0	20	0	8	11	6	3

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

Nothing in Particular

4.6 Amount spent on maintenance in lakhs :

i) **ICT**   0

ii) **Campus Infrastructure and facilities**   4.43

iii) **Equipments**

iv) **Others**   6.69

Total :   11.12

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.
> 2. IQAC notifies students about those support services.

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
3709			

(b) No. of students outside the state

(c) No. of international students

Men

No	%
2472	66.65

Women

No	%
1237	33.35

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	
2609	474	83			3166	2842	790	77			3709	

Demand ratio 6.5   **Dropout %**

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

> Nothing in Particular

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	**Other**	NR

5.6 Details of student counselling and career guidance

List of Institutes who offered career counseling and guidance

1. Eastern Institute of Management
2. IILM Graduate school of management
3. 3. ICFAI Group
4. Footwear Design and Development Institute
5. Terapant professional Forum
6. Heritage Institute of Technology

No. of students benefitted   All Students who attended

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**
3	**396**	**51**	**0**

5.8 Details of gender sensitization programmes

Series of lectures and demonstrations on gender sensitisation activities were undertaken. a gender sensitisation cell was opened.

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	**38**	**72110**
Financial support from government	**599**	
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 lev** [0]

Exhibition: State/ University level [0]   **National level** [0]   **International lev** [0]

5.12   No. of social initiatives undertaken by the students [2]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

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

Mission:

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

6.2 Does the Institution has a management Information System

Yes, but 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

6. Encouraging teachers to act as resource persons/ paper presenters.

7. Encouraging teachers to involve in literary activities

8. 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. Installation of library software was done.
2. Computers for departments were provided.
3. A new wooden floor was constructed for expansion of space for exclusive use of teachers.
4. For expansion of the capacity of the computer centre another wooden floor over the existing computer centre was constructed.

6.3.6 Human Resource Management

1. Attendance norms were introduced

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 99.78 LAKH

6.6 Whether annual financial audit has been done [Y] Yes [ ] No

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

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

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

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

6.11 Activities and support from the Alumni Association

Nothing in Particular

6.12 Activities and support from the Parent – Teacher Association

Nothing in Particular

6.13 Development programmes for support staff

Nothing in Particular

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

Nothing in Particular

Criterion – VII

7. Innovations and Best Practices

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

> 1. Vacation teaching
> 2. Remedial classes

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 taken.

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

> 1. Students were encouraged to be involved in social outreach programme like blood donation camp, medical camp etc.
> 2. Placement of students

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? Y   N

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
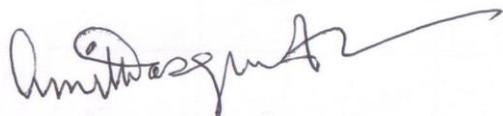
1. Strength of the College is its fame about Commerce education.
2. A) A huge number of students still remains a weakness.
   B) Furthermore, the college does not have enough space. so it has become difficult to extend library areas. the college also does not have a play ground for student activity.
3. The College is centrally located, we get numerous good students. finance is not a constraint.
4. University syllabus in commerce is not technology dependent. As a result it is somewhat boring which fails to attract students to the classroom.

8. Plans of institution for next year

1. Strengthening the effort for increasing teaching days and remedial classes for slow learners.
2. Encouragement to use visual teaching aid.
3. Continuing departmental lectures seminars, debates.
4. Ensuring punctuality in attendance.
5. Putting emphasis on career counseling and campus placement.

Name AMIT KUMAR DASGUPTA   *Name NABANITA CHAKRABARTI*

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

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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 2012 – 13

Date	July'12	Aug'12	Sept'12	Oct'12	Nov'12	Dec' 12
01	Sunday	College Day	College Day	College Day	Puja Vacation	College Day
02	College reopens after summer recess.	College Day	Sunday	Gandhi Birthday	Puja Vacation	Sunday
03	Calcutta University Examination	College Day	College Day	College Day	Puja Vacation	College Day
04	College Day	College Day	College Day	College Day	Puja Vacation	College Day
05	Calcutta University Examination	Sunday	College Day	College Day	Puja Vacation	College Day
06	College Day	College Day	College Day	College Day	Puja Vacation	College Day
07	College Day	College Day	College Day	Sunday	Puja Vacation	College Day
08	Sunday	College Day	College Day	College Day	Puja Vacation	College Day
09	Calcutta University Examination	College Day	Sunday	College Day	Puja Vacation	Sunday
10	College Day	Janmasthami	College Day	College Day	Puja Vacation	College Day
11	Calcutta University Examination	College Day	College Day	College Day	Puja Vacation	College Day
12	Calcutta University Examination	Sunday	College Day	College Day	Puja Vacation	College Day
13	Calcutta University Examination	College Day	College Day	College Day	Puja Vacation	College Day
14	College Day	College Day	College Day	Sunday	Puja Vacation	College Day
15	Sunday	Independence Day	College Day	Mahalaya	Puja Vacation	College Day
16	Calcutta University Examination	College Day	Sunday	College Day	College reopens after puja vacation	Sunday
17	Calcutta University Examination	College Day	College Day	College Day	College Day	College Day
18	Calcutta University Examination	College Day	College Day	College Day	Sunday	College Day
19	Calcutta University Examination	Sunday	College Day	College Day	College Day	College Day
20	Calcutta University Examination	Id-UI-Fitr	College Day	Puja Vacation	College Day	College Day
21	College Day	College Day	College Day	Puja Vacation	College Day	College Day
22	Sunday	College Day	College Day	Puja Vacation	College Day	College Day
23	Calcutta University Examination	College Day	Sunday	Puja Vacation	College Day	Sunday
24	Calcutta University Examination	College Day	College Day	Puja Vacation	College Day	College Day
25	Calcutta University Examination	College Day	College Day	Puja Vacation	Sunday	Christmas Day

26	Calcutta University Examination	Sunday	College Day	Puja Vacation	1st year Mid Term Test	Winter Recess
27	Calcutta University Examination	College Day	College Day	Puja Vacation	2nd year Mid Term Test	Winter Recess
28	College Day	College Day	College Day	Puja Vacation	Gurunanak Birthday	Winter Recess
29	Sunday	College Day	College Day	Puja Vacation	3'" year Mid Term Test	Winter Recess
30	College Day	College Day	Sunday	Puja Vacation	Test	Winter Recess
31	College Day	College Day		Puja Vacation		Winter Recess
Date	Jan'l3	Feb'13	Mar'13	Apr'13	May'13	Jun"J3
01	New Year's Day	College Day	College Day	College Day	May Day	Summer Recess
02	College Day	College Day	College Day	College Day	Calcutta University Examination	Summer Recess
03	College Day	Sunday	Sunday	College Day	College Day	Calcutta University Examination
04	College Day	College Day	College Day	College Day	College Day	Summer Recess
05	College Day	College Day	College Day	College Day	Sunday	Calcutta University Examination
06	Sunday	Calcutta University Examination	College Day	College Day	Calcutta University Examination	Summer Recess
07	College Day	Calcutta University Examination	College Day	Sunday	College Day	Calcutta University Examination
08	College Day	Calcutta University Examination	Doljatra	College Day	Calcutta University Examination	Summer Recess
09	College Day	Calcutta University Examination	College Day	Calcutta University Examination	Birthday of Rabindra Nath Tagore	Summer Recess
10	College Day	Sunday	Sunday	Calcutta University Examination	Calcutta University Examination	Summer Recess
11	College Day	Calcutta University Examination	College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess
12	Swami Vivekananda Birthday	Calcutta University Examination	College Day	Calcutta University Examination	Sunday	Summer Recess
13	Sunday	Calcutta University Examination	College Day	College Day	Calcutta University Examination	Summer Recess
14	College Day	College Day	College Day	Sunday	College Day	Summer Recess
15	College Day	Saraswati Puja	College Day	Bengali New Year's Day	Calcutta University Examination	Summer Recess
16	3rd year TEST Examination	Saraswati puja	College Day	Calcutta University Examination	Summer Recess	Summer Recess
17	College Day	Sunday	Sunday	Calcutta University Examination	Summer Recess	Summer Recess

18	College Day	2nd year TEST Examination	College Day	Calcutta University Examination	Summer Recess	Summer Recess
19	College Day	2nd year TEST Examination	Calcutta University Examination	Calcutta University Examination	Summer Recess	Summer Recess
20	Sunday	College Day	Calcutta University Examination	College Day	'Summer Recess	Summer Recess
21	College Day	College Day	Calcutta University Examination	Sunday	Summer Recess	Summer Recess
22	College Day	College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess	Summer Recess
23	Netaji's Birthday	College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess	Summer Recess
24	University Foundation Day	Sunday	Sunday	College Day	Summer Recess	Summer Recess
25	Fateha - Dauz-Doham	College Day	Calcutta University Examination	Calcutta University Examination	Summer Recess	Summer Recess
26	Republic Day	College Day	1st Year TEST	Calcutta University Examination	Summer Recess	Summer Recess
27	Sunday	College Day	Doljatra	College Day	Summer Recess	Summer Recess
28	3'" Year TEST	College Day	College Day	Sunday	Calcutta University Examination	Summer Recess
29	3 Year TEST		Good Friday	College Day	Summer Recess	Summer Recess
30	∽		Easter Saturday	Calcutta University Examination	Calcutta University Examination	Summer Recess
31	3'" Year TEST		Sunday		Summer Recess	

Annexure II
Best Practices

BEST PRACTICE I
Title: Students were encouraged to be involved in social outreach programme like blood donation camp, medical camp etc.

Goal:
The objective of the institution is to instill among the students the sense of being socially responsible citizen and fulfill their duties towards the society. With this objective in mind, the college encouraged the students to be involved in different outreach programmes.

Context:
The college wants to incorporatel the spirit of cooperation among the students and help them to develop leadership quality. The college desires to encourage the students to serve the society selflessly as it is found that the degradation in society around us has a negative impact on the young mind.

The Practice
The college has already introduced NSS and it has been actively organizing various programmes with the students. The college organizes blood donation camps every year in association with the students' union. The students' union organizes annual fest and the blood donation camp is arranged as a part of the programme. The blood banks of reputed institutes like Thalassemia Blood Bank, Central Blood Bank, Ashok Laboratory, SSKM Blood Bank are requested to collect the blood. They aware the students about the positive aspects of blood donation previous to the programmes. The college has received good response from the students in the years. The blood banks issue blood cards after the programme and the cards are being used by the students, teachers and the staff of the college in their need.
Moreover, the NSS unit of the college visits local primary corporation schools and distributes exercise books and stationeries needed for a year.

Evidence of Success:
The students of the college take great interest in these activities and it can be said that the objective of the college of inculcating social responsibilities among the students is successful. This is evident in the growing participation of the students in these programmes.

Problems Encountered & Resources Required:
The socio economic condition of our society demands more such outreach programmes to help the society in eradicating poverty and inequality. The students also take interest in such programmes and want to organize and take part in more such programmes. But our college cannot get involved and arrange such programmes more frequently due to lack of time during college hours.
Moreover, it is desirable that more teachers and students should get involved and take interest in such activities, so that we spread our long hands towards the people who need our help.
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BEST PRACTICE II
Title: Campus Placement of students

Goal: The goal and objective of the college was to:
 1. Arrange for campus placement of final year students.
2. Make the students ready for the job market so that they can compete with others and can have an option of earning while pursuing further studies.

Context: The students of the college, after completing their graduation course, either pursue further studies, post-graduation or professional courses, or seek for various job opportunities. Being an undergraduate college offering courses in BA (Bengali, English, History, Political Science, Education), B Sc (Economics and Geography) and B COM (Honours and General), it is very difficult for the institution to make the students ready for the job market. For the students of commerce and economics, there are some opportunities, and there is the scope for career counseling and guidance.

The Practice: Herambachandra College stands out as one of the institutions to make a successful endeavour in the sphere of career counseling and placement.
The college has started its career counseling and placement cell from the year 2011. Initiatives are taken regularly to arrange for seminars where different organizations and institutes take part for demonstration of career options. Many professional institutes also take part in such programmes. Some seminars are also organized where external experts and professionals are invited to talk about the different career options the students can avail of after completing graduation.
The placement cell has been able to tie up with various companies like TCS, WIPRO, IBM, GENPACT and others, who come to the campus to recruit students every year.
Moreover, TCS has been conducting a five day training programme to develop the soft skills of the students and make them market ready. The training programme includes different group activities, group discussions, interpersonal relation in a group, how to face an interview and how to present oneself in an office environment.

Evidence of Success: The practice proved to be very attractive and helpful to the students. As the students are naturally attracted towards the job market and are keen to know about the different career options available to them, they attend these programmes with great enthusiasm. The information of increasing number of companies participating and the number of students placed over the years show the success of the initiative.

Problems Encountered & Resources Required:
The main problem faced by the college in these initiatives is paucity of space and shortage of time. As the college shares a common space with the other two colleges, and being a day college, the time available with the college gets reduced due to any university examinations. The space available also becomes a constraint as all the rooms remain occupied as classrooms and cannot be utilised for these purposes.
The increasing demand of the students for career counseling and placement needs much time to be devoted by the teachers. The cell to be more effective needs full time attention of one or two teachers, to arrange for the programmes and keeping contact with the companies and organizations.