

INSTITUTIONAL ASSESSMENT AND ACCREDITATION (Effective from July 2017)

Accreditation - (Cycle - 3)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF HERAMBA CHANDRA COLLEGE C-11974

KOLKATA West Bengal 700029

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL An Autonomous Institution of the University Grants Commission P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION			
1.Name & Address of the institution:	HERAMBA CHANDRA COLLEGE KOLKATA West Bengal 700029		
2.Year of Establishment	1961		
3.Current Academic Activities at the Institution(Numbers):			
Faculties/Schools:	3		
Departments/Centres:	8		
Programmes/Course offered:	9		
Permanent Faculty Members:	63		
Permanent Support Staff:	14		
Students:	2670		
4. Three major features in the institutional Context (Asperceived by the Peer Team):	The college offers only UG Programs i.e. Arts, Commerce & Science Offers no self -finance program Well qualified and devoted staff		
5.Dates of visit of the Peer Team(A detailed visit schedule may be included as Annexure):6.Composition of Peer Team	From: 20-12-2024 To: 21-12-2024		
which undertook the on site visit:	Name	Designation & Organisation Name	
Chairperson	DR. PROJIT KUMAR PALIT	Professor, Assam University Silchar	
Member Co-ordinator:	DR. ANNASAHEB SHANKAR RAYAMANE	FormerProfessor,BANGALORE UNIVERSITY	
Member:	DR. PANDHARI SAGAR	Principal, Jaikranti Arts Senior College Latur	
NAAC Co - ordinator: Dr. Vinita Sahu			

Section II:Metric and Criterion Analysis

Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Critorian 1	- Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)			
1.1	Curricular Planning and Implementation			
1.1.1	The Institution ensures effective curriculum planning and delivery through a well-planned			
QlM	and documented process including Academic calendar and conduct of continuous internal			
	Assessment			
	Heramba Chandra College is affiliated to Kolkata University. The curriculum of various courses			
	and academic calendar is designed by the parent university. At college level, IQAC in			
	consultation with the institutional authority prepares suitable academic calendar of the institution.			
	It provides tentative dates for commencement of semester wise teaching plan details, internal			
	examinations, vacations, session breaks, holidays and institutional activities. The routine			
	committee drafts a master timetable for the entire college. Accordingly, every department			
	prepares its own time table. Students receive the timetable on college website and through			
	prospectus. The primary mode of curriculum delivery is through lectures, laptops, multimedia			
	projectors, smart boards and online resources. Periodical internal assessments and assignments			
	ensure students understanding of their lessons with remedial teaching provided to support weaker			
	students. The college emphasizes holistic student development by offering diverse Add. on /			
	value-Added/ certificate courses to enhance their skills.			
1.3	Curriculum Enrichment			
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human			
QlM	Values, Environment and Sustainability in transacting the Curriculum			
	Efforts are taken by the college for in-depth understanding of cross cutting issues like professional			
	ethics, gender sensitization, human values, gender equality, sustainability and environment.			
	Various programs like celebration of International Women's Day, seminar on Women's			
	Empowerment, Workshops on Gender Equality, Iswar Chandra Vidyasagar's Bicentenary, World			
	Environment Day, Cultural Programs, Teacher's Day, Gurave Naman etc. are some examples in			
	this regard.			

Qualitative analysis of Criterion 1

The curriculum of various courses and academic calendar is designed by the parent university. At college level, IQAC in consultation with the institutional authority prepares suitable academic calendar of the institution. It provides tentative dates for commencement of semester wise teaching plan details, internal examinations, vacations, session breaks, holidays and institutional activities. College has taken efforts for indepth understanding of cross cutting issues like professional ethics, gender sensitization, human values, gender equality, sustainability and environment.

Criterio	n2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)		
2.3	Teaching- Learning Process		
2.3.1	Student centric methods, such as experiential learning, participative learning and problem		
QlM	solving methodologies are used for enhancing learning experiences and teachers use ICT-		
	enabled tools including online resources for effective teaching and learning process		
	The college along with traditional, methods of learning also practices several student centric		
	methods to make this process more effective. Experiential learning has found in visits to historical		
	and cultural importance like Archives, museums, gallaries, heritage walk, field survey,		
	educational excursions and other extension activities. As for as participative learning is		
	concerned, college has organised youth parliament, wall magazines, workshops, debates and		
	discussions, question and answer sessions, classroom quiz, online programs, World Yoga Day,		
	International Women's day etc. Problem solving methodology include project work, assignments		
	MCQ in LMS portals and discussions on specific issues.		
	ICT based teaching - learning has become a regular practice of the college. Use of Smart class,		
	smart board, Laptops, LMS software, Open Source Integrated Library Management Software		
	(ILMS), and e-library have made teaching learning more interesting and effective. Wi-Fi facility		
	has encouraged online teaching-learning process.		
2.5	Evaluation Process and Reforms		
2.5.1	Mechanism of internal/ external assessment is transparent and the grievance redressal		
QlM	system is time- bound and efficient		
	Heramba Chandra College has framed the necessary mechanism for internal and external		
	assessment as per the parent university circulars. Internal assessment consists of attendance,		
	project works, presentation, viva voce, surprise viva, etc The parent university publishes notices		
	regarding end semester examination. For in-house grievances on internal examination, college		
	obtains feedback. Grievances regarding external examination are sent to the parent university		
	through college office.		
2.6	Student Performance and Learning Outcomes		
2.6.1	Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the		
QlM	institution are stated and displayed on website		
QIIVI	The academic committee of the college frames Programme outcome and course outcome with		
	consultation of each department.		
2.6.2	Attainment of POs and COs are evaluated.		
QlM			
	Explain with evidence in a maximum of 500 words		
	The college follows an unique method called as Bloom's Taxonomy for mapping POs and COs.		
	They are displayed on the college website. In order to get a holistic of students progress and		
	attainment, teachers consider quantitative as well as qualitative data of the students.		

College practices several student centric methods to make the process of learning more effective. Experiential learning has found in visits to historical and cultural importance like Archives. As for as participative learning is concerned, college has organised youth parliament, wall magazines, workshops, debates and discussions, question and answer sessions, classroom quiz. Use of Smart class, smart board, Laptops, LMS software, Open Source Integrated Library Management Software (ILMS), and e-library. Wi-Fi facility has encouraged online

teaching-learning process. College has framed the necessary mechanism for internal and external assessment as per the parent university circulars. Internal assessment consists of attendance, project works, presentation, viva voce, surprise viva, etc. The academic committee of the college frames Programme outcome and course outcome. The college follows an unique method called as Bloom's Taxonomy for mapping POs and COs. They are displayed on the college website.

Criterio	n3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in		
Criterio	n3)		
3.2	Innovation Ecosystem		
3.2.1	Institution has created an ecosystem for innovations, Indian Knowledge System		
QlM	(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		
	The college has made efforts for quality education, creativity, fostering an supportive environment		
	for innovation and knowledge sharing. The institution ecosystem has been enriched by		
	establishing various cells and committees. They have promoted a research oriented mindset,		
	academic excellence, educational goals, equality, learning and innovations. The college has		
	organized sufficient number of seminars / conferences during the assessment period.		
3.4	Extension Activities		
3.4.1	Outcomes of Extension activities in the neighborhood community in terms of impact and		
QlM	sensitizing the students to social issues for their holistic development during the last five		
	years.		
	The institution conducts various extension and social outreach programs to foster awareness and		
	holistic development among students and neighborhood community. These include educational		
	support for underprivileged students, health awareness, blood donation camps, environmental		
	sustainability, promoting constitutional values and philanthropic activities. Ramdhanu empowers		
	underprivileged children by providing access to quality education and nourishment. The college		
	has donated to relief funds to disaster affected population. Ganga Sagar Mela First Aid support		
	ensures the safety and well being of pilgrims. YASS flood Relief Camp of the college aims at		
	support to flood affected people for their recovery and rebuilding process.		
3.4.2	Awards and recognitions received for extension activities from government / government		
QlM	recognised bodies		
	The college has received a Letter of Appreciation in 2022 and Recognition for Ramdhanu from		
	the Kolkata Municipal Corporation along with many local awards and recognitions in sports and		
	cultural activities.		

Qualitative analysis of Criterion 3

The institution ecosystem has been enriched by establishing various cells and committees. The institution conducts various extension and social outreach programs to foster awareness and holistic development among the students and neighborhood community. Ramdhanu empowers underprivileged children by providing access to quality education and nourishment. The college has received a Letter of Appreciation in 2022 and Recognition for Ramdhanu from the Kolkatta Municipal Corporation.

Criterion	4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in		
Criterion	.4)		
4.1	Physical Facilities		
4.1.1 QlM	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.)		
	The college is located in South Kolkata with a small campus of around 11000 sqft., has a blended		
	mode of learning. It has four floors building with ICT classrooms, white boards, projectors and		
	smart boards. It also contains Computer Laboratory, Conference Room, Auditorium, Canteen, Cheap Book Store, Students Common Room for female students, Purified Drinking Water, Fire		
	Extinguishing system, CCTV Surveillance, Wheel Chair, Ramps, Rest Room, Solar Panels,		
Rainwater Harvesting system and Geography Laboratory. 4.2 Library as a Learning Resource			
4.2.1	Library as a Learning Resource Library is automated with digital facilities using Integrated Library Management System		
QlM	(ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students		
	The library of the college contains physical and e-resources. It has specious reading room. The Library has Open Source Software Koha and Integrated Library Management System (ILMS). Automated barcode generation and labelling streamline circulation process are available in the library. It has access to e-Shodh Sindhu and ample e-resources under institutional subscription. Library subscribes few peer-reviewed journals.		
4.3	IT Infrastructure		
4.3.1 QlM	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		
	Wi-Fi facility is available free of cost. Currently, the college provides fast bandwidth to support its large work base through both LAN and Wi-Fi to support academic, administrative and research activities. Softwares are also used for generating biometric attendance and ID cards of the students and staff.		
	The college maintains IT facilities regularly and for that purpose contract is made with CYRUS. Whenever college needs to maintain and operate ICT facilities, employees of the above stated institution pay visit to the college and necessary services are rendered.		

The Heramba Chandra College has a campus of around 11000 sqft. The college follows blended mode of learning. It has four floors building with ICT classrooms, white boards, projectors and smart boards. It also contains computer Laboratory and conference room, Auditorium, Canteen, Cheap Book Store, Students Common Room for female students. The library of the college contains physical as well as e-resources, .Library has a specious reading room, It employs Open Source Software Koha and Integrated Library Management System (ILMS). The college provides fast bandwidth to support its large work base through both

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)				
5.4	Alumni Engagement			
5.4.1	There is a registered Alumni Association that contributes significantly to the development of			
QlM	the institution through financial and/or other support services			
	The institution has formulated various committees as per the rules and guidelines of UGC, parent			
	university, State Govt. and the college itself. Facilities are provided to excel the students in the			
	areas like sportsmanship, social responsibility, cultural activities, competitive exams and higher			
	education.			
	There is a registered Alumni Association 'Sanjyog' bearing Registration Number SO243682 which has contributed financially and non-financially for the development of the college since 2015. Since it's inception, it has focused on strengthening their connection with the college by organising various activities. It has organized Annual function 'Voices', Debates, Panel Discussions, Alumni interface programs, Town Hall Meetings, Reunion Dinner, Annual picnic, Blood Donation and Medical Camps. The association has celeberated alumni			
achievements, offered mentorship, mobilized resources during natural disasters, conducte				
	awareness camps etcFew meetings of the association were also held.			

The college has a registered Alumni Association 'Sanjyog', It bears Registration Number SO243682. It has contributed financially and non-financially for the allround development of the college since 2015. The Association has organized different activities like Annual Function 'Voices', Debates, Panel Discussions, Alumni Interface Programs, Town Hall Meetings, Reunion Dinner, Annual picnic, Blood Donation and Medical Camps.

Criterio Criterio	n6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in			
6.1	Institutional Vision and Leadership			
6.1.1	The institutional governance and leadership are in accordance with the vision and mission of			
QlM	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.			
	The institute runs as per the statues of the University of Calcutta and rules and regulations of			
	UGC, Department of Higher Education Government of West Bengal and UGC. Key decisions are			
taken by the Governing Body. The RUSA Authority has sanctioned Rs.2.5 crores are received Rs. 1.8 crores till now for upgradition of facilities. The college conducts re-				
appointed by the Department of Higher Education Govt. of WB. Internal financial carried out by the principal and Bursar. The college has received ICSSR fund twice				
				organizing international seminars.
	IQAC plays an important role in maintaining quality of teaching learning process.			
	The performance and promotions of each faculty member is assessed through Performance Based Appraisal system (PBAS). Career Advancement Scheme is based on API. Various			

	measures are taken for the welfare of staff like puja Advance Loan free of interest.		
6.2	Strategy Development and Deployment		
6.2.1	The institutional perspective plan is effectively deployed and functioning of the institutional		
QlM	bodies is effective and efficient as visible from policies, administrative setup, appointment,		
	service rules, and procedures, etc		
	The college has endeavored in achieving its vision and mission by providing quality higher		
	education and excellence to its students regardless of caste, creed and religion. Efforts are being		
	taken to meet the challenges of NEP 2020 by introducing 4 years honors, major, minor,		
	interdisciplinary, multidisciplinary and skill promotion courses. The institute is trying its best for		
	sustained institutional growth by providing smart classrooms, upgraded laboratories, modern		
	library and supporting research initiatives. Active participation of all stakeholder is assured by		
	formation of various cells and committees.		
6.3	Faculty Empowerment Strategies		
6.3.1	The institution has performance appraisal system, effective welfare measures for teaching		
QlM	and non-teaching staff and avenues for career development/progression		
	The performance and promotions of each faculty member is assessed through Performance Based		
	Appraisal system (PBAS). Career Advancement Scheme is based on API. Various measures are		
	taken for the welfare of staff like puja Advance Loan free of interest.		
6.4	Financial Management and Resource Mobilization		
6.4.1	Institution has strategies for mobilization and optimal utilization of resources and funds		
QlM	from various sources (government/ nongovernment organizations) and it conducts financial		
	audits regularly (internal and external)		
	The RUSA Authority has sanctioned Rs.2.5 crores and college has received Rs. 1.8 crores till now		
	for upgradition of facilities. College has also received funds for organising two International		
	Conferences. It has also raised funds from various corporate agencies to help poor students in form		
	of scholarship. It has also raised the funds from its management and staff for economically weaker		
	section students. Alumni of the college has also collected funds more than 2 Lakh for the		
	development of the college.		
	The college conducts regular external financial and academic audits.External financial audits are		
	conducted by external agencies appointed by the Department of Higher Education Govt. of WB.		
	Internal financial audits are carried out by the Principal and Bursar.		
6.5	Internal Quality Assurance System		
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing		
QlM	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		
	Decisions regarding curricular, co-curricular and extracurricular activities are taken by IQAC and		
	sub committees like Finance, Purchase Sub Committee, and Academic Sub Committee.Regular		
	meetings of IQAC are conducted to take periodical review of teaching learning process and		
	structure and methodologies of operations and learning outcomes. Appropriate records of		
	enhancement in teaching and learning process is recorded and communicated to the various		
	departments.		

The Heramba Chandra College has endeavored in achieving its vision and mission by providing quality higher education and excellence to its students regardless of caste, creed and religion. The institute is trying its best for sustained institutional growth by providing smart classrooms, upgraded laboratories, modern library and supporting research initiatives. The performance and promotions of each faculty member is assessed through Performance Based Appraisal system (PBAS). Career Advancement Scheme is based on API. The RUSA Authority has sanctioned Rs. 2.5 crores and college has received Rs. 1.8 crores till now for upgradition of facilities. It has also raised funds from various corporate agencies to help poor students in form of scholarship. Alumni of the college has also collected funds more than 2 Lakh for the development of the college.

Criterion	n7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in		
Criterion	n7)		
7.1	Institutional Values and Social Responsibilities		
7.1.1 QlM	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 Heramba Chandra College has initiated several steps to promote gender equity and equality. To curriculum of the subjects like Bengali, History Education, Political Science, Economics and Geography deal with issues like Gender Rights, Human Rights, Domestic violence, Women Education, Inequality and Women Empowerment.		
In addition to the above, the college has taken series of steps. English and Political Departments have organized add-on courses on gender equity and sensitization. Vare nominated on various college committees like Internal Complaints Committee Council, Internal Assurance cell, Grievance Redressal Cell, Anti Ragging Cell, Was Development Cell etc. for safeguarding interest of female students and staff. Instate cameras, appointment of female guards, issue of Identity Cards and common room students are the some proactive steps to foster gender equality and safety.			
7.1.4 QlM	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)		
	Along with to the observation of days of national importance, college also observes days like Rabinadranath Tagore, Ishwar Chandra Vidyasagar and Birsa Munda for promoting awareness, discussion and action on crucial societal issues and inculcating human values and national pride. The college observes Independence Day, Republic Day, Gandhi Jayanti, Dr.B.R. Ambedkar		
	Jayanti,International Woman's Day etc to promote national integrity and brotherhood among the students.		
7.2	Best Practices		
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format		
QlM	provided in the Manual		
College follows following two best practices -			

1. Online Documentation of Teacher's Activities

College follows a unique practice of online documentation of the daily attendance and activities of the teachers. The basic idea behind this best practice is to promote transperency and accessibility of informtion regarding the daily activities of the teachers.

Objectives-

- A. Online record of daily attendance
- B. Online record of daily classes, calculation of Academic performance score and online application of leave.

Context-

With the idea to regularaise the practice of recording the daily performance, maintainence of leave accounts and calculation of API.

Success Story-

This practice has helped a lot for keping data on daily attendance and activities. It has also helped to maintain leaves records of the teachers.

2. Special Classes with Inter-disciplinary Approach

This is an another important best practice followed by the Institution. It assists arrangeing special classes for students with a multi-disciplinary outlook. This practice is initiated by IQAC and the Department of Bengali in 2021.

Objectives-

- A.Multi -disciplinary approach
- B. Learning beyond curriculam
- C.Learning in mother tongue.
- D. Promoting research and academic resources.

The Practice-

Under this best practice every month a thought provoking lecture is delivered in Bengali by the same department. Interactive question answer session is followed after lecture.

Success Story-

Only learning of curricular aspect is not sufficient for the allround development of the students. This practice enables the students to read, discuss and coming to the conclusions.

	It has also helped to understand Indian Knowledge System.		
7.3	Institutional Distinctiveness		
7.3.1	Portray the performance of the Institution in one area distinctive to its priority and thrust		
QlM	within 1000 words		
	Ramdhanu (RAINBOW) -		
	The very objective of this portray is to make the students socially aware, dutiful and responsible. Under this, various outreach and extension activities are conducted by the college students.		
	The college has designed and executed several activities like Heramba Chandra College Ambulance Division,Blood Donation Camps,Free Health Check -up Camps,AIDS Awareness Camps,Water Wasteage Management and Plastic Free campus.This concept is developed and executed by IQAC in 2022-23. This program supports for the betterment of the less fortunate childrens. It has promoted dancing courses, singing courses, music and vocal skills among under priviledged children. It aims to bring creativity to the forefront artistic expression and basic computer knowledge.		

Initially the institute was run by Bramho Samaj which is very well known not only in West Bengal but whole world. It works against superstations and bringing social reforms against per as cast, religion and creed. With this basic objectives great leaders of Bramho Samaj formed many educational intitutions throughout the country. It is a matter of pride to state that this college is also a brain child of Bramho Samaj. The aim of the Institution is to bring social reforms through education. The college basically serves to bring the economically and socially poor students in the main stream of education. Since its inspection the college have contributed a lot. Inculacating human values, social equality and eradication of cast.

To achieve these valus institution has follwed best practices like a Ramdhanu and others.

Section III:Overall Analysisbased on Institutional strengths. Weaknesses, Opportunities & Challenges (**SWOC**)

Overall Analysis

Strength:

- 1) Dedicated, committed and well qualified staff.
- 2) Supportive registered alumni
- 3) Convenient location
- 4) Financial assistance to the economically poor students.

5) % of full -time teachers against sanctioned posts is good. 6) Students strength is Satisfactory. 7) Library is automated and has good collection of rare books. Weaknesses: 1) No hostel facility for female and male. 2) Science strength is poor 3) Absence of own outdoor sports falicities. 4) Space is the serious concern 5) Dropout rate is considerable 6) Significant gap between intake and actual admission of the students. **Opportunities:** 1) Introduction of PG courses 2) More Add-on / skill based / value added courses like GST/ Tally, Tourism etc.. 3) Collaboration with National and Inter- national Institutions. 4) Initiation of market driven self- financing courses. 5) Need to strengthen more effective placement cell. **Challenges:** 1) Need to bring down dropout rate. Strengthening sports and cultural units. Subscription of only one peer reviewed journal. 4) Weak research activity. 5) Introduced of Computer base courses.

Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- 1) Need to increase the strength of reserve category students.
- 2) More peer reviewed journals be subscribed.
- 3) Inception of PG and computer-based courses.
- 4) More space needed for future expansion.
- 5) College classrooms upgradation is needed.
- 6) Hostel facilities for girl and boys' students.
- 7) Coaching for C.A and C.S Foundation courses as well as competitive exams.
- 8) Intuition Industries relationship be strengthened.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. PROJIT KUMAR PALIT	Chairperson	
2	DR. ANNASAHEB SHANKAR	Member Co-ordinator	
	RAYAMANE		
3	DR. PANDHARI SAGAR	Member	
4	Dr. Vinita Sahu	NAAC Co - ordinator	

Place

Date