



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Heramba Chandra College
• Name of the Head of the institution	Dr Nababita Chakrabarti
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8910190155
• Mobile No:	8334035364
• Registered e-mail	teachershcc@gmail.com
• Alternate e-mail	hcc.iqac@gmail.com
• Address	23/49, Gariahat Road Kolkata
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700029
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	Calcutta University																		
• Name of the IQAC Coordinator	Dr Ranjan Kumar Auddy																		
• Phone No.	9804491711																		
• Alternate phone No.	8910190155																		
• Mobile	9804491711																		
• IQAC e-mail address	hcc.iqac@gmail.com																		
• Alternate e-mail address	bbc.3dh@gmail.com																		
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.dropbox.com/s/bboz8qtuydjubbs/AQAR%2020-21%20LAST.pdf?dl=0																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.dropbox.com/s/2aovupbegtqyfji/51024_060723063011_academic%20calendar%2021-22.pdf?dl=0																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>76.25</td> <td>2005</td> <td>20/11/2005</td> <td>19/11/2010</td> </tr> <tr> <td>Cycle 2</td> <td>B+</td> <td>2.58</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B+	76.25	2005	20/11/2005	19/11/2010	Cycle 2	B+	2.58	2016	05/11/2016	04/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	B+	76.25	2005	20/11/2005	19/11/2010														
Cycle 2	B+	2.58	2016	05/11/2016	04/11/2021														
6.Date of Establishment of IQAC	23/12/2011																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>000</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	nil	nil	nil	nil	000								
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount															
nil	nil	nil	nil	000															
8.Whether composition of IQAC as per latest NAAC guidelines	Yes																		
• Upload latest notification of formation of IQAC	View File																		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>AISHE data submitted on 05/03/2022 NIRF data submitted Webinar on IPR Observation of International Yoga Day and World Music Day, besides International Women's Day Large participation of students in cultural programme celebrating the birthday of Kaviguru Rabindranath Tagore Significant number of webinar, workshop, Special lecture, seminar organized by individual departments and Placement cell</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Programme on IPR	Programme successfully organised as a part of Azadi Ka Amrit Mahotsav
Provide mental support and confidence to students	Mental Health Awareness and Relaxation organised on 6 May 2022
Encourage students to participate in Cultural Programmes in post covid situation	Large participation of students during celebration of Rabindra Jayanti
Continuing Placement related activities	51 students placed in the academic year 2021-22. This year the Placement cell has arranged a webinar on career opportunities for specially-abled youth .
Planning webinar and seminar	Several webinar, special lecture, seminar, workshop were held in the department of Geography, Bengali, Commerce, English, Education and History.
Encouraging Interdisciplinary studies	Department of Bengali has been organising interdisciplinary sessions called 'Vishes Srenikaksha' since 27 Sep 2021 in online and offline mode
Signing of MOU	MOU signed with Umesh Chandra College, on 30/11/2021, with IMS on 25/4/2022 and with Bengal Library Association on 17/5/2022

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body of Heramba Chandra College	08/04/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	05/03/2022

15. Multidisciplinary / interdisciplinary

As per University rules, in every Honours course students need to study - besides Honours papers - two more subjects of their choice (subject to availability in the college). Environment studies is a compulsory paper in all stream. Further, teachers and students in this college are always welcomed to attend seminars and special lectures in departments other than their own. Special interdisciplinary classes named 'Vishes Shrenikaksha' are organised (on a regular basis) by the Department of Bengali.

16. Academic bank of credits (ABC):

Heramba Chandra College is affiliated to University of Calcutta; degree, marksheet and academic credit are issued by the university. Hence, the college can join ABC once the affiliating university joins ABC.

17. Skill development:

Two Skill Enhancement papers are an integral part of every Honours courses. One paper on communicative skill is compulsory for all.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

No online course has been introduced till date by the college. However, the college observed World Yoga Day in the college campus on 21 June 2022 to spread among the students and teachers the benefits of Yoga, one of the Indian Knowledge Systems. World Music Day was also observed on the same day drawing attention of the students to Indian Classical Music, one of the greatest knowledge system that ever existed on this planet in the form and structure of so many ragas. Indian Knowledge Systems have been appropriated in the curricula of several courses as designed by the university.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

The students are oriented about the outcome of the course at the very outset of the first session. Throughout the session the teachers plan their lectures and use teaching methodologies so as to focus on outcomes.

20.Distance education/online education:

Till the lockdown on educational institution lasted February 2022, the entire course was delivered online. With the resumption of offline classes in the college campus online classes were discontinued. However, some remedial classes were held online.

Extended Profile

1.Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2635
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	515
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	722
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	68
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	34
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	29
Total number of Classrooms and Seminar halls	

4.2	29.7
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	66
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution has developed a structured and effective implementation of curriculum delivery. During pandemic times the institution adopted the online mode of teaching. However, the practical teaching was delivered offline by the teachers in one or two days after taking special permission from concerned authorities.

From February 2022 college switched to Offline mode following government guidelines. Academic matters are discussed in meetings chaired by the Principal and attended by Heads of Departments. The college follows the curriculum prescribed by the University. The college takes appropriate measures to comply with the Academic Calendar of the university; through meetings it takes measures to comply with the university schedule of examination and Internal assessment. The Heads of Departments conducts meetings to distribute workload and plan activities of the department. Departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, tutorials, etc. Classroom teaching is supplemented with seminars, workshops, special lectures and group discussions.

ICT based materials are uploaded on google Classroom. The college encourages the faculty to participate in Orientation and Refresher courses. The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum. Besides this library provides INFLIBNET.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.herambachandracollege.ac.in/dept_page.aspx?id=15

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the schedule of admission and examinations provided by the University of Calcutta. It adheres to its Academic Calendar as far as possible including the conduction of Continuous Internal Evaluation system. In 2021-22 the university authorities declared the process and dates of Internal Assessments and Final Examination from time to time while keeping a close watch over the rise and fall of corona graph and the college acted accordingly. The students were duly notified and instructed regarding the procedure of submitting answer scripts online. From February 2022 college switched to Offline mode following the Guideline of Government of West Bengal. Internal assessments are conducted with prior notification. Additionally, continuous internal evaluation (CIE) is carried out through assignment, quiz and surprise tests etc. Progress of the students is communicated to them and often to their

parents also. The routine committee prepares the master routine as per the guidelines of affiliating university. for the number of credit hours for each subject and the academic calendar prior to the start of the semester.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The crosscutting issues like gender, environment and sustainability, human values and professional ethics etc. demands maintaining

healthy environment for all its students. The curriculum is designed by the University in different subjects which integrates human values, sensitization of gender, value of environment and sustainability. The institution also ensures that students of all stream undergo a holistic development by integrating cross-cutting issues into their learning. The institution, in teaching the curriculum, in maintaining disciplines and in celebration (Teachers Day, International Women's Day, World Environment Day, Rabindra Jayanti etc) and in academic programmes like seminars and programmes of social service try to ensure that the following values are instilled among students: equality of caste and gender, justice, preservation of human rights and preservation of environment, Human Values and Professional Ethics, education for peace, national integration.. Students are encouraged to develop healthy competition as well as inculcate values and equity and awareness of Sustainability, ecological degradation, climatology, global warming, population, pollution, ecological imbalance, environmental geography, natural resources, poverty etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

56

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.dropbox.com/s/bm2svfd4yd76wa9/11053_030223022602_HCC%20Feedback%2021-22.pdf?dl=0
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
1144	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
290	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
Each department assesses its advanced and slow learners ; besides interaction in classes teachers identify slow learners and advanced	

learners through entry level test, assigned project works and internal assessments. Teachers mentor slow and advanced learners individually according to their needs. Teachers reply to doubts and queries of the students and provide study materials to the students during tutorial classes. Special Lectures and seminars are arranged for the benefit of all.

File Description	Documents
Link for additional Information	https://www.dropbox.com/s/mlu61zepnkmhrhm/52129_160523041341_entry%20level%20test%20result.pdf?dl=0
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2635	68

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

With the commencement of offline classes as per circular from Department of Higher Education West Bengal, from February 7, 2022, scope of experiential learning reopened; the department of Geography and Economics went on educational tour and survey tour. The department of Political Science did field work as extension activity in slum areas of Ward No. 90 and 92 of Kolkata. This also facilitated the students to have experiential learning in Core Course 14 (Administration and Public Policy in India). Participative learning was practised during online classes as students interacted online during delivery of curriculum. With the commencement of offline classes teachers could interact with those who remained dormant during online classes. Students in all departments were given assignments and do project works which give space for exercising problem solving talents.

File Description	Documents
Upload any additional information	View File
Link for additional information	nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During the days of online teaching and closure of college campus in pandemic times teachers used their laptops and phones to hold classes on virtual platforms and organise webinars, workshops and special classes. Students mostly used smartphones to access to the teaching-learning process. Since the commencement of offline classes from February 7, 2022 teachers have been using projectors and laptops in classes to enhance the teaching-learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.dropbox.com/s/m2tzauds39zxd8j/97251_080522061336_Geo%20tagged%20photos%20of%20classrooms.pdf?dl=0

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

27 : 34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

25

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

885

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is held in every department as per guidelines of the university. Assessments are held on topics which are very well taught in class; question pattern and guidance on doing reference works are also discussed. Viva Voce as a part of internal assessment are also held seriously on topics of their project work. Students are given freedom of choice to choose topics of project works. Their penchant for exploring new vistas of knowledge and adopting new perspectives are assessed when they are asked to submit project works.

File Description	Documents
Any additional information	View File
Link for additional information	0

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has an effective Student Grievance Redressal Cell to which students may address any kind of grievance including internal assessment related grievance.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=40

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Course outcomes are displayed on the college website. Each department are aware of the programme and desired outcome. They teach with the zeal of arriving at the desired destination. Simultaneously the advanced students are made aware of the research potential of each of the courses in the programme.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	0
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of course outcome and programme outcomes are evaluated not merely by academic results but by the level of interest a student shows to explore a particular problem or phenomenon; by the new ideas she or he brings and incorporates into her or his answers, project works, every creative academic activity and also by the enrichment of her or his total conduct, mindset and personality. The teachers of the institution take note of these matters and appreciate the positive outcomes manifested in the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

722

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.dropbox.com/s/6idly2wppbkm2fh/88748_240523124731_Annual%20Report%2021-22.pdf?dl=0

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://www.dropbox.com/s/bm2svfd4yd76wa9/11053_030223022602_HCC%20Feedback%2021-22.pdf?dl=0

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	0

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
32	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File
3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
2	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
3	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A Two-Day community field-survey in two slum areas under Calcutta Municipal Corporation West Bengal (Ward No 90 and 92), Kakulia Road, Kolkata 700019. A survey on the facilities given by CMC to the slum people and the consequent effect on them. The survey was done on 27th and 29th of April, 2022. The pictures of the survey are available in the report in the link for additional information given below.

During the excursion of the department of Economics, the student surveyed in MongalBariBastim andChalsa Maal bazar. The objective of the tour was to survey on three specific topics:food-security,Socio Economic Profile and Family expenditure pattern.Students learned how to prepare questionnaire and to survey in rural areas.

These activities were materialized with the aim of sensitizing students to social issues and to introduce them to the methodology of understanding social problems rather than trusting fake news and misconceptions.

File Description	Documents
Paste link for additional information	https://www.dropbox.com/s/2vkcyk9qmdezm2x/56350_200523100142_FIELD%20STUDY.pdf?dl=0
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college lacks adequate infrastructural facilities for paucity of rooms. So, the college has emphasised on technological upgradation like providing ICT projectors, smart boards etc. in all the classrooms to enable the teachers to use modern facilities for teaching-learning. The college has laboratory in the department of Geography. The laboratory has been provided with equipments and computers as per requirement. The college has a plan for infrastructural expansion which has been delayed for pandemic situation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.dropbox.com/s/m2tzauds39zxd8j/97251_080522061336_Geo%20tagged%20photos%20of%20classrooms.pdf?dl=0

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has recently renovated its auditorium for cultural activities and seminars. The college does not have any ground for large scale outdoor sporting activities. However, the small ground within the college premises allows the students to practice basketball and badminton. The college has indoor games facilities like table tennis. The college will acquire fitness instrument for students by the next year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.dropbox.com/s/sdjs6k3z6uhrfon/84367_240523095732_Celebration%20of%20Tagore%207s%20Birthday%20and%20observation%20of%20World%20Yoga%20Day%20and%20World%20Music%20Day.pdf?dl=0

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.dropbox.com/s/m2tzauds39zxd8j/97251_080522061336_Geo%20tagged%20photos%20of%20classrooms.pdf?dl=0
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

29.7

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Herambachandra College has Open Source Integrated Library Management Software (ILMS) KOHA version 21.05.13.00 for Library Automation with a high-performance free search engine called Zebra for structured text indexing and retrieval. KOHA is hosted through a Linux Cloud includes modules for acquisitions, circulation, cataloging, serial management, authorities, flexible reporting, label printing etc. KOHA supports multilingual indexing, full-text searching, metadata interoperability using Library Standards and Protocols, Platform independent interfaces etc. Documentation of the standardization process in cataloging and metadata digitization of books has been done based on framework testing and successful creation of college framework which is derived from Customized Framework of MARC21

Metadata Standards by the Library of Congress including tags, fields, indicators etc. maintaining authorised values. Each field of the created framework in the software is being filled with either selection of in-built dropdown option or entering the controlled vocabularies. 5919 Unique Book titles have been entered in ILMS of the Library, Herambachandra College along with 17862 items/copies under digitization process of resource metadata. Web-OPAC is available through a global API enabling the retrieval of resource data of the Library through field searching, topical searching, advanced searching etc. Patron database is being incorporated in the system. The circulation work of the Library is also going on using the ILMS on a regular basis. Multi-lingual data has been entered in language-specific script and/or roman script as per the necessity of searching. The barcode against each accession number is being generated in label batches whenever needed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://hcc.blacal.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.04

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

7

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All the computers of the College are under AMC of a reputed company. The computer are upgraded regularly for smooth functioning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	0

4.3.2 - Number of Computers

99

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the

A. ? 50MBPS

Institution	
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
29.7	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>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. 9) The College also has a MoU with Bengal Library Association for technical support and global server support. B) All the computers of the College are</p>	

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=151

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

379

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

50

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.herambachandracollege.ac.in/page.aspx?id=109
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

901

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

901

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

51

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	0
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered Alumni Association of Heramba Chandra College. named Sanjyog. The weblink is as follows:<https://sanjyog.in/>

The Alumni has executed its plan to increase its membership through

the website:<https://sanjyog.in/membership/>

File Description	Documents
Paste link for additional information	https://sanjyog.in/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

There is a joyous spirit of doing things and working hard among all the teachers in the post-pandemic times, in tune with the vision of dynamism of the college. Cultural programmes, Educational excursions, observation of days, placement and extension activities were performed enthusiastically. Online and offline classes have been held in the session; examinations were held in a hybrid mode. Free psychological counselling, Webinars, workshops and seminars have been held online and offline. The governance of the institution, in tune with the mission of giving opportunities to all has given freedom of planning and working to those who want to work beyond regular hours and also granting leave to those who needed. The governance encouraged programmes on gender sensitization which were done successfully by the women's cell. The Cultural Committee brought great enthusiasm among the students during the celebration of Rabindra Jayanti. Teachers and students performed yoga together on International Yoga Day. Similarly they participated in the observation of World Music Day on the same day..

The mission of the college is to impart quality education to all the students. In pursuing that goal the college administration installed projectors in the previous sessions and has now installed smartboards in some rooms.

File Description	Documents
Paste link for additional information	https://www.dropbox.com/s/2vkcyk9qmdezm2x/56350_200523100142_FIELD%20STUDY.pdf?dl=0
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college administration practises decentralization. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers's Council. Faculty members are given representation in various committees/cells nominated by the Principal and the Governing Body, in the IQAC and other Committees. Students are empowered to play important role in different activities. Suggestions of non-teaching are considered in forming policies and taking important decisions. There are members from outside the college staff, such as members from Alumni in IQAC or government representative in Governing Body. All the members in a meeting participate in solving problems and creating opportunities and decisions are arrived at unanimously. The IQAC decided to allow departments to organise Special Lectures and allow the cells to observe Special Day of their choice.

File Description	Documents
Paste link for additional information	0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college formed the strategy to motivate all the teachers in using ICT and using hybrid mode of teaching. The college and Office of the Controller General of Patents, Designs and Trade Marks under Ministry of Commerce and Industry, Government of India jointly organized a webinar on Intellectual Property Rights on January 6, 2022. During pandemic times in 2021 (July to December), routine was created to deliver the curriculum effectively; the internal evaluation has been controlled centrally through fixed schedule. University issued guidelines regarding holding online examination

and evaluation from time to time. Routine and examination notices have been posted on the college website regularly. In post pandemic times the students could follow college website as well as Notice Board.

The college received feedback from students especially on online teaching where students expressed their satisfaction.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://forms.gle/zJSaWYdm9XpNhYN98
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The policies implemented by the institution shows the efficiency of our institutional bodies. The adoption of virtual mode of education, the functioning of the library, the functioning of the Placement cell, the conduct of the admission procedure online and the normalization process in restarting offline activities through programmes organized by women's cell and Cultural sub-committee with active participation of the students-all these demonstrate efficiency. The Teachers' Council, the IQAC, the Academic sub-Committee, RUSA sub-committee, Library Sub-Committee, Women's Cell and several other sub committees devise strategies, organises programmes enthusiastically with the vision of academic excellence and holistic development of the students. The college has efficient members in Grievance Redressal Cell, ICC, Anti Ragging Cell - the helpline numbers of which are displayed on website. Ragging did not exist in the campus.. Appointment of Assistant Professors and Librarians are made as per recommendations and government norms. There is no case of any dispute regarding appointment or violation of service rules in recent history.

File Description	Documents
Paste link for additional information	0
Link to Organogram of the Institution webpage	https://www.herambachandracollege.ac.in/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has a cooperative fund for teachers and non teaching staff. Everyone with special needs gets the benefit of taking loan from here.

File Description	Documents
Paste link for additional information	0
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

All the teachers of the college can document some relevant information online in the teachersdiary which in turn, acts as a sort of maintaining Performance Appraisal. The publications of the teachers are updated from time to time in the teacher's profile on the college website.

File Description	Documents
Paste link for additional information	https://staffportal.herambachandracollege.ac.in/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Audit is up-to-date till the financial year 2016-17. The proper process of the audit requires the participation of the Education Directorate. 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. Fees collection from the students is also online and there is integration of the CMS with the Billdesk and concerned Bank so that the fees get reflected under different heads and

automatically updated in the students' records. 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 administration and Accounts Department, and if the auditor suggests for any

improvements/changes, those are considered and implemented.

File Description	Documents
Paste link for additional information	https://www.herambachandracollege.ac.in/page.aspx?id=119
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In the past the institution mobilized funds from ICSSR for seminars and the college has plans of more such fund-mobilization in the near future. But in the year 2021-22 the college could not mobilize any fund.

File Description	Documents
Paste link for additional information	0
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

During online classes, departments were advised to adopt strategies that will enable the teachers to grab the students' attention continuously. Several departments organised Special Lectures, Webinars and multidisciplinary programmes, in association with the IQAC, keeping in mind the interest and requirement of the students.

With the restart of offline classes the IQAC devised strategies to bring the students into active physical participation in diverse activities, The college received overwhelming response from students during Rabindra Jayanti (celebration of the birth anniversary of Rabindranath Tagore) and observation of International Women's Day, International Mother Tongue Day. World Yoga Day and World Music Day.

Of the several placement related activities the most significant was perhaps the webinar on livelihood opportunities for Specially-Abled Youth.

File Description	Documents
Paste link for additional information	https://www.dropbox.com/s/y73381mgse2f2q0/73514_230523113124_Webinar%20Workshop%20seminar%20Special%20lecture%2021-22.pdf?dl=0
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process and methodologies from time to time, especially during meetings of the teachers' council and academic sub-committee. The Principal took care about the regularity of online classes. With the beginning of the offline classes teachers realized that the sanctity of regular

physical attendance should be restored as before and the college unanimously decided that internal examinations be held offline. The students cooperated with this decision and offline teaching learning was held smoothly as well as seriously in all the departments.

Performance of the students in examinations have been good. Their participation in co-curricular activities, growing interest in field work and survey, their alertness to job-opportunities are quite satisfactory.

File Description	Documents
Paste link for additional information	0
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.dropbox.com/s/6idly2wppbkm2fh/88748_240523124731_Annual%20Report%2021-22.pdf?dl=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In this college programmes promoting gender equity are generally organised each year by the Women's Cell and also by the departments. These include workshop, seminar, film show etc. with a focus on female empowerment, gender sensitisation etc. In 2021-22 the Women's Cell of the college in association with the IQAC observed the International Women's Day. A film show followed by a panel discussion were arranged. The programme attempted to generate awareness among the students and invited active interaction from them.

Flyer and photographs are uploaded on website: <https://drive.google.com/file/d/1Pm8DDASDw3rZtMA9no5O4Xqi8oxyxn3a/view>

File Description	Documents
Annual gender sensitization action plan	https://www.herambachandracollege.ac.in/page.aspx?id=70
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.dropbox.com/s/ohs8fuhsfg86vx6/47790_110522042712_Safety%20Security%20of%20women%20and%20psychological%20counselling.pdf?dl=0

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

In this college attempts have been taken for proper solid waste management. Separate litter bins have been introduced for degradable waste and non-degradable waste. The basic idea is proper disposal of wastes of different types having an environment-friendly approach.

Students are regularly made aware about proper disposal of wastes. Littering here and there is strictly prohibited. Bio-degradable wastes are used, as needed, for manuring the college garden. This practice is in tune with the concept of reuse of resources.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dropbox.com/s/zdneozlw46sd3xv/60533_280423042233_Dustbin.pdf?dl=0
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As always the college took efforts/initiatives in providing an inclusive environment. But in 21-22 this was possible only to a limited extent due to the pandemic situation. Online cultural programmes were arranged by various departments, which were truly a portrayal of cultural diversities and multidimensional talents. International Mother Language Day was celebrated with a thrust to increase awareness and respect to mother language. World Environment Day was observed focussing on problems of critical environments, like the dry areas of Purulia District of West Bengal and the Sundarbans. Like every year the Independence day was celebrated religiously.

A Special talk for the teachers titled 'Know Dementia/ Know Alzheimer's' was delivered online on 15 September, 2021 by Dr Nilanjana Maulik, National Coordinator, Working Group ARDSI & Secretary General of ARDSI - Calcutta Chapter.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Till January 2022, during online classes and interaction through phone, discussions were made with the students regarding the various problems faced during the pandemic situation with an objective towards solving the problems. Online classes were conducted by each and every department on a regular manner. Continuous efforts were made to maintain high attendance of the students in the class. Punctuality was maintained strictly in these classes also. Online evaluation of the students was done at regular intervals. Moreover frequent friendly discussion was made with the students regarding various problems faced during the pandemic situation with an objective towards solving the problems. Students and employees of the institution participated in the online programme of the National

Intellectual Property Awareness Mission held on January 06, 2022. This event was held under the banner Azadi Ka Amrit Mahotsav.

With the beginning of offline classes from February 2022 teachers had the opportunity to educate their students about constitutional obligations directly. Students were also educated about the constitutional obligations regarding environmental ethics.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Like every year in 2021-22also the college celebrated several international and national commemorative days and events. These included celebration of International Mother Language Day, World Environment Day, World Music Day, World Yoga Day, Womrn's Day,

Independence Day, Teachers' Day and Birthday of Rabindranath Tagore. All these programmes were organised jointly by teachers and students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I

Title

Online Integrated College Management System (CMS)

Goal

To have the facility of a rich digital data bank

Context

It has been observed that retrieving data and its management is a pertinent problem. Thus in CMS information on students, relevant details about all employees, accounts and related information, information regarding library get continuously inserted and updated.

Problems Encountered & Resources Required

Lack of adequate digital knowledge and psychological resistance on the part of some employees were the problems faced initially.

Stable broadband connection and computers in LAN needed. Password-based access will be provided to employees.

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

With the idea to regularise the practice of recording the daily performance, maintenance of leave account, calculation of API score of the teachers an online staff portal has been planned and designed. It is an effort to assemble all necessary information in a single system.

Problems Encountered & Resources Required

Occasional failures on part of the teachers to record their relevant information are noticed.

Digital awareness among the teachers is the prime necessity.

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

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

This college always focuses on employment opportunities of the students. However, during the pandemic period the employment market suffered badly throughout India. But the Placement Cell of this college continued to perform the duties rigorously even in 2021-22. In this year 51 students received job appointment from 22 companies of national level.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The college had the following plan of action for the year 2022-23.

1. To continue students' placement related activities in a more rigorous way
2. To sign MOU which will benefit students in enhancing their employability in the job-market
3. To encourage the students in participating in sports and cultural programmes and also in cultural programme
4. To sign in MoU with other educational institution for further enrichment of the students and staff
5. To arrange for workshops and seminars on matters related to curricula as well as on themes of great socio-historical importance.
6. To make arrangement for better data management on the college website.
7. To initiate new ways of social extension activities, like medical support to persons living in old-age home, blood donation camp, testing of thalassemia etc.
8. To emphasise green initiatives, like increased use of LED lamps, installation of solar panels, creation of a herbal garden, better waste disposal practices, proper management of e-wastes, creating awareness among students and local community about hazards of plastic.
9. The college has a collaborative culture. All the teachers interact and exchange views and opinions regarding the curriculum and academic matters. The college wishes to institutionalize this culture. Already the department of Bengali has started 'Vishes Srenikaksha' - interdisciplinary classes where teachers of other departments speak on a topic. The college wants to explore this collaborative culture further through other channels.