The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)* | 2011-12 |

1. 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. MHCOGN 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 /AQAR 2011-12.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	1st Cycle	B		2007	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th 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)*

i.   AQAR 2007-08 submitted to NAAC on (10/11/2008)
ii. AQAR 2008-09 submitted to NAAC on (11/08/2015)
iii. AQAR 2009-10 submitted to NAAC on (25/08/2015)
iv. AQAR 20010-11 submitted to NAAC on (29/08/2015)

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		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

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

   community representatives   `01`

2.7 No. of Employers/ Industrialists   `01`

2.8 No. of other External Experts   `01`

2.9 Total No. of members   **16**

2.10 No. of IQAC meetings held (2010-11)   N.A.

2.11 No. of meetings with various stakeholders: No. **07**   Faculty `03`

Non-Teaching Staff `01`   Students `01`   Alumni `01`   Others `01`

2.12 Has IQAC received any funding from UGC during 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/Symposia organized by the IQAC

Total Nos. | 02 | International | | National | | State | | Institution Level | 03 |

(ii) Themes | On 25/07/11 (Seminar on value-orientation), 24-31/08/11 (Workshop on Tally) |

2.14 Significant Activities and contributions made by IQAC

IQAC was not formed at that time, although the college authority encourages the following activities on

- **Promoting Research Activities of all faculty members.**
- **Stress on maintaining up gradation of academic standard**
- **Opening of New UG-courses and preparing for opening Honours in English and History in Arts faculty.**

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
• **Emphasis on Curricular Activities of all Teachers** • **Major and Minor Research Projects by the faculty members.**	• **Three Minor research projects availed by the teachers.** • **Teachers have worked to implement Curricular Activities to enhance the performance of the students.**

 * *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 meetings of Teachers' Council & Governing Body for necessary action and guidance and subsequently approved.

Criterion – I

1. 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		01(M.Com)	01	
UG	03	**NA**	01(Hons.in Food & Nutrition)	NA
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03	01	02	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	03

1.3 Feedback from stakeholders*   Alumni [1] Parents [1] 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.

(i) B.A. (Hons.) in English
(ii)B. A. (Hons) in History

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	05	02	01 (Principal)	04 (CWTT& PTT)

2.2 No. of permanent
faculty with Ph.D.

05

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
	07								07

2.4 No. of Guest and Visiting faculty and Temporary faculty   08   03   NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	03	-
Presented papers	01	03	-
Resource Persons	-	03	-

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

- **Continuing with the modern technique in teaching learning methods.**
- **Adoption of** p**roject oriented teaching methodologies.**

2.7 Total No. of actual teaching days
     during this academic year   177

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   76.4%

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.)	82		6.10	82.93	4.88	93.90
B.Com. (Gen.)	51		7.84	11.77	62.75	82.35
B.Sc. (Hons.)	22		9.09	37.26	-	95.46
B.Sc. (Gen.)	15		-	-	66.67	66.67

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

The college authority analyzes/Monitors:

- **Marks of University exam. (Final & internal assessment) are analyzed and measures are taken accordingly.**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
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	18	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 in reputed Journals/Books**
> - **Motivating teachers for presenting papers at national and international seminars**

3.2   Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		03	02	
Outlay in Rs. Lakhs		1,94,875	1,31,500	

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		14	
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	18 months	UGC	1,31,500	1,31,500
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. | 02 | 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: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized : NIL

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	-		6.41
Class rooms	13	-		13
Laboratories	02	02	College Fund	04
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 has been done partially.**
> · **Library is upgraded with computerization.**

4.3 Library service

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26338	852720	938	170734	27276	1023454
Reference Books	420	192599	-	-	420	192599
e-Books						
Journals	19	104138	-	18125	19	122263
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	08	01	02	01				
Added								
Total	08	01	02	01				

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

- **Linux Operating System has been fully operationalized.**
- **Anti Virus Softwares like Kaspersky & Quick Heal have been installed in all the computers.**
- **Internet access facilities have been made available to the students as well as teachers.**

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.25

ii) Campus Infrastructure and facilities   0.35

iii) Equipments   0.15

iv) Others   0.10

Total :   0.85

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:**
>
> - **Diverse Cultural programmes for instilling values among the students.**
> - **Observation of Inter. Mother Language Day on 21 February (Aantorjatik Maatri Bhasa Dibas)**
> - **Information for career counseling and guidance.**

5.2 Efforts made by the institution for tracking the progression

> - **A full-fledged Anti Ragging Cell is working 24x7, and the Cell for combating sexual harassment is more vigilant.**
> - **Monitoring Career counseling cell.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1024	19	N.A	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
799	76.61

Women

No	%
244	23.40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
626	61	-	18	NIL	705	873	122	01	47	NIL	1043

Demand ratio   100%   Dropout 2%

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

NIL

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

NIL

No. of students benefitted NIL

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level [65] 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 [01] 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	115	52,360.00
Financial support from government	04	10,950.00
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   [NIL]

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 as well as to promote them towards a bright and promising future.**

6.2 Does the Institution has a management Information System

> **The Management Information System is getting advanced and an all out effort to make it up to date is being executed.**

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 innovative endeavors by adding and extending the University prescribed Syllabus.**

6.3.2 Teaching and Learning

- **Basically chalk and talk method is used**
- **Projectors, PPT, Project Works are used in science, humanities and commerce subjects.**
- **Practical Classes are regularly conducted in Science and Commerce streams.**
- **Survey method is also followed in science and Commerce**

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

Three Minor Research Projects are continuing and two have been sanctioned by the U.G.C

6.3.5 Library, ICT and physical infrastructure / instrumentation

Persistent up gradation of technical aids including computer & e-cataloguing through 'Ken soft' software.

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

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	**Free scholarship for poor, minority and meritorious students**

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 declares 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?

NIL

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

Parent-Teachers' meetings are organized and feedback has been taken.

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

> - **A beautiful flower garden is maintained by the college to make the campus eco-friendly.**
> - **We are doing our level best to make the college as eco friendly zone.**
> - **Environmental Awareness programme has been organized.**

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**
> - **Computerisation of office work**
> - **Concession are allowed to the students through our own counseling method.**

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.**
> - **The college has started the PG courses in Commerce.**
> - **We are going to start Honours in English and History and already started General Course in Pure Science.**

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

> ι) **As a result of promulgating research work to the faculties, two Minor Research Projects have been sanctioned by UGC.**
> ιι) **The College continued the concession to the need based students, after thorough counseling**

*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 programme are organized by the College**
- **We are doing our level best to make the college as 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 opportunities for job prospects in the curriculum**

8. **Plans of institution for next year**

- **Extension of UG courses**
- **Extension of College Campus including Class rooms**
- **To construct an Auditorium**

Name: **Dr. Piyali De Maitra**   *Name:* **Dr. Chintaharan Sengupta**

_____11/09/2015_____   _____11/09/2015_____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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

Academic Session-2011-2012

1st July to 8th July	Part –II University Examination
11th July to 26th July	Scheduled Class
27th July to 5th August	Part-I University examination
12th August to 30th September	Scheduled Class
2nd October to 30th October	Puja vacation
1st November to 24th November	Scheduled Class
25th November to 7th December	Mid Term examination
8th December to 24th December	Scheduled Class
25th December, 2011 to 1st January,2012	Winter vacation
2nd January to 24th February	Scheduled Class
27th February to 28th March	Part –III, Part-II, Part-I Test examination
29th March to 24th April	Special Classes
25th April to 30th June	Part-II, Part-I University examination

Feedback from the meeting of the Alumni:

Alumni Association of Sree Chaitanya Mahavidyalaya has met on 20th November 2011, Sunday.

The meeting was Chaired by Sri Abhijit Mitra. This meeting of the Alumni Association was also a remarkable success. A huge number of alumni has met in their *alma mater* and discussed on various issues:

1. The Alumni Association of Sree Chaitanya Mahavidyalaya has resolved to donate some text books to the Library of the college to extend a helping hand to the poor but meritorious students, who cannot afford to buy books, reaffirming their previous resolution.
2. The members of the Alumni Association of Sree Chaitanya Mahavidyalaya have discussed to place a proposal before the college authority for proper and meticulous maintenance of the existing herbal garden of the college.

<u>ANNEXURE-III</u>

An Extract of the Parents'-Teachers' joint Meeting held on 6th November, 2011

in the college premises.

The results of the Test of the 1st year, 2nd Year and 3rd Year have been discussed in details, in the meeting. The parents have ardently requested the college authority to arrange the technicalities and provide enough computer facility to make their wards tech savvy.