



## Yearly Status Report - 2019-2020

### 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 |
|---|-------------|

### 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 |
| A Workshop on Curriculum was organised in the department of Economics. The speaker was Dr Kaushik Gupta, Professor, University of Calcutta | 22-Feb-2020<br>1 | 50                                    |

|  |                  |     |
|--|------------------|-----|
| A Special Lecture and hands-on training titled   | 14-Nov-2019<br>1 | 75  |
| Initiative was taken to organize a workshop in the department of Political Science in collaboration with West Bengal Political Science Association and jointly with the department of Political Science of Sivnath Sastri College                            | 21-Sep-2019<br>1 | 80  |
| Utilization of RUSA fund for subscribing to JSTOR. E books have been purchased with the fund. Moreover, equipment and furniture for Geography Lab is also purchased in various dates. The date in this row is of the first payment for JSTOR. See attachment | 15-Feb-2020<br>2 | 900 |
| Organisation of International Seminar titled 'Relevance of Ishwarchandra Vidyasagar: After Two Hundred Years' with financial Assistance from ICSSR   | 26-Feb-2020<br>1 | 250 |
| Programme on Gender Sensitization  | 18-Sep-2019<br>1 | 80  |
| Initiation of Online Lecture during lockdown   | 20-Jun-2020<br>1 | 35  |
| Understanding emotional well-being of students   | 06-Mar-2020<br>1 | 102 |
| Thalassemia Test and Blood Donation Camp   | 05-Mar-2020<br>1 | 35  |
| Three Special Lectures were organised for the large department of Commerce. The date of the first one is given in this row. See attached file for the details  | 08-Nov-2019<br>1 | 200 |
| <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 |
|---------------------------------|--------|----------------|-----------------------------|--------|
|---------------------------------|--------|----------------|-----------------------------|--------|

|                               |                                   |  |           |         |
|-------------------------------|-----------------------------------|--|-----------|---------|
| IQAC, Heramba Chandra College | Financial Assistance              | Indian Council of Social Science Research- Eastern Regional Centre | 2020<br>1 | 125000  |
| Heramba Chandra College       | Infrastructure Grants to Colleges | RUSA   | 2018<br>1 | 4000000 |
| No Files Uploaded !!!         |                                   |  |           |         |

|  |                           |
|--|---------------------------|
| <b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>   | Yes                       |
| Upload latest notification of formation of IQAC  | <a href="#">View File</a> |
| <b>10. Number of IQAC meetings held during the year :</b>  | 2                         |
| 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  | <a href="#">View File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b> | Yes                       |
| If yes, mention the amount   | 125000                    |
| Year   | 2020                      |

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

Successfully organising the International Seminar celebrating the bicentenary of Ishwarchandra Vidyasagar on 26/02/2020 Proper utilization of RUSA fund by subscribing to JSTOR and Infilbnet and purchasing necessary equipment for Geography Laboratory. Successful organisation of psychometric test and thalassemia test held on 05/03/2020 06/03/2020. Organising Special Lectures, Workshops and Extension Lectures on Academic as well as Socially relevant issues Initializing and Encouraging online teaching and learning which came to great use in the following academic session.

[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  |
|---|--|
| Motivating students to participate in debate and presentations  | The department of Geography successfully motivated their students to engage in the following activities:<br>i)Class presentation on fluvial landforms by Semester 1 on 03.8.2019<br>ii)Class debate on traditional vs. online education by Semester 1 on 14.9.2019   |
| Special Lecture and Practical Training  | A Special Lecture and hands-on training was held on 14.11.2019 ' titled Analogue Instrument for Weather Elements. The resource person was Dr. Hasibur Rahman Molla, Department of Geography, Sivanath Sastri College   |
| Programme on Gender Sensitization   | The department of Economics organised an Extension lecture titled 'Political Economy of Female Foeticide' delivered by Dr Anjan Chakraborty, Professor, University of Calcutta on 18/09/2019   |
| Association with Prafulla Chandra College to celebrate Acharya Prafulla Chandra Memorial Day through a seminar  | Observing Acharya Chandra Memorial Day in association with Acharya Prafulla Ray College and Sivanath Sastri College  |
| Special Lectures for the large number of students in the department of Commerce   | The department of Commerce organised the following Special Lectures: i) Mr. Subhamoy Roy, AVP-Business, EduBridge Learning Pvt. Ltd, on 5 March, 2020 spoke on 'BFSI - Business Correspondent and Business Facilitator'. ii)Mr. Monijinjir Byapari, Director, La Martiniere SEOMP Society spoke on 27 February, 2020 on the topic 'SMART(Skills for Market Training)'. iii) Prof(Dr) Kishor Barad, Professor and Chair Marketing, Shanti Business School, spoke on 8 November, 2019 on 'Opportunities and Challenges for Business Managers in the New Millennium'. |
| Understanding emotional well-being of students  | Psychometric test was conducted on 102 students on 06/03/2020. Report submitted on 27 March  |
| Planned an international seminar with financial assistance from Indian Council of Social Science Research to celebrate the bicentenary of Pandit Ishwarchandra Vidyasagar to highlight his relevance in the present days and to uphold the values we can learn from the life and works of Vidyasagar. | Enthusiastic participation of students, teachers and scholars in the international seminar held on 26/02/2020 titled 'Relevance of Ishwarchandra Vidyasagar: After 200 Years' organised by IQAC, Heramba Chandra College and financially assisted by ICSSR, ERC  |
| Motivating students for social service  | 35 students donated blood in Blood Donation Camp organised on 06/03/2020   |
| Planning of workshop jointly with   | Department of Political Science  |

|  |   |
|--|---|
| Sivnath Sastri College and in collaboration with West Bengal Political Science Association                             | organised workshop on Skill Enhancement Course on twenty-first of September   |
| Utilization of Funds from RUSA allotted in the previous session.   | The college subscribed to JSTOR, N List and purchased equipment and furniture for Geography Lab   |
| <a href="#">View File</a>  |   |
| <b>14. Whether AQAR was placed before statutory body ?</b>   | No  |
| <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)                       | 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, 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

To enrich the learning process, our College is providing a focused angle and direction for effective implementation of the curriculum along with various co-curricular and extracurricular activities. The curriculum is developed by the Calcutta University BOS of the respective subjects. Heramba Chandra College is currently having the following mechanisms for effective delivery of curriculum. At the commencement of each semester or academic session, departmental meetings are held in every department. All departments plan and distribute the workload as per the subject specialisation of the teacher. Syllabus is uploaded on the website to familiarize the students about the curriculum. Teachers use innovative teaching strategies for better delivery of curriculum transactions. Teachers also keep a record of syllabus completion. Number of classes for each topic is decided according to the syllabus and credits assigned to each Group/paper etc. College administration provides a well-constructed weekly Routine/Schedule/ time table for each year /semester.. Classes are held according to the schedule under the supervision of college administration. We have a very rich central and seminar library. Inflight (e-books and e-journals) facility is accessible for teachers. JSTOR was subscribed in this academic year. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum. Use of audiovisual aids and ICT tools, student presentations, group discussions in classroom enrich the learning experience. Activities like special lectures, workshops, seminars, and Extension lectures enrich the curriculum delivery. Student mentoring is undertaken to enhance curriculum delivery and outcomes. College provides adequate infrastructure and amenities like microphone, LCD projector, well equipped laboratories that boosts the teaching learning process. Our college library is well equipped with the most recent books and E-resources. Teachers coordinate with the librarian by giving the requirements and ensuring that the books and other resources needed for their subjects are available for the students. Group discussion amongst the students during the class, proper and adequate instrumentation facility for 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 to make the delivery of the curriculum enabling and interesting for the students. Alumni also arrange programmes like camps regarding medical awareness. Feedback regarding curriculum from all stakeholders has contributed towards effective curriculum transactions. 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 with mentoring and participative learning encouraged. Internal assessment is done transparently

with examined scripts shown to students. Departments maintain the detailed record of the classes, assessments, project reports etc.

#### 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 |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| Nil         | Nil             | Nil                   | 00       | Nil                                      | Nil               |

### 1.2 – Academic Flexibility

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

| Programme/Course  | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil               | Nil                      | Nil                   |
| No file uploaded. |                          |                       |

#### 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 |
|----------------------------------|---|---|
| Nil                              | All programmes already under CBCS by 2018-19. | Nil   |

#### 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                         |
| No file uploaded.   |                      |                             |

#### 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                       | Geography third year     | 16  |
| <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 |
|-------------------|



The feedback is effectively used to complement our curriculum delivery and student support systems. Students feedback on curriculum is taken from third year students at departmental level. 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 (5), Good (4), Satisfactory(3), Not Satisfactory (2), Poor (1). The average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Based on the feedback from the students, efforts are made to enrich the curriculum through various co-curricular activities. Feedback is collected from the parents during Parent Teacher meetings that are organised by each and every department of the college. Parents feedback is taken about the learning environment in the college as well as suggestions and comments given by the parents are also taken into account for future development. alumni Feedback on various aspects like the college support in enriching personality, employability and skill development is taken. In supervision of IQAC, various departments and committees like Career Guidance, Anti-Ragging and Sexual Harassment Committee, etc reinforce the curriculum by incorporating updated information and diurnal social issues. 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 G.B of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation. This will help to enrich the curriculum delivery and transactions in the years to come.

## 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                    | BENGALI                  | 25                        | 135                            | 29                |
| BA                    | ENGLISH                  | 32                        | 726                            | 27                |
| BA                    | HISTORY                  | 44                        | 286                            | 33                |
| BA                    | POLITICAL SCIENCE        | 44                        | 236                            | 33                |
| BA                    | EDUCATION                | 25                        | 252                            | 22                |
| BSc                   | ECONOMICS                | 49                        | 197                            | 30                |
| BSc                   | GEOGRAPHY                | 25                        | 382                            | 23                |
| BCom                  | HONOURS                  | 750                       | 3426                           | 628               |
| BCom                  | GENERAL                  | 150                       | 1168                           | 99                |

[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 |
|------|---|---|---|---|--|
|      |   |   |   |   |  |

|      |     |     |    |     |   |
|------|-----|-----|----|-----|---|
| 2019 | 924 | Nil | 27 | Nil | 1 |
|------|-----|-----|----|-----|---|

## 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 |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 26   | 15  | 110                               | 6                                | 1                          | 1                               |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                            |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                            |                                 |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Processes of mentoring was discussed in meetings of Internal members of IQAC where members tried to ascertain how mentoring can be done more methodically. Several small departments distributed their mentees among their teacher-mentors. it was decided that the teachers would not interact with their mentee-student with registers and there should not be any formal air about it. Rather they should talk with them friendly, sympathetically and informally -as they had done in the previous year - and then record their findings and observations. Proforma of mentor-mentee register was also decided but the pandemic started before register could be introduced. however, the spirit of mentoring remained with the teachers during lockdown when they tried to reach out to their students giving them all sort of mental support over telecommunication and social networking.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 924  | 25                          | 1:37                  |

## 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                          | 26                      | 8                | 4  | 17                       |

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 |
|-------------------|---|-------------|--|
| 2019              | nil   | Nil         | nil  |
| No file uploaded. |   |             |  |

## 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 General | Final Semester | 08/10/2020   | 22/10/2020  |

|                   |               |          |            |            |
|-------------------|---------------|----------|------------|------------|
| BCom              | Hons. General | 3rd Year | 08/10/2020 | 22/10/2020 |
| BSc               | Hons. General | 3rd Year | 08/10/2020 | 21/10/2020 |
| BA                | Hons. General | 3rd Year | 08/10/2020 | 21/10/2020 |
| No file uploaded. |               |          |            |            |

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

Internal Evaluation is a part of all the undergraduate courses as laid down by Calcutta University. Internal evaluation online has been initiated. For example, the department of History has adopted internal evaluation online in 2019-20 by means of Google Classroom.

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

It is regretted that academic calendar has not been prepared. The college followed the U.G. academic calendar of Calcutta University.

## 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 |
|---------------------------|----------------|--------------------------|---|---|-----------------|
| BCom Gen                  | BCom           | Bcom General             | 104   | 93  | 89              |
| BCom Final sem            | BCom           | B Com Hons               | 630   | 621   | 98              |
| BCom P III                | BCom           | BCom Hons                | 113   | 107   | 95              |
| BNGA                      | BA             | Bengali Hons.            | 17  | 17  | 100             |
| EDCA                      | BA             | Education Hons.          | 13  | 12  | 92              |
| ENGA                      | BA             | English                  | 8   | 8   | 100             |
| HISA                      | BA             | History                  | 22  | 22  | 100             |
| PLSA                      | BA             | Political Science        | 6   | 6   | 100             |
| GEOA                      | BSc            | Geography                | 18  | 18  | 100             |
| EOA                       | BSc            | Economics                | 30  | 30  | 100             |
| <a href="#">View File</a> |                |                          |   |   |                 |

## 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)

<https://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        | 0                          | 0                      | 0                               |
| No file uploaded.     |          |                            |                        |                                 |

### 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      |
| No file uploaded.       |                 |                 |               |          |

#### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| Nil               | Nil  | Nil          | Nil                  | nil                | Nil                  |
| No file uploaded. |      |              |                      |                    |                      |

### 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 |
|------------------------|-------------------------|
| Nil                    | 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 | 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 |
|---------------------------|-----------------------|
| History                   | 1                     |
| English                   | 1                     |
| Bengali                   | 3                     |
| 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 |
|---|--|---|---------------------|----------------|---|---|
| Development of Archimedean t-norm and t-conorm-based interval-valued dual hesitant fuzzy aggregation operators with their application in multi criteria decision making.<br>DOI : <a href="http://doi.org/10.1002/eng2.12106">http://doi.org/10.1002/eng2.12106</a> | Arun Sarkar, Herambachandra College<br>Animesh Biswas, University of Kalyani | Engineering Reports - Wiley Online Library (an Open Access Online Journal published by John Wiley Sons Ltd),<br>Online ISSN : 2577-8196, Volume-2, Issue-2. | 2020                | 1              | Heramba Chandra College                                   | 1   |
| <a href="#">View File</a>   |  |   |                     |                |   |   |

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 |
|---|--|---|---------------------|---------|---|---|
| Development of Archimedean t-norm and t-conorm-based interval-valued dual hesitant fuzzy aggregation operators with their application in multi criteria decision making.<br>DOI : <a href="http://doi.org/10.1002/eng2.12106">http://doi.org/10.1002/eng2.12106</a> | Arun Sarkar, Herambachandra College<br>Animesh Biswas, University of Kalyani | Engineering Reports - Wiley Online Library (an Open Access Online Journal published by John Wiley Sons Ltd),<br>Online ISSN : 2577-8196, Volume-2, Issue-2. | 2020                | 3       | 1   | Herambachandra College                                    |

s://doi.org/10.1002/eng2.12106

[View File](#)

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

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 30            | 21       | 7     | 8     |
| Presented papers            | 11            | 1        | Nil   | 1     |
| Resource persons            | Nil           | Nil      | Nil   | 1     |

[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                     | nil  | Nil  | Nil  |

No file uploaded.

#### 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 |
|----------------------|-------------------|-----------------|------------------------------|
| Nil                  | Nil               | Nil             | Nil                          |

No file uploaded.

#### 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 |
|--------------------|---|----------------------|--|--|
| nil                | nil   | nil                  | Nil  | Nil  |

No file uploaded.

### 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                | nil         | nil                         | 0        |

No file uploaded.

#### 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/ | Duration From | Duration To | Participant |
|-------------------|----------------------|-------------------------------------|---------------|-------------|-------------|
|-------------------|----------------------|-------------------------------------|---------------|-------------|-------------|

|                            |                                    |   |            |            |     |
|----------------------------|------------------------------------|---|------------|------------|-----|
|                            |                                    | industry /research lab with contact details |            |            |     |
| Skill development training | Industry-institutional partnership | EduBridge Learning Pvt. Ltd.                | 04/03/2020 | 30/06/2020 | 100 |
| 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 |
|--|--------------------|----------------------------------|---|
| EduBridge Learning Pvt. Ltd. in collaboration with Standard Chartered Bank | 04/03/2020         | Free training for banking sector | 100   |
| 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 |
|--|--|
| 22.25  | 13.33  |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities  | Existing or Newly Added |
|---|-------------------------|
| Value of the equipment purchased during the year (rs. in lakhs) | Existing                |
| Seminar halls with ICT facilities                               | Existing                |
| Seminar Halls   | Existing                |
| Class rooms   | Existing                |
| 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           | 41198    | 1160026 | 934         | 282683 | 42132 | 1442709 |
| e-Books              | Nill     | Nill    | 31          | 119152 | 31    | 119152  |

|                       |     |       |      |        |      |        |
|-----------------------|-----|-------|------|--------|------|--------|
| Journals              | 1   | 14278 | Nil  | Nil    | 1    | 14278  |
| Digital Database      | 1   | 87143 | 2    | 672580 | 3    | 759723 |
| Weeding (hard & soft) | Nil | Nil   | 1820 | 526400 | 1820 | 526400 |

[View File](#)

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    | 29              | 0            | 29       | 0                | 0                | 3      | 26          | 0                                | 0      |
| Total    | 95              | 0            | 95       | 0                | 22               | 18     | 45          | 0                                | 10     |

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

20 MBPS/ GBPS

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 |
|--|--|
| Nil  | <a href="#">Nil</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 |
|--|--|--|--|
| 23.7                                   | 11.54  | 12.5                                   | 1.93   |

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. 6) Web-OPAC including Advanced Search facility is available along with content analysis and keyword-indexing. 7) Metadata Digitization of the Resources is under process. 8) ILMS is built upon the Local Area Network of the College. 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.

<https://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 | 47                 | 57290            |
| Financial Support from Other Sources |                                |                    |                  |
| a) National                          | Kanyashree Aikyashree          | 154                | 2129250          |
| b) International                     | Nil                            | Nil                | 0                |

[View File](#)

#### 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 |
|---|------------------------|-----------------------------|-------------------|
| Psychometric Test                         | 06/03/2020             | 102                         | Pearl Academy     |

No file uploaded.

#### 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 |
|------|------------------------|--|--|--|---------------------------|
| 2019 | Training and Placement | Nil  | 120  | Nil  | 31                        |
| 2020 | Training and Placement | Nil  | 100  | Nil  | 23                        |

No file uploaded.

#### 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 |
|---------------------------|--------------------------------|---|
|                           |                                |   |

|      |      |      |
|------|------|------|
| Nill | Nill | Nill |
|------|------|------|

## 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 |
| Bhaskar Solar, ICICI PRU, Socitie Maison, India Transact, Utility India Hub LLP, Kotak Life Insurance, TCS | 220                             | 54                        | Nill                          | Nill                            | Nill                      |
| <a href="#">View File</a>  |                                 |                           |                               |                                 |                           |

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

| Year              | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|-------------------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2019              | 30   | UG                       | COM, ARTS, SCIENCE        | CALCUTTA UNIVERSITY        | PG                            |
| 2020              | 28   | UG                       | COM, ARTS, SCIENCE        | CALCUTTA UNIVERSITY        | PG                            |
| No file uploaded. |  |                          |                           |                            |                               |

### 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 |
|-------------------|---|
| Any Other         | Nill                                    |
| No file uploaded. |   |

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

| Activity          | Level | Number of Participants |
|-------------------|-------|------------------------|
| NIL               | NIL   | Nill                   |
| No file uploaded. |       |                        |

## 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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | NIL                     | Nill                   | Nill                        | Nill                          | Nill              | nil                 |

|                   |                               |          |   |     |              |  |
|-------------------|-------------------------------|----------|---|-----|--------------|--|
| 2020              | INTER COLLEGE ROWING CHAMPION | National | 1 | Nil | B Com 3rd yr | Sumit Saha, Ritam Bhat tacharya, Amritangshu Das, Rohit Kumar Singh, |
| No file uploaded. |                               |          |   |     |              |  |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

New student council has not been formed since 2019 as per order of Government of West Bengal. Hence students representative could not be included in administrative bodies and committees. However, that has not hindered students to act as volunteers in all the academic programmes of the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Sanjyog, 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. Sanjyog has remained engaged since its inception in the task of bringing all alumni of the college closer to each other and to strengthen the bond of love between them and their alma-mater. Apart from regular calendar events like The Annual function- 'Voices', debates and panel discussions, Town Hall for students and Alumni Interface Programme with eminent personalities skillfully led by its committed members under the banner of Sanjyog, the association also organises Reunion Dinner, Annual Picnic, Blood Donation camp and Medical Camp. The association have also organized seminars on photography led by renowned photographers, workshop on trekking and mountaineering in association with Bhoruka Mountaineering Trust, followed by cricket and football Matches, Teachers Day celebration etc

5.4.2 – No. of enrolled Alumni:

42

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Interactive Session on alzheimer with Dr Kaushik Dutta in Association with AMRI Hospital on 14th Sept 2019
2. Annual General Meeting on 8th December 2019.
3. Thalassemia Screening program and blood Donation camp on 05th March 2020 in Association with SSKM Hospital.

### 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. However since 2019 Students Union has not been formed as per state government order. 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 • 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  |
|--------------------------------------|--|
| Industry Interaction / Collaboration | MoU signed with Standard Chartered Bank on 4 March 2020 according to which the bank was supposed to train 100 students as trainees |

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

| E-governance area        | Details  |
|--------------------------|--|
| Administration           | All notices are put up on the college website. Database in college portal is used in official purpose. |
| Planning and Development | Academic time table are put up in the college webiste  |

|                               |  |
|-------------------------------|--|
| Finance and Accounts          | Almost all payments including salaries are done online   |
| Student Admission and Support | Admission is totally online  |
| Examination                   | Marks are uploaded in the university portal online. Final Year university exam took place online |

### 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             | Nil  | Nil  | Nil               |
| No file uploaded. |                 |  |  |                   |

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) |
|-------------------|--|---|-----------|---------|---|---|
| 2019              | Nil  | nil   | Nil       | Nil     | Nil                                     | Nil   |
| No file uploaded. |  |   |           |         |   |   |

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 |
|--|---------------------------------|------------|------------|----------|
| Open Source Tools for Research, Ramanujan College, University of Delhi | 1                               | 08/06/2020 | 14/06/2020 | 7        |
| Specific course in commerce, CU, HRDC (RC)                             | 1                               | 09/11/2019 | 26/11/2019 | 21       |
| Managing online classes and co-creating MOOCS, Ramanujan, MHRD (FDP)   | 1                               | 20/04/2020 | 06/05/2020 | 21       |
| Inclusive  | 1                               | 17/05/2020 | 31/05/2020 | 15       |

|  |   |            |            |    |
|--|---|------------|------------|----|
| Education: Best Practices, NSOU, (Training)                          |   |            |            |    |
| Managing online classes and co-creating MOOCS, Ramanujan, MHRD (FDP) | 1 | 08/05/2020 | 05/06/2020 | 28 |
| OP, Ramanujan College, University of Delhi                           | 2 | 26/06/2020 | 24/07/2020 | 29 |
| <a href="#">View File</a>  |   |            |            |    |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 26        | 69        | 16           | 16        |

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 and Aikyashree 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 |
|--|-------------------------------|---------|
| nil  | 0                             | nil     |
| No file uploaded.  |                               |         |

6.4.3 – Total corpus fund generated

|   |
|---|
| 0 |
|---|

**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    | No       | Nil       |
| Administrative | No       | Nil    | No       | Nil       |

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

|     |
|-----|
| nil |
|-----|

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

|     |
|-----|
| nil |
|-----|

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

|  |
|--|
| Improving the infrastructure by purchasing ICT tools, Lab equipment and developing smart class rooms, improvement in Library (E books, Subscription to N List and JSTOR) Organizing seminars and events which celebrate the legacy of great Indians of the past and which inculcate good values. |
|--|

6.5.5 – Internal Quality Assurance System Details

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

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 |
|------|-------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2019 | Please See Part A and uploaded file | Nil                     | Nil           | Nil         | Nil                    |
| 2020 | Please see Part A and uploaded file | Nil                     | Nil           | Nil         | Nil                    |

[View File](#)

**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 |
| An extension lecture on 'Political Economy of Female Foeticide' | 18/09/2019  | 18/09/2019 | 44                     | 35   |

delivered by  
Dr. anjan  
Chakraborty,  
Professor,  
University of  
Calcutta  
organized by  
the Department  
of Economics

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

Rainwater harvesting 2. Separate dustbin for biodegradable and non-biodegradable wastes 3. Planting of trees within the college campus 4. Initiative for freedom from paper

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities             | Yes/No | Number of beneficiaries |
|-----------------------------|--------|-------------------------|
| Ramp/Rails                  | Yes    | 1                       |
| Braille Software/facilities | Yes    | Nil                     |

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 |
|-------------------|--|--|------|----------|--------------------|------------------|--|
| 2019              | Nil  | Nil  | Nil  | Nil      | nil                | nil              | Nil  |
| No file uploaded. |  |  |      |          |                    |                  |  |

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 (for students) | 01/07/2019          | Certain code of conduct has been specified for the students. Strict actions were taken in case of any violation. Issues like late arrival and irregular attendance in the class, any kind of misbehavior were duly addressed. Strict invigilation was maintained on general academic performances of the students. Grievances regarding ragging and other kind of harassment was strictly handled by the concerned authority. Ragging in any form |



within the college is punishable under law. Use of cell phone during class hour was considered as punishable.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity  | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Celebration of Acharya Prafulla Chandra Memorial Day                                    | 03/08/2019    | 03/08/2019  | 300                    |
| International Seminar to celebrate the year of bicentenary of ishwarachandra Vidyasagar | 26/02/2020    | 26/02/2020  | 250                    |

[View File](#)

#### 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 teacher's 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

**BEST PRACTICE I Title: Online Integrated College Management System (CMS) Goal: To introduce an MIS, where all aspects of college activities can be monitored through generation of real time information.**

1. When developed finally, information on students, right from application for admission to her/his progress shall be recorded digitally and may be tried to be tracked even after her/his graduation from the college. The system would also incorporate information on student's extra-curricular and co-curricular activities. 2. Similarly, relevant details about an employee, teaching or non-teaching, would be available online to the management for all employees, and to the employee for herself/himself. 3. Accounts and related information would be updated continuously, as and when transactions take place. 4. Though, at present we are having a separate admission portal, ultimately, from next year admission will be made through this portal. So, students' data will be integrated to the system, right from admission. 5. Online integration with Banker's portal for collection of all types of fees through Bank, online and/or offline. Context It has been observed that, retrieving data has been a problem. While we tried to analyse results of the students, their attendance and performance, obtaining data was a problem. So, we thought a system may gradually be introduced so that all student related information may be stored digitally and be retrieved whenever necessary. Similarly, accounting information was available only after a few months, and accounts were finalized almost 9 months after closing of the financial year. So, we wanted to introduce a system where accounts will be updated whenever transactions take place. Moreover, we felt that information must be available to the Principal and administrative officers readily. So, an online MIS was a felt need. The Practice The Accounts Management module has been operational for the last three years. The financial statements and reports

are being prepared for the years 2015-2016, 2016-2017 and 2017-2018. There is a system of 3 tier voucher authorization and payment. Bank reconciliation module has been developed and added. Daily collection reconciliation module has been developed to verify the collection as reflected in the system with that of the bank and Bill Desk statements. Students Module Student Database has been finalized for 4 years. Through the Course subject set up Module the course wise subjects have been fed in. Under the Course fees set up Module the fees for different courses are set. In the module of Fees Collection set up we can set up the structure / break-up of the fees to be collected and fix up the dates for such collection which may be through online or offline. Through the cloud server system, the students can pay by accessing the college website and CMS from anywhere and at the same time, the Banks, payment intermediaries, college can access the database, and the database is updated on a real time basis. The college provides for Fees concession for the economically backward and meritorious students as well as for outstanding sports person according to the norms set up by the college authorities. Through the Fees Concession Module which has been added recently this process is being done directly through the system. Another Module of Fees refund has been added through which the college can refund the fees to the unsuccessful students so that they are not burdened with multiple fees payment. Through the new Mark sheet entry Module we can upload the marks of any examination under the old system and new CBCS.

Admission: Promotional Admission module helps to promote the students according to their result from 1 st year to 2nd year, and so on, and from one semester to the next under the new CBCS. Transfer Module aids to transfer students from Honours course to General course. Casual Admission Module helps us to identify the unsuccessful Students and arrange for collection of fees applicable for them. Miscellaneous fees Module helps us to collect different fees other than Yearly Admission Fees. The Windows based cloud Server to run the CMS software has been upgraded by increasing the band width with Server configuration: 2 CPU Cores @ 3.1 GHz, Server Memory of 2 GB, and Server Storage of 50 GB. Problems Encountered amp Resources Required Problems encountered during the introduction of Online Integrated College Management System There has been a psychological resistance on the part of some employees. Some are sceptic of the effectiveness of the system. As a lot of changes are being incorporated there has been some confusion and conflicts. Resource Required For implementation of online College Management System (CMS) stable broad band connection and computers in LAN needed. Further, we thought that students should also have the right to access to information of theirs available to the College. Thus, a system needs to be developed where students can retrieve data of theirs on academic performance, attendance and college activities. So, password-based access to individual student specific data shall be provided. Employees will have the password-based access to individual service profile, financial information, leave etc. as well as to academic aspects. MIS development is a continuous process which requires constant effort.

BEST PRACTICE II Title: Online recording of teachers' attendance and self-appraisal Goal: To ensure transparency in daily performance of the teachers and to simplify related administrative jobs Context Biometric system of recording attendance of the staffs of the college is already in use. In this connection there was a further attempt to regularise the practice of recording the performance of the teachers. With this idea an online staff portal has been planned and designed. Provision has been made to entry daily activities and attendance by the teachers. The portal facilitates automatic calculation of API Scores. Various information on the faculties are regularly recorded in portals of NIRF, AISHE etc. The online staff portal is an integrated effort to assemble all necessary information in a single system, which has a scope for modification and upgradation. The Practice 1. Online staff portal has been planned and designed to be launched with immediate effects. 2. The most important segment is the Teacher's Diary. Here provision has been made to entry daily arrival and departure timings and to record topics

taught in various classes, use of ICT, other jobs done etc. 3. There is online provision for leave application by the teachers along with automatic maintenance of the leave accounts of the teachers. 4. KYF (Know Your Faculty) has been incorporated covering wide range of information about the faculties. 5. There is scope for uploading Annual Departmental Report of each academic department. 6. Automatic calculation of API Scores as per the UGC guidance can be done by simple addition of information on various daily academic and administrative activities. 7. The system has been made in a user-friendly manner. It can be used anywhere by the teachers as it can be accessed through mobile phones also. Problems Encountered amp Resources Required Problems Encountered Occasional failures on part of the teachers to record their relevant information are noticed. The system needs constant monitoring for its proper maintenance and further improvement. Resources Required Digital awareness among the teachers is the prime necessity. Weblink: <http://staffportal.herambachandracollege.ac.in/>

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

Online recording of teachers' attendance and self-appraisal Biometric system of recording attendance of the staffs of the college is already in use in this college. In this connection there was a further attempt to regularise the practice of recording the performance of the teachers. With this idea an online staff portal has been planned and designed. The goal is to ensure transparency in daily performance of the teachers and to simplify related administrative jobs. Provision has been made to entry daily activities and attendance by the teachers. The portal facilitates automatic calculation of API Scores. Various information on the faculties are regularly recorded in portals of NIRF, AISHE etc. The online staff portal is an integrated effort to assemble all necessary information in a single system, which has a scope for modification and upgradation. Features 1. Online staff portal has been planned and designed to ensure smoothness in academic and administrative tasks. 2. The most important segment is the Teacher's Diary. Here provision has been made to entry daily arrival and departure timings and to record topics taught in various classes, use of ICT, other jobs done etc. 3. There is online provision for leave application by the teachers along with leave approval notification and automatic maintenance of the leave accounts of the teachers. 4. KYF (Know Your Faculty) has been incorporated covering wide range of information about the faculties. 5. There is scope for uploading Annual Departmental Report of each academic department. 6. Automatic calculation of API Scores as per the UGC guidance can be done by simple addition of information on various daily academic and administrative activities. 7. The system has been made in a user-friendly manner. It can be used anywhere by the teachers as it can be accessed through mobile phones also.

Provide the weblink of the institution

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

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

In the wake of the pandemic caused by Covid 19, our college, at the end of the academic session 2019-20, faced an unprecedented situation, like all other educational institutions of the country. One of the biggest challenges was to communicate with our students in order to continue the process of teaching and

learning. Through tele-conferences and virtual meetings the college administration, as well as each department, attempted to chalk out plans for the uncertain future and live up to the new normal conditions of teaching and learning. Realizing the importance of long-distance communication, we planned to reach out to our students through voice calls, e-mails, virtual classrooms (like Google Classrooms), virtual meeting platforms (like Google Meet and Zoom) and groups in social networks like Whatsapp. Physically isolated from colleagues and the working environment, the teachers, on their own individual efforts, planned to hone their technical skills of online communication. The college planned to form a routine of virtual classes and planned to organize webinars.

Simultaneously we have realized that for some of our students staying in places where the network and signal strength are poor attending online classes and special lectures and webinars is difficult. Moreover, some students find it difficult to afford the means for long and continuous interaction in virtual platforms. Some students have had the tendency to do jobs neglecting their online classes. We have to find out remedy to these issues particularly because the it seems that the pandemic will not end soon. Prior to the pandemic, the college planned to introduce an MIS, where all aspects of college activities can be monitored through generation of real time information. 1. When developed finally, information on students, right from application for admission to her/his progress shall be recorded digitally and may be tried to be tracked even after her/his graduation from the college. The system would also incorporate information on student's extra-curricular and co-curricular activities. 2. Similarly, relevant details about an employee, teaching or non-teaching, would be available online to the management for all employees, and to the employee for herself/himself. 3. Accounts and related information would be updated continuously, as and when transactions take place. 4. Though, at present we are having a separate admission portal, ultimately, from next year admission will be made through this portal. So, students' data will be integrated to the system, right from admission. 5. Online integration with Banker's portal for collection of all types of fees through Bank, online and/or offline. The college had planned to introduce a practice of discussion and debate on contemporary issues of socio-cultural relevance in a periodical manner so that education is not detached from present reality and problems of living and so that students develop a habit of finding solutions to real problems. The college had planned to make mentoring more methodical and documented but in the wake of the pandemic we realized the impossibility of executing those plans and found new avenues of giving our student support beyond the academic curriculum by voice calls and by putting up helpline numbers of psychological counselling on the website.