Academic Year: 2022-2023

HERAMBA CHANDRA COLLEGE
(Affiliated College)

23/49 Gariahat Road
Kolkata-700029

HERAMBA CHANDRA COLLEGE

Academic and Administrative Audit Report

Academic Year: 2022-2023

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Audit Date

The audit was conducted on 10th January 2024 and the report was submitted on 11th January 2024.

Audit Definition

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

Audit Process

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

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

Members of the Audit Team:

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

Findings and Observations

Principal: Dr. Nabanita Chakrabarti

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

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

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

Boys: No
Girls: No

Library:
Area: 282.31 Sq. Mt. (Central Library)
      45.62 Sq. Mt. (Seminar Library)
No. of reading rooms: 01
No. of Books: 41178
No. of Periodicals: 1
Service Hours: 11:30 a.m. - 04:30pm
            11:30 a.m. - 02:00 p.m. (Saturday)
Other facilities: Web-OPAC, QR code available to access
          Library Webpages
          E-books through mobile app
          E-journals and E-books under consortia
          E-database
          Remote access of E-resources
          E-materials for Research on-demand
          Library Class
          Wi-fi
          CCTV Surveillance
Total No. of Books issued: 2778
Online Library facility: Yes
Librarian and other staff: 01 Librarian, 01 Assistant Librarian & 06 other staff
Purchased E-books: 31
Subscribed E-Resources: 3 (N-LIST, JSTOR, EPWRF)
Open Educational Resources: Linked to Library Webpage (link)
Computer facilities: Yes

Courses offered:

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

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

Students:
Total No. of Students: 2404
No. of Male Students: 1563
No. of Female Students: 841
No. of Transgender students: 00

Category wise Students' strength:
General: 1545
SC: 657
ST: 28
OBC: 174
PWD: 0

Attendance:
Theoretical class: Some students are irregular.
Initiatives are taken to increase the attendance of irregular students. Parents-Teachers' meetings are conducted and guardians are intimated about their wards' attendance.

Practical class: Practical classes are held regularly with almost 100% attendance.

Fees Structure (Course wise): B.A.(H) : Rs.3520./- B.Com.(H): Rs.3580/-
B.Sc.(H) : Rs.3820/- & Rs.7620/- (Geo) B.Com.(G): Rs.3430/-

Result of the final semester in the academic session 2022-23:

Year	Programme	Students appeared	Students passed	Pass percentage
2023	B COM (HONS)	484	450	92.98
2023	B COM (GEN)	69	42	60.87
2023	B. A. BNGA	13	13	100
2023	B.A. EDCA	17	15	88.24
2023	B.A. ENGA	16	13	81.25
2023	B.A. HISA	27	25	92.59
2023	B.A. PLSA	23	17	73.91
2023	B.Sc. ECOA	19	15	78.95
2023	B.Sc. GEOA	15	15	100

NAAC Accreditation: Yes, 1st Cycle B+, CGPA 76.25, 20-11-2005

No. of Seminars held in the academic year: 1 international seminar, 1 National and 18 Regional (20 seminars in total)

Cultural Programmes: Cultural Fest Hemfluence is held annually. College celebrates Bhasha Divas, Rabindra Jayanti, and other special days under the initiative of various departments and cells like the Women Development Cell, Cultural Committee. Annual Sports are organised every year organised by the Sports Committee.

Social activities: Campus Harmony and Social Service Unit and Heramba Chandra College Ambulance Division units of the college regularly uphold social activities and community outreach programme. The College has started a project, named *Ramdhanu* for the uplift of the underprivileged children of the locality. The initiative has been planned and executed by the teachers, non-teaching staff and students in association with the IQAC of the college.

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

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

Innovation in Teaching Process: ICT base teaching & learning, Study Tour, Audio-visual, Interactive Session, extensive Learning through visual aids like cinema etc., quizzes, hands-on training, and student seminars.

Student Satisfaction Survey: Yes

Future Plan submitted by the College: Creation of more space for the classroom, conversion of all classes into smart classrooms, organising more International Seminars, introduction of more student-centric teaching methods, formation of various clubs to encourage students in co-curricular activities like photography, drama, etc.
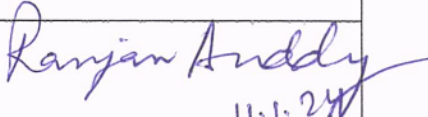
Faculty Empowerment: Yes

Specific Recommendations

- More observation of special days to be organised and the students should be made aware of the relevance of these special days.
- It is encouraged that teachers engage themselves in more meaningful research.
- Finacial grants be made available for young teachers for research activities.
- Research and Development Cell should be formed.
- More innovative and need-based goal-oriented add-on courses to be implemented.
- Greening of the campus and emphasis on environmental sustainability.
- Action should be taken on the basis of the Student Satisfaction Survey.
- All vacant teaching and non-teaching positions should be filled.
- The number of subscribed journals in the library should be increased.
- Seamless availability of network that enhances the smooth implementation of the digital teaching-learning process.
- Innovative teaching techniques to be enhanced to include more students in class and boost their attendance.
- Focus on the hybrid mode of teaching to deal with space and time scarcity.

SL	Name	Designation	Signature
1			
2	Dr. Indrila Guha	Principal, Basanti Devi College	*11/1/24* Dr. Indrila Guha Principal Basanti Devi College
3	Dr. Manas Kabi	Principal, Asutosh College	*11/01/24* PRINCIPAL ASUTOSH COLLEGE 92, S. P. MUKHERJEE ROAD KOLKATA-700 026
4	Dr Ramkrishna Prasad Chakraborty	Principal, K K Das College	*11/01/24* Dr. Ramkrishna Prasad Chakraborty Principal K. K. DAS COLLEGE Garia, Kol-84
5	Mr. Kishore Sengupta	Finance Manager, WBCADC (under P&RD Department), Government of West Bengal	*11-01-24* KISHORE SENGUPTA Finance Manager WBCADC Govt. of WB

6	Dr. Nabanita Chakrabarti	Principal, Heramba Chandra College	*Principal* Heramba Chandra College Kolkata-700 029
7	Dr. Ranjan Kr. Auddy	Coordinator, IQAC	Co-ordinator I.Q.A.C. Herambachandra College

Head of the Institution

Principal
Heramba Chandra College
Kolkata-700 029