The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (for example 2013-14)	2009-10
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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 Institutio	Dr. Chintaharan Sengupta n: (Principal)
Tel. No. with STD Code:	03216-237189
Mobile:	09674616284

Nan	ne of the IC	QAC Co-ordin	nator:		Piyali De Maitra		
Mol	oile:			09433902	404		
IQA	AC e-mail a	address:		iqac.scm	@gmail.com		
1.3	1.3 NAAC Track ID (For ex. MHCOGN 18879)						
		OR					
1.4	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)						
1.5	1.5 Website address: www.scmhabra.org						
•	Web-link	of the AQAI	R: http://	/www.scmh	nabra.org /AQAR	R 2009-10.pdf	
		For ex. ht	ttp://www.	ladykeane	college.edu.in/	AQAR2012-1	3.doc
1.6	Accredita	tion Details					
Sl. No. Cycle Grade CGPA Year of Validity Accreditation Period							

Sl. No.	Cycle	Grade	CGPA	Year of	Validity
	-			Accreditation	Period
1	1 st Cycle	В		2007	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11submitted to NAAC on 12-10-2011)

ii. AQAR 2008-09 submitted to NAAC on (11/08/2015) 1.9 Institutional Status State Central Deemed Private University Affiliated College Yes No Constituent College Yes No Autonomous college of UGC Yes No Regulatory Agency approved Institution No Yes (eg. AICTE, BCI, MCI, PCI, NCI) Type of Institution Co-education Men Women Urban Rural Tribal UGC 2(f) J UGC 12B Financial Status Grant-in-aid Grant-in-aid + Self Financing ✓ Totally Self-financing 1.10 Type of Faculty/Programme PEI (Phys Edu) Arts Science Commerce Law TEI (Edu) Engineering Health Science Management Others (Specify) **West Bengal State University** 1.11 Name of the Affiliating University (for the Colleges) 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc Autonomy by State/Central Govt. / University

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

University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (Specify)	
UGC-COP Programmes	•		
2. IQAC Composition and Activit	<u>ies</u>		
2.1 No. of Teachers	08		
2.2 No. of Administrative/Technical staff	02		
2.3 No. of students	01		
2.4 No. of Management representatives	01		
2.5 No. of Alumni	01		
2. 6 No. of any other stakeholder and	01		
community representatives			
2.7 No. of Employers/ Industrialists	01		
2.8 No. of other External Experts	01		
2.9 Total No. of members	16		
	NT A		
2.10 No. of IQAC meetings held (2008-09)	N.A.	2.11 No. of r	neetings with various stakeho
2.11 No. of meetings with various stakeholders:	No.	Faculty	
Non-Teaching Staff Student	Alum	nni Othe	ers
2.12 Has IQAC received any funding from UGC d	uring the year?	Yes No .	/

If yes, mention the amount N.A.						
2.13 Seminars and Conferences (only quality related)						
(i) No. of Seminars/Conferences/ Workshops/Sy	mposia organized by the IQAC					
Total Nos. NIL International Na	tional State Institution Level					
(ii) Themes NA						
2.14 Significant Activities and contributions made by	IQAC					
teachers	e faculty members. Research projects/ Refresher Courses of the					
2.15 Plan of Action by IQAC/Outcome IQAC was in the process of formation and the print the beginning of the year towards quality enhancer year *	lan of action chalked out by the College authority ment and the outcome achieved by the end of the					
Plan of Action	Achievements					
 Emphasis on Curricular Activities of all Teachers Major and Minor Research Projects by the faculty members. Teachers have submitted Minor Research projects to the UGC Teachers have taken special classes to implement Curricular Activities to enhance the performance of the students. 						
* Attach the Academic Calendar of the year as	s 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 meetings of Teachers' necessary action and subsequently	<u> </u>					

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				
Total	03			
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* (On all aspects)	Alumni	1 Parents 1 Employers Students				
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 1	regulation or syllabi, if yes, mention their salient aspects.				
Syllabi is revised and upda	ted for tim	ne to time by West Bengal State University.				
1.5 Any new Department/Centre i	ntroduced	during the year. If yes, give details.				

No

Criterion - II

2. Teaching, Learning and Evaluation

2.1	Total No. of
per	manent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	6	5	0	01
				(Principal)

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.		Associa	ite	Profes	sors	Others		Total	
Profes	sors	Profess	ors						
R	V	R	V	R	V	R	V	R	V
01	01							01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

Nil

04

2.5 Faculty participation in conferences and symposia:

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

- 2.6 Innovative processes adopted by the institution in Teaching and Learning:
 - Modern techniques are used in teaching learning methods.
 - Emphasis on project oriented teaching methodologies.
- 2.7 Total No. of actual teaching days during this academic year

134

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
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2.10 Average percentage of attendance of students

76.5%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students	Division				
Trogramme	appeared	Distinction %	I %	II %	III %	Pass %
B.Com. (Hons.)	94		3.19	89.36	4.26	96.81
B.Com. (Gen.)	78		-	20.51	66.67	87.18
B.Sc. (Gen.)	07		28.57	71.43	-	100

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
- The college authority analyzes the Marks of students in the University Exams. (Final & internal assessment) and measures are taken as per the requirement.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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	
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

The college authority is

- Promoting Research activities through Minor and Major Projects
- Motivating teachers for publication of books and papers 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			03
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:							
Range	Average	h-index	Nos. in SO	COPUS			
3.6 Research fund	ds sanctioned and re	ceived from various	funding agencies, indu	ustry and other organisation			

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) W	ith ISBN No.		Chapters in l	Edited Bo	ooks	
ii) Wa 3.8 No. of University Departments	ithout ISBN No					
UGC-S		CAS		ST-FIST BT Scher	me/funds	
3.9 For colleges Autono INSPIL		CPE CE	_	BT Star S	Scheme (specify)	
3.10 Revenue generated through c	onsultancy					
3.11 No. of conferences organized by the Institution	Level Number Sponsoring agencies	International	National	State	University	College
3.12 No. of faculty served as expe	_		- L	02	F	
3.13 No. of collaborations3.14 No. of linkages created durin	Internation g this year	nal N	Vational		Any other	
3.15 Total budget for research for From Funding agency Total		lakhs: Management	of University	y/College		
3.16 No. of patents received this y	year Type	of Patent		Nu	mber	
	National		Applied Granted Applied			
	Commen	onal –	Granted 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 P and students registered under them	h. D. Guides			
3.19 No. of Ph.D. awarded by faculty from the Ins	stitution	NA		
3.20 No. of Research scholars receiving the Fellov	wships (Newly enr	olled + e	xisting ones): NA	
JRF SRF	Project Fellows		Any other	
3.21 No. of students Participated in NSS events:	NA			
	University level		State level	
	National level		International level	
3.22 No. of students participated in NCC events:	NA			
	University level		State level	
	National level		International level	
3.23 No. of Awards won in NSS: NA				
	University level		State level	
	National level		International level	
3.24 No. of Awards won in NCC: NA				
	University level		State level	
	National level		International level	

3.25 No. of Extension activities organized									
University forum	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 NIL

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	-		6.41
Class rooms	10	-		10
Laboratories	01	02	College fund	03
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Gymnasium)	01			01

- 4.2 Computerization of administration and library
 - · Computerization of the office is under process.
 - · Library is upgraded with computerization and internet facilities.

4.3 Library service

	Existing		Newly	added	Total	
	No.	Value	No.	Value	No.	Value
Text Books	25415	725923	251	15392	25666	741315
Reference Books	313	139143	40	36393	353	175536
e-Books						
Journals	16	88364	2	7107	18	95471
e-Journals						

Digital Database			
CD & Video			
Others (specify)			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	06	01	02	01				
Added	0	0	0	0				
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.)
 - Local Area Network (LAN) is extended
 - Open Source Software has been installed
 - Linux Operating System has been introduced.
 - Internet facilities have been made available to the students as well as teachers to a limited extent.
- 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.015
ii) Campus Infrastructure and facilit	0.31
iii) Equipments	0.05
iv) Others	
Tot	al: 0.375

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college authority organized the following programme:

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

	layers	s) wl	no la	g beh	r SC, ST and ind on merit	and fina	ancially ι		rpriv			amy
5.3 (a)) Total Nu	mber	of st	udents	709 N	N.A N.	A N	IL				
(b) No. of st	udent	s out	side th	e state	NIL						
(c)) No. of in	terna	tiona	l stude	nts	NIL						
	Men	No 597	_	% 1.20	Women	No 112	% 15.80					
				Last Ye	ear				T	his Yea	ır	
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	712	34	01	03	NIL	750	632	56	01	20	NIL	709
5.4 De	Demand ratio 100% Drop-out 2% 5.4 Details of student support mechanism for coaching for competitive examinations (If any)											
	No. of students beneficiaries NIL											
5.5 No	o. of stude	nts qu	ıalifi	ed in tl	hese examinati	ions						

 GATE

UPSC

Strengthening anti-raging cell and cell for combating sexual harassment.

5.2 Efforts made by the institution for tracking the progression

SET/SLET

State PSC

NET

IAS/IPS etc

CAT

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.

- 1. 8/7/09-9/7/09: Career opportunities and Presentation techniques (ppt.)
- 2. 10/11/09-11/11/09: I.T applications, Spread sheet applications
- 3. 17/11/09-19/11/09 : I.T applications DBMS
- 4. 1/12/09: Awareness cum Industrial Motivation campaign, jointly organized by MSME Development Institute

No. of students benefitted	120
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5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

		Number of Number of Studen rganizations Participated Visited			Number Students P		Number of Students Pla	iced
5.8	Details	of gender sensit	ization progra	ammes				
			NIL					
5.9	Stude	nts Activities						
	5.9.1	No. of students	participated	in Sports	, Games and	other ev	rents	
		State/ Universit	ty level 16	Na Na	tional level		International level	
		No. of students	participated	in cultura	al events			
		State/ Universit	ty level	Na	tional level		International level	
	5.9.2	No. of medals /	awards won b	y studen	ts in Sports,	Games a	and other events	
5	Sports	: State/ Univers	ity level 01	. Na	ational level		International level	
				_				
(Cultura	l: State/ University	ity level	Na	ational level		International level	

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	74	38,700.00
Financial support from government	03	16,800.00
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiative	S			
Fairs : State/ University level	National level		International level	
Exhibition: State/ University level	National level		International level	
5.12 No. of social initiatives unde	rtaken by the students	02		
5.13 Major grievances of students (if any) redressed:	N.A		_

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 fields of higher education, learning and wisdom to disseminate the lessons of discipline and harmony, to inspire the students with the sense of social commitment and human values as well as to promote them towards a bright and promising future.

6.2 Does the Institution has a management Information System

We have made a considerable progression in this regard.	

- 6.3 Quality improvement strategies adopted by the institution for each of the following:
 - 6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- Basically Lecture method is used
- OHP is used in science, humanities and commerce subjects
- Survey method is also followed in commerce and science subjects.

6.3.3 Examination and Evaluation

The examination is conducted by the college under the supervision of the concerned University. Faculty members actively participate in the process of final examinations.

6.3.4 Research and Development

Faculties have undertaken proposals for Minor Research Projects from the U.G.C.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Process of computerization has been established 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 to develop the academic ambience in the campus
- Faculty members are inspired to undertake Minor and Major Research projects
- Scholarships are given to meritorious students, concessions given to underprivileged and meritorious students
- The college encourages the faculty members and staff to gain managerial skills.

6.3.7 Faculty and Staff recruitment

Faculty: 01		
Staff: NIL		

6.3.8 Industry Interaction / Collaboration

NIL			

6.3.9 Admission of Students

Admission committee prepares norms under the guidance of University and completes the process of students' admission by preparing the merit list maintaining the Govt. rules of the state regarding reservations.

6.4 Welfare schemes for	Teaching	NA			
0.4 Wellare schemes for	Non teaching	NA			
	Students	Free sch	olarships for po	or, minority an	ıd
			ous students		
6.5 Total corpus fund generate	d NIL				
6.6 Whether annual financial a	udit has been do	ne Yes	✓ No		
6.7 Whether Academic and Ac	lministrative Aud	dit (AAA) has	been done?		
Audit Type	Extern	nal	Inte	rnal	
	Yes/No	Agency	Yes/No	Authority	
Academic			YES	T.C.	
Administrative					
For l	JG Programmes PG Programmes	Yes	No V]	
6.9 What efforts are made by t	he University/ A	utonomous Co	ollege for Exami	nation Reforms	?
Examination Proces Bengal State Univer		by the affili	ating Universit	y, i.e. West	
6.10 What efforts are made by	the University to	o promote auto	onomy in the aff	iliated/constitue	nt colleges?
NIL					
6.11 Activities and support from	m the Alumni A	ssociation			
Alumni friends are (formal and informa		act with us a	at least once in	a year	
6.12 Activities and support fro	m the Parent – T	eacher Associ	iation		
Parent-Teachers' me	etings are organ	ized and feed	back has been t	aken.	

6.13 Development programmes for support staff

Imparting computer knowledge among the administrative staffs via training is underway.

- 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 level Seminars
 - Computerization in the office section
 - 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 authority of the college laid much emphasis for obtaining the goals and objectives of the institution.
 - It has decided to submit prayer for affiliation for PG courses in Commerce.
 - Also introduced a system of interaction with the parents on issues related to students.
 - The Institution keeping in view the local demand has decided to expand the horizon of UG courses by initiating Honours and General courses in Humanities and Science subjects.
- 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)

4.4 Contribution to environmental awareness / protection	etion
World Environment Day is observed b Environmental awareness programme We are doing our level best to make the	es are organised by the College
5 Whether environmental audit was conducted?	Yes No 🗸
6 Any other relevant information the institution wi	shes to add. (for example SWOT Analysis)
 Strengths: Ambience of harmony an Weakness: Insufficient number of te Opportunities: Scope for all round d students with basic human values Threats: Less opportunities for job p 	aching and administrative staff evelopment for first generation
Plans of institution for next year	
 Opening of PG courses Extension of UG courses Extension of College Campus includir To construct an Auditorium 	ng Class rooms
ame: Dr. Piyali De Maitra	Name: Dr. Chintaharan Sengupta
Piyali De Kaitre.	ly
ESTD-1965	Principal Sree Chaitanya Mahavidyalaya Habra, Prafullanagar 24 Parganas(N)
ignature of the Coordinator, IQAC	Signature of the Chairperson, IQAC
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ANNEXURE I

Academic Session-2009-2010

1 st July to 24 th July	University Examination
25 th July to 1 st August	Normal Class
1 st August to 23 rd September	Normal Class
24 th September to 20 th October	Puja Vacation
21 st October to 21 st November	Normal Class
23 rd November to 27 th November	Mid Term Examination
28 th November to 1 st December	Normal Class
1 st December	Work Shop
2 nd December to 3 rd December	Mid Term Examination
4 th December to 7 th December	Normal Class
8 th December to 11 th December	Mid Term Examination
12 th December to 24 th December	Normal Class
25 th December to 1 st January	Winter Vacation
2 nd January to 14 th February	Normal Class
15 th February to 18 th February	Part-III Test Examination
19 th February to 11 th March	Normal Class
12 th March to 18 th March	Part-I Test Examination
19 th March to 22th March	Normal Class
23 rd March to 29 th March	Test Examination
	I .

30 th March to 15 th April	Special Classes
16 th April to 31 st June	Part-III, Part-I University Examination

ANNEXURE II

An Extract of the Parents'-Teachers' joint Meeting held on 8th November, 2009 in the college premises.

Suggestions have been given in the meeting to put extra attention towards the students coming from economically deprived and backward sections of the society. As per the suggestions, it has been resolved to provide extra Coaching classes to those deprived and backward students without taking any Tuition-fees from them.

ANNEXURE III

Feedback from the meeting of the Alumni:

Alumni Association of Sree Chaitanya Mahavidyalaya has met on November, 15, 2009, Sunday.

The meeting was Chaired by Sri Probodh Sarkar. This meeting of the Alumni Association was also an impressive accomplishment. A large number of alumni has met in their *alma mater* and discussed on various issues:

- 1. The Alumni Association of Sree Chaitanya Mahavidyalaya be registered and initiative to be taken in this regard.
- 2. The members unanimously resolved that they would open a S.B. Account in any nationalized bank and contribute a nominal amount regularly, so that a fund raising campaign may be kick started to aid the institution voluntarily.
- 3. The members expressed their concern regarding the escalating pollution and they would undertake a campaign cum awareness programme