

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (*for example 2013-14*)

2008-09

### I. Details of the Institution

1.1 Name of the Institution

SREE CHAITANYA MAHAVIDYALAYA

1.2 Address Line 1

Vill+P.O. Habra-Prafullanagar

Address Line 2

Dist. North 24 Parganas

City/Town

Habra

State

West Bengal

Pin Code

743268

Institution e-mail address

srchma@gmail.com

Contact Nos.

09674616284

Name of the Head of the Institution:

Dr. Chintaharan Sengupta (Principal)

Tel. No. with STD Code:

03216-237189

Mobile:

09674616284

Name of the IQAC Co-ordinator:

Dr. Piyali De Maitra  
(Associate Professor)

Mobile:

09433902404

IQAC e-mail address:

iqac.scm@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

March 31, 2007/293

1.5 Website address:

www.scmhabra.org

Web-link of the AQAR:

<http://www.scmhabra.org/AQAR2008-09.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2007	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/04/2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2007-08 submitted to NAAC on (10/11/2008)

### 1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

### 1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

.

### 1.11 Name of the Affiliating University (*for the Colleges*)

West Bengal State University

### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence

☐

UGC-CPE

☐

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="08"/>												
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>												
2.3 No. of students	<input type="text" value="01"/>												
2.4 No. of Management representatives	<input type="text" value="01"/>												
2.5 No. of Alumni	<input type="text" value="01"/>												
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>												
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>												
2.8 No. of other External Experts	<input type="text" value="01"/>												
2.9 Total No. of members	<input type="text" value="16"/>												
2.10 No. of IQAC meetings held (2008-09)	<input type="text" value="N.A."/>												
2.11 No. of meetings with various stakeholders:	<table border="0"> <tr> <td>No.</td> <td>Faculty</td> <td><input type="text"/></td> </tr> <tr> <td>Non-Teaching Staff</td> <td>Students</td> <td></td> </tr> <tr> <td><input type="text"/></td> <td>Alumni</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>Others</td> <td><input type="text"/></td> </tr> </table>	No.	Faculty	<input type="text"/>	Non-Teaching Staff	Students		<input type="text"/>	Alumni	<input type="text"/>		Others	<input type="text"/>
No.	Faculty	<input type="text"/>											
Non-Teaching Staff	Students												
<input type="text"/>	Alumni	<input type="text"/>											
	Others	<input type="text"/>											
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>												
If yes, mention the amount	<input type="text" value="N.A."/>												
2.13 Seminars and Conferences (only quality related)													

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

- **Promoting Research Activities of faculty members.**
- **Stress on maintaining up gradation of academic standard.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• <b>Emphasis on Curricular Activities of Teachers</b></li><li>• <b>Minor Research Projects</b></li></ul>	<b>Participation in Refresher Course -01</b>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

**Placed in the meeting of Teachers' Council & Governing Body for necessary advice and guidance and subsequently approved.**

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03	NA	NA	NA
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>03</b>			
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual ☒ Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

**Syllabi is revised and updated for time to time by West Bengal State University**

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	6	5	0	Nil

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	01								01

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

Nil

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	02	05
Presented papers	-	-	-
Resource Persons	-	02	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Introduced modern techniques in teaching learning methods.
- Emphasis on project oriented teaching methodologies.

2.7 Total No. of actual teaching days during this academic year

138

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**Examination reforms are formulated by the West Bengal State University and the Institution conducts the examination as per guidelines of the University.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

NIL

NIL

NIL

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com. (Hons.)	58		5.17	89.66	5.17	100
B.Com. (Gen.)	82		-	4.88	80.49	85.36
B. Sc. (Gen)	06		-	100	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- **Feedback from stakeholders are honored and attended properly.**
- **Marks of University examination and internal assessment are analyzed and measures are taken accordingly.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	15
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	NIL	NIL	08
Technical Staff	-	-	-	-



## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- **Promoting Research activities through Minor and Major Projects**
- **Motivating teachers for publication in reputed Journals**
- **Motivating teachers for presenting papers at national and international seminars**

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution  
who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- 

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.41 Acre	-		6.41 Acre
Class rooms	10	-		10
Laboratories	01			01
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Gymnasium)	-	01	College Fund	01

#### 4.2 Computerization of administration and library

- Decision has been taken for implementation of computerization of the office.
- Computerization of Library is under process.

#### 4.3 Library service

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25298	704992	117	20931	25415	725923
Reference Books	298	139143	15	Donated	313	139143
e-Books						
Journals	15	83484	1	4880	16	88364
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	01	02	01				
Added	01	-	-	-				
Total	06	01	02	01				

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- **Introduced software, like, Tally and ERP-9 for B. Com students.**
- **Local Area Network is implemented.**
- **Ken Soft Library Software has been introduced.**

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.1055
ii) Campus Infrastructure and facilities	0.0215
iii) Equipments	0.03
iv) Others	
<b>Total :</b>	<b>0.157</b>

### **Criterion – V**

## **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Cultural programmes for promoting values of students.**
- **Information for career counseling and guidance.**

#### 5.2 Efforts made by the institution for tracking the progression

- **Strengthening Anti-ragging cell and Cell for combating sexual harassment.**
- **Monitoring Career guidance cell.**

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
750	N.A	N.A	NIL

## (b) No. of students outside the state

NIL

## (c) No. of international students

NIL

No	%
616	82.13

Men

Women

No	%
134	17.87

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
714	41	01	02	NIL	758	712	34	01	03	NIL	750

Demand ratio 100%

Drop-out 2%

## 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No.

## No. of students beneficiaries

Nil

## 5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

## 5.6 Details of student counselling and career guidance

A number of students' workshops have been organized with variable durations keeping in view the requirements of students. A number of eminent personalities acted as the resource persons covering a wide spectrum of applications of theoretical understanding, viz, word processing, power point, spread sheets, data processing, educating about self-employment programme, bio-data fitting, awareness cum industrial motivation with MSMEs, awareness on I. Tax.

## No. of students benefitted

100

### 5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed

### 5.8 Details of gender sensitization programmes

Nil
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### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level   
 Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	86	32,500.00
Financial support from government	4	12,000.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_NIL\_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**The institution wants to make it a centre of excellence in the field of higher education learning and wisdom, to generate the lessons of discipline and harmony, to inspire the students with the sense of social commitment and human values.**

6.2 Does the Institution has a management Information System

**Under process.**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

**The University frames the curricula. The faculty members implement the directives and take part in academic meetings held in University.**

6.3.2 Teaching and Learning

- **Basically Lecture method is used.**
- **OHP is used in science , humanities & commerce subjects.**

6.3.3 Examination and Evaluation

**The examination is conducted by the college under the guidance of the university. Faculty members evaluate answer scripts of final examinations.**

6.3.4 Research and Development

**Faculties are inspired to undertake Minor Research Projects.**



6.3.5 Library, ICT and physical infrastructure / instrumentation

**Process of computerization is under way in the library, Internet facility has been provided to the students and teachers.**

6.3.6 Human Resource Management

**Under the supervision of Governing Body, teachers and students are encouraged for the development of academic ambience. Faculty members are inspired to undertake Minor and Major Research projects. Scholarship given to meritorious students, concession given to underprivileged and meritorious students. The college encourages the faculty members and staff to gain managerial skill.**

6.3.7 Faculty and Staff recruitment

**NIL**

6.3.8 Industry Interaction / Collaboration

**NIL**

6.3.9 Admission of Students

**Admission committee prepares norms under the guidance of University and prepares the merit list maintaining the Govt. rules of reservations.**

6.4 Welfare schemes for

Teaching	NA
Non teaching	NA
Students	<b>Free scholarship for poor, minority and meritorious students</b>

6.5 Total corpus fund generated

**Nil**

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			YES	T.C.
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes ☐      No ☒

For PG Programmes      Yes ☒      No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

**Examination Process is conducted by the West Bengal State University.**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

**Alumni friends are invited to interact at least once in a year (formal and informal).**

6.12 Activities and support from the Parent – Teacher Association

**We have decided to introduce shortly.**

6.13 Development programmes for support staff

**To impart computer knowledge among the administrative staff via training.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

- **Trees and flower garden are maintained by the college to make the campus eco-friendly.**
- **We are doing our level best to make the college as a plastic free zone.**

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Encouragement for teachers to do more research work
- To organize National Seminars
- Computerization of office work
- Govt. Grants to SC/ST students
- Financial support to students of BPL category

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The IQAC of the college laid much emphasis for obtaining the goals and objectives of the institution. It has been decided to submit prayer for affiliation for PG courses in Commerce. It is also decided to introduce a system of interaction with the parents on issues related to students. The decision of constructing an auditorium, and ladies hostel was taken.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Encouragement for holding national seminars and research work under Major and Minor research projects.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- World Environment Day is observed by the college
- Environmental awareness programmes are organised by the College
- We are doing our level best to make the college a plastic free zone.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Strengths: Ambience of harmony and synchronized work culture
- Weakness: Insufficient number of teaching and administrative staff
- Opportunities: Scope for all round development for first generation students with basic human values
- Threats: Less opportunity for job prospects in the curriculum

## 8. Plans of institution for next year

- Opening of Post Graduate courses
- Extension of Under Graduate courses
- Extension of College Campus including Class rooms
- To construct an Auditorium

Name: **Dr. Piyali De Maitra**

*Piyali De Maitra.*



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name: **Dr. Chintaharan Sengupta**

*[Signature]*  
10/8/15

**Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas(N)**

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

## Annexure -1

### Academic Calendar

ACADEMIC CALENDAR		
July 2008	Session commences Regular Classes & University Examinations	02-07-2008
August 2008	Regular Classes & University Examinations	
September 2008	Regular Classes Puja Vacation commences	upto 05-10-2008 06-10-2008
October 2008	Puja Vacation ends	31-11-2007
November 2008	Regular Classes FIRST TERM END TEST [Part I (1+1+1)] Regular Classes	01-11-2008 upto 2nd Week 3rd Week 4th Week
December 2008	Regular Classes Winter Recess commences	upto 24-12-2008 25-12-2008
January 2009	Winter Recess ends Regular Classes commences Annual Sports (one day)	01-01-2009 02-01-2009 3rd Week
February 2009	Regular Classes SECOND TERM END TEST [Part I (1+1+1)] Regular Classes	upto 2nd Week 3rd Week 4th Week
March 2009	Regular Classes Regular Classes	1st Week 3rd Week onwards
April 2009	Regular Classes & University Examinations	
May 2009	Regular Classes & University Examinations	
June 2009	University Examinations	

(15)

## Annexure -2

### Manual Feedback from the meeting of the Alumni:

Alumni Association of Sree Chaitanya Mahavidyalaya met on December 28, 2008, Sunday.

The meeting was chaired by Sri Barun Das. The meeting was a striking success, with a congregation of a pretty number of alumni of the college. The get together was very encouraging and marked with an unforeseen joie de vivre of the old students of the college. They met for hours and pondered over the issues which would invariably lead to the greater welfare of the college.

The moot points of the meeting were that the alumni were concerned regarding:

1. Number of classrooms is to be increased.
2. An internet facility to be provided in the Library and it is to be easier to access by the students.
3. They decided that seminar/symposia/conferences to be organized by the Alumni Association for the benefit of the students and locality.

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