



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		HERAMBA CHANDRA COLLEGE
Name of the head of the Institution		Dr. Nabanita Chakrabarti
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324612689
Mobile no.		8334035364
Registered Email		teachershcc@gmail.com
Alternate Email		hcc.iqac@gmail.com
Address		23/49, Gariahat Road Kolkata
City/Town		Kolkata
State/UT		West Bengal
Pincode		700029
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ranjan Kumar Auddy
Phone no/Alternate Phone no.	03324612689
Mobile no.	9804491711
Registered Email	teachershcc@gmail.com
Alternate Email	hcc.iqac@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.herambachandracollege.ac.in/page.aspx?id=59">https://www.herambachandracollege.ac.in/page.aspx?id=59</a>
<b>4. Whether Academic Calendar prepared during the year</b>	No

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76.25	2005	20-Nov-2005	19-Nov-2010
2	B+	2.58	2016	05-Nov-2016	04-Nov-2021

<b>6. Date of Establishment of IQAC</b>	23-Dec-2011
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Thalassemia Test and Book Donation	20-Sep-2018 1	150
Blood Donation Camp	13-Sep-2018 1	60
NIRF Report	12-Oct-2018	14

	1	
AQAR submitted	27-Jan-2019 1	14
AISHE data submitted	03-Feb-2020 1	14
Workshop on General Safety and First Aid	26-Feb-2019 1	110
Cancer Awareness Campaign	11-Mar-2019 1	120
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NOT APPLICABLE	2019 0	0
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Parent teacher meeting Online Submission of Annual Departmental Report Seminars, Special lectures and workshop organised Publication of Journal in the Department of Economics

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality**

**Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
<p>Seminar, Workshop, screening of films, Educational Excursion, Departmental Publication, Special Lectures and observation of Special Days to be organized by several departments.</p>	<p>Department of Economics A Two Day Workshop on Skill Enhancing Course and Core Papers; Speaker: Dr Kaushik Gupta, Professor, C.U., Member, UGBOS                      Departmental Publication: 'Budding Economist' Vol. 2 ISBN NO. 97893888868082                      Department of Commerce: Seminar on 'Career and Scope in Digital marketing' held on 11/09/2018                      Seminar on Capital Market held on 29.04.2019                      Workshop on Semester system and project work organized by Department of Commerce on 18/07/2019 and 06/09/2019                      Department of History: International Workshop titled 'Importance of Oral History and Narrative Collection' in collaboration with Partition Archive held on 22/01/2019. Extension Lecture titled 'Beyond Archives' by Dr. Sekhar Bhowmik delivered on 07/09/2018.                      Extension Lecture titled 'Mapping Classical Greece' delivered by Dr Supratim Das on 24.09.2018. Screening of three short films in collaboration with Department of English and in association with 'Prayasam' on 31/07/2018.                      Department of Education: Special Lecture delivered by Dr Tapan Chand, Associate Professor, Maharani Kasiswari College on 28/01/2019                      Department of English: Two day workshop on Translation conducted in collaboration with Department of Bengali from 05/10/2018 to 06/10/2018.                      Seminar titled 'Decoding Macbeth' held on 19/03/2019                      Screening of three short films in collaboration with Department of History and in association with Prayasam on 31/07/2018                      Department of Political Science Extension Lecture delivered on 08/10/2018 by Prof Salil Sarkar of Viswa Bharati University On 1969 - Global scenario, Socio-Politics and Economical Incidents                      Department of Bengali Two day workshop on Translation conducted in collaboration with Department of English from 05/10/2018 to 06/10/2018                      Department of Geography Special Lecture delivered by Dr Anindya Basu on 12/10/2018                      Educational Excursion to Vishakhapatnam in March 2019.</p>
<p>Online Submission of Annual Departmental Report after the end of</p>	<p>Each of the nine departments submitted Annual Departmental Report online</p>

academic session					
Parent teacher meeting planned in all the department	Parent teacher meeting conducted in eight departments of the college				
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">10-Oct-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	10-Oct-2020
Name of Statutory Body	Meeting Date				
Governing Body	10-Oct-2020				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				
Date of Submission	03-Feb-2020				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has its own college management system (CMS), which is an online webbased software. This serves the purpose of MIS. The system has two main parts - Students and Accounts. Each part has three subdivisions - master, transaction and reports. Through the system, the students pay fees online and the system gets updated on a real time basis. Regular admission fees and other fees like university examination form fees or miscellaneous fees, are received through the system. The updated student database shows the students history (basic information about students), subjects chosen, details of fees paid etc. Various reporting formats are available under the Students module. Under the accounts module there is the provision of recording receipts and payments or generating contra end journal vouchers. Under reporting module, ledgers, T/B, R/P, I/E and B/S may be generated. BRS can be prepared and various other reports are available. The system can be accessed by anyone from any place,</p>				

provided that the person has a user ID and password and the administrator is empowered only to allow or restrict his/her powers/rights. The system is very userfriendly and the most important characteristic of the software is that it is a webbased online system which is custommade to serve our purpose.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Heramba Chandra College is currently having the following mechanisms for effective delivery of curriculum. Before the commencement of the academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. i. Number of classes for each topic is decided according to the credits assigned to each Group/paper etc. as per Calcutta University syllabus. ii. College administration provides a well-constructed weekly Routine/Schedule/ time table for each year /semester for both UG classes. iii. Classes are held according to the schedule under the supervision of college administration. iv. We have a very rich central and seminar library. Inflation (e-books and e-journals) facility is available for teachers and students. v. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, Use of models and charts for effective lecture delivery, Use of models and charts for effective lecture delivery, Group discussion amongst the students during the class, Proper and adequate instrumentation facility is given to the students for their practical classes, need based survey programmes, field works and educational excursions are carried by the departments, Project works are conducted for fulfilment of their degrees, Seminars and special talks by experts are also arranged for advance studies and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. Regular class test, Mid-term examinations, mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Tutorial classes are also conducted. Tutorials are held and participative learning is encouraged. Internal assessment is done transparently with examined scripts shown to students. Departments maintain the detailed record of the classes, assessments, project reports etc. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Soft Skill Development	None	01/07/2018	10	yes	yes

**Course****1.2 – Academic Flexibility**

## 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil (No new course introduced)	Nil
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## 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Political Science	01/07/2018
BA	Education	01/07/2018
BSc	Economics	01/07/2018
BSc	Geography	01/07/2018
BSc	Mathematics	01/07/2018
BA	English	01/07/2018
BA	Bengali	01/07/2018
BA	History	01/07/2018

## 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

## 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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## 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	A Socio-Economic Profile of Agra, 12-18th March, 2018 Organized by Department of Geography (UG)	17
<a href="#">View File</a>		

**1.4 – Feedback System**

## 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

Feedback forms for students is available in College website. An offline feedback form was filled by UG Students on their last examination day in the college i.e., UG part-III test Exam. Attendance of each student is mentioned in the feedback form. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. The points are calculated according to the rating scale given by the students in various criteria. The rating scale are given as Very Good, Good, Satisfactory, Not Satisfactory, Poor (where Very Good 5, Good 4, Satisfactory 3, Not Satisfactory 2, Poor1). The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also considered for future development. The college maintains an IQAC as a quality consistence and quality enhancement measure. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	32	237	13
BA	Bengali	25	562	23
BA	History	44	230	26
BA	Political Science	44	169	26
BA	Education	25	260	17
BSc	Economics	49	206	24
BSc	Geography	25	328	13
BCom	Honours	750	3825	581
BCom	General	150	1325	105

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses



2018	828	Nil	21	Nil	1
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## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	7	12	6	1	Nil
<a href="#">View File of ICT Tools and resources</a>					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Some teachers do mentor the students as and when required. Teachers have mentored in special cases such as cases of f attention deficiency in class, dropouts and poor attendance due to poverty and also due to the idea that a degree course will not be of any help in securing a job. As a result not all students are mentored. Parent – teacher meetings (in presence of the students) conducted in almost all the departments also helped in understanding the problems of students. Behavioral problem of the students are addressed the teachers as well as the Principal. However register of mentoring has not been introduced. Not all students have been mentored.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
828	21	1:39

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	22	12	1	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Hons. and Gen	Part III	26/04/2019	24/06/2019
BSc	Hons. and Gen	Part III	17/04/2019	24/06/2019
BA	Hons. and Gen	Part III	17/04/2019	24/06/2019
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Greater emphasis given on objective questionnaire in several departments in Internal Examinations. Four sets of questionnaire was prepared in the Department of Commerce during Internal Examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college followed the U.G. academic calendar of Calcutta University. It is set to prepare its own Academic Calendar indicating normal classes and tutorials, holidays, plans of special programmes such as seminars, special lectures, cultural programmes, annual picnic and continuation of best practices.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.herambachandracollege.ac.in/page.aspx?id=11>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C3MA	BCom	HONOURS	68	62	91
C3AA	BCom	HONOURS	650	564	87

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[Some students and parents of students have uploaded their feedback in the questionnaire existing in the college website.http://www.herambachandracollege.ac.in/page.aspx?id=130](http://www.herambachandracollege.ac.in/page.aspx?id=130)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NOT APPLICABLE	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	4	1
National	Education	1	0
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mathematics	1
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Inclusive Pedagogy for Inclusive Classroom	Chinmayee Nanda	Manan (features in UGC approved Old list of journals)	2018	0	Heramba Chandra College	Nil
Analysing ethical Integrity of the	Bodhisatwa Bardhan Chowdhury	Research Revolution ISSN 2319-300X	2019	0	Heramba Chandra College	Nil

financial information presented in the issue prospectus of Indian IPO (URL: <a href="https://www.researchrevolution.in/2019/02/httpresearchrevolution-indownload-journalfebruary-2019-pdf/">https://www.researchrevolution.in/2019/02/httpresearchrevolution-indownload-journalfebruary-2019-pdf/</a> )						
Dynamical properties of acoustic-gravity waves in the atmosphere (URL: <a href="http://onlinelibrary.wiley.com/doi/abs/10.1002/int.22099">http://onlinelibrary.wiley.com/doi/abs/10.1002/int.22099</a> )	Subhrajit Roy	Journal of Atmospheric and Solar-Terrestrial Physics ISSN 1364-6826	2019	1	Visva Bharati University	1
Multi criteria decision-making using Archimedean aggregation operators in Pythagorean hesitant fuzzy environment (URL: <a href="http://onlinelibrary.wiley.com/doi/abs/10.1002/int.22099">http://onlinelibrary.wiley.com/doi/abs/10.1002/int.22099</a> )	Arun Sarkar	International Journal of Intelligent Systems. Vol. 34 Issue 7 ISSN 0884-8173	2019	1	University of kalyani	7
Developm	Arun	Archives	2018	1		3

ent of dual hesitant fuzzy prioritized operators based on Einstein operations with their application to multi-criteria group decision making	Sarkar	of Control Sciences			University of kalyani
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	NA	Nil	Nil	Nil	0

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	16	9	38
Presented papers	9	7	2	Nil
Resource persons	Nil	1	Nil	Nil

[View File](#)

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NA	Nil	Nil

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### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Thalassemia Test and Donation of Books	Alumni, Heramba Chandra College	Social service	8	150
Blood Donation Camp	Students Union, Heramba Chandra College	Social service	2	60
Cancer Awareness Campaign	Heramba Chandra College	education on Cancer	7	90
Workshop on General Safety and First Aid	St Johns Ambulance, Heramba Chandra College Unit	basic informations on general safety and first aid	8	62
Short film on Gender	Prayasam (NGO)	watching quality film	5	80
<a href="#">View File</a>				

**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Not Applicable	Nil	Not Applicable	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9	2.22

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	3.18.03	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39912	740541	1286	419485	41198	1160026
e-Books	2	14440	Nil	Nil	2	14440
Journals	1	12980	Nil	Nil	1	12980
Digital Database	1	82600	Nil	Nil	1	82600
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	66	0	66	0	22	15	19	0	10
Added	0	0	0	0	0	0	0	0	0
Total	66	0	66	0	22	15	19	0	10

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NOT APPLICABLE	<a href="#">NOT APPLICABLE</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
17	8.79	14.5	3.23

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A) The College library is well-maintained through adoption of following procedures: 1) Proper utilization of funds allocated by the Governing Body of the College. 2) The funds are distributed among various departments in the meeting of the Library Committee attended by all the Departmental Heads. 3) Special funds are allocated to purchase e-contents. 4) Books are purchased through tender. 5) Weeding out of books are done at regular intervals (3-4 years). 6) Yearly pest-control in library through professional agencies. B) All the computers of the College are under AMC of a reputed company. C) As three colleges run in the same premises (Morning/Day/Evening shift) there is a South City College Coordination Committee to maintain classrooms and other infrastructural facilities.

<http://www.herambachandracollege.ac.in/page.aspx?id=18>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

##### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Mutual Benevolent Fund	45	121400
Financial Support from Other Sources			
a) National	Kanyasree	74	1850000
b) International	Nil	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill Enhancement Program(10 Days 20 hours)	31/08/2018	65	Globsyn Management School
Career Scope with Digital Marketing	01/07/2018	45	Digital 365 Consultants



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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Training and Placement	Nil	268	Nil	67

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
12	268	67	Nil	Nil	Nil

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	Data not available	Data Not available	Nil	Nil

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Intra College	125
AURA	Inter-College Fest	25

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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nil	Nil	NA	NA
2019	NA	National	Nil	Nil	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a provision to include student representative as one of the invited members in the Governing Body. But as Students Election has not been held as per State Govt. instructions students representatives are not included in academic and administrative bodies.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Sanjog, the alumni association of Heramba Chandra College, was formed in the year 2015 with its aim to unite all the ex-students of the Heramba Chandra College under a single forum. The Alumni being registered under the Societies Registration Act 1961 by the name "Sanjog Alumni Association Of Heramba Chandra College Kolkata"

5.4.2 – No. of enrolled Alumni:

37

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

5

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution practices decentralization and participative management. Right from the Principal and President of the Governing body to the other staff of the institution and the students, each member of the institution have a huge role to play for fulfilling the vision of the institution. Their involvement, participation and also their cooperation in making and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

Decentralization: The Institution focuses keen interest on decentralization by intending equal opportunity of all the Institution Management Committee and College governing Council and each committee has been provided with specific functions as per to the needs of the institution for the ongoing process and development of the Institution. We have classified the process of decentralization into Four levels. These are: 1. Principal Level: Principal is

the member secretary of the Governing Body and Chairperson of the IQAC (Internal Quality Assurance Cell). In consultation with the Teacher's Council, the Principal nominates various committees or cells for the implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers's Council. 2. Faculty Level: Faculty members are given representation in various committees/cells nominated by the Principal and the Governing Body, in the IQAC and other Committees. 3. Students Level: General Secretary of the Student's Union is the member of governing body. Students are empowered to play important role in different activities. 4. Non-Teaching Staff Level: Suggestions of non-teaching are considered in forming policies and taking important decisions. The important Committees and Cells are as follows: • Grievance Redressal Cell • Women's Cell • Student Support Cell • Psychological counselling Cell • NSS • Publication Cell • Information Cell • SC/ST Cell • Technology Cell Participative Management: The Institution practices participative management. The management authorities regularly undertake the review of the working of the college in its regular meetings. The necessary guidance and directives are issued through these meetings. There are regular meetings of departments, of staff members conducted by the Principal from time to time for monitoring the issues related to the wellbeing of the institution. The participation of students in the Sports is encouraged in order to attain overall development of students. Thus the college works with aim of attaining the academic excellence through quality education. The college plans for all such implementations through all its academic calendars and the regular feedback from the students and staff members also. Thus the role of management is very positive and forward looking.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	Please see entry in 2.5.2
Curriculum Development	Please see entry in 1.1.1
Teaching and Learning	Please see entry in 2.3.2, 2.5.2 2.7

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Admission is entirely online as per Govt. order

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NA	NA	Nil
2018	NIL	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Not Applicable	Nil	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Co-operative Society for College Staff	Co-operative society for Non-teaching Staff	Implementation of Kanyasree scheme of the State govt.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Audit is up-to-date till the financial year 2016-17. The proper process of the audit requires the participation of the Education Directorate and hence gets lengthy. The auditor for the purpose is appointed by the Education Directorate, Government of West Bengal, as per the existing rules. The accounts of the college has been maintained under the CMS (College Management System), from the financial year 2015-16, which is an online system, where we get the real time data, that is, the effect of any transaction is reflected in the accounts instantly. The auditor is given the right as a user to the CMS, so that he/she can check the system, as well as, can verify the accounts from anywhere. The accounts get finalized after discussion and deliberation between the auditor and the college Accounts Department, and if the auditor suggests for any improvement, those are considered and implemented.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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Nil	0	NA
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil
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6.5.3 – Development programmes for support staff (at least three)

Nil
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Nil
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Blood Donation Camp	13/09/2018	13/09/2018	13/09/2018	60
2018	Thalassemia Test and Donation of Books	20/09/2018	20/09/2018	20/09/2018	150
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Screening of	31/07/2018	01/08/2018	55	45

Films by Prayasam and discussions

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Rainwater harvesting
2. Separate dustbin for biodegradable and non-biodegradable wastes
3. Planting of trees within the college campus
4. Paper-free initiatives

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	8

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	nil	nil	Nil
2019	Nil	Nil	Nil	Nil	nil	nil	Nil

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus (A handbook)	02/07/2018	Certain codes of conduct have been specified for the students. Strict actions were taken in cases of violation. Issues like late arrival, irregular attendance in the class, and any kind of misbehavior were duly addressed. Strict invigilation was maintained on general academic performances of the students. Use of mobile phones in class is prohibited.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Cultural programme on the occasion of the birthday of	09/05/2018	09/05/2018	50

Rabindranath Tagore			
Cultural programme on Teachers Day	05/09/2018	05/09/2018	60
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rainwater harvesting 2. Separate dustbin for biodegradable and non-biodegradable wastes 3. Planting of trees within the college campus 4. No smoking awareness within the campus 5. Paper-free initiatives, e.g. online maintenance of teachers' diary, including online system of recording daily attendance, academic records, leave application etc.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Biometric system of Attendance of Teachers recorded online 2. Management Information System

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college inculcated among its students values of social responsibility and welfare in various programmes on gender sensitization, Blood donation, Cancer Awareness programme, Workshop on General Safety and First Aid. The college has also an active Placement Cell helping students to find jobs.

Provide the weblink of the institution

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

## 8.Future Plans of Actions for Next Academic Year

At the end of the academic session 2018-2019 the IQAC of the college had lots of dreams and plans. We planned to extend our e-learning in a big way. We planned to use the funds which may be got from RUSA scheme of the Government of India to subscribe e journals such as JSTOR and to purchase E Books. We planned to motivate all the departments to introduce Google Classroom. We realized that some Laptops needed to be purchased and smart classes needed to be better equipped. Hence plans were chalked out accordingly to procure laptops and install better wifi systems in college campus than which was already existing. It was planned more emphasis needs to be given on Students Feedback. It was also planned that books will be purchased so that Library remains enriched and updated in the context of the introduction of CBCS system along with new syllabi. It was planned that all the departments will be urged to organize meaningful seminars and special lectures which will enable the students to enrich themselves academically and simultaneously to instil in them the consciousness of the rich legacy of Indian culture from ancient to modern times. To this effect the college decided to celebrate in the year 2020 the bicentenary of Pandit Iswarchandra Vidyasagar, the great educationist, humanist and social reformer of the nineteenth century. As Vidyasagar was a model of courage, moral values and benevolence and also a scholar par excellence on Hindu Dharma Shastras, organising a seminar on his relevance in contemporary society would enrich our students not only academically but also from the perspective of values and ethics. It was further planned that

the IQAC will encourage and help the students in expressing their talents in various fields such as creative writing, painting and other arts. It was realized that the students need to be given ability to understand themselves better so that they may tackle their non-academic problems such as mental depression. With this aim in view, we planned to do psychometric tests and to start mentoring the students in a systematic manner. The IQAC planned to systematize the Mentoring of the students. Although we know several students pursue higher studies, such as postgraduation, after completing graduation from our college, the IQAC is planning how to get the correct data of students going for higher studies. The IQAC planned to encourage debates and discussions on issues of contemporary relevance.