The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

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

2012-13

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 2012-13.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*)

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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 2010-11 submitted to NAAC on (29/08/2015)
v.   AQAR 2011-12 submitted to NAAC on (11/09/2015)

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. **06**   Faculty 02

Non-Teaching Staff 01   Students 01   Alumni 01   Others (Parents) 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. | 07 | International | | National | | State | | Institution Level | 07

(ii) Themes

On 03/08/12 (Seminar on Entrepreneurship as Career option), 11/08/12 (Seminar on Govt.-Support welfare scheme), 18/08/12 (Self-employment), 24,30/08/12,03/09/12 (Job opportunities & Career Planning), 07/09/12 (Nutrition & Public Health) : Organized by the College.

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**
- **New UG-courses have been introduced. The courses are- Honours in English and History and General Courses in Education and Sanskrit.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the college authority 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 with innovative methods have been introduced on most of the disciplines.** • **Major and Minor Research Projects by the faculty members.**	• **Teachers have worked to implement Curricular Activities to enhance the performance of the students.** • **One Minor research project is ongoing and Two Minor Research Projects have been sanctioned.**

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.

Part – B

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 [1]
  (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, (iii) Education (Pass), (iv) Sanskrit**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	03	03	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								08

2.4 No. of Guest and Visiting faculty and Temporary faculty   23   03   NIL

2.5 Faculty participation in conferences and symposia:

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

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

> • **Continuing with the modern techniques, like PPT, ICT and Projection in teaching learning methods.**
> • **Adoption of** p**roject oriented teaching methodologies, like Group Discussion and Micro-Teaching, Panel discussion etc.**

2.7 Total No. of actual teaching days
     during this academic year   152

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

03(BOS-Members)

2.10 Average percentage of attendance of students

| 77.5% |

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		13.41	69.51	9.76	96.36
B.Com. (Gen.)	112		-	1.79	74.11	75.9
B.Sc. (Hons.)	30		3.33	80.00	13.33	96.66
B.Sc. (Gen.)	10		10.00	40.00	40.00	90.00
B.A.(Hons.)	24		-	79.17	8.82	87.99
B.A.. (Gen.)	36		-	19.44	61.11	80.55
M.Com.	08		12.00	88.00	00	100.00

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 meticulously and objectively analyzed and required   steps are taken accordingly after the appraisal.

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	
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	16	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		**05**		
Outlay in Rs. Lakhs		**3,26,375**		

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			10
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. | 03 | 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	04	College Fund	17
Laboratories		04	-		04
Seminar Halls		01			01
No. of important equipments purchased ($\geq 1\text{-}0$ lakh) during the current year.					
Value of the equipment purchased during the year (Rs. in Lakhs)					
Others	(i) Gymnasium)	01			01
	(ii) Generator Room		01	College Fund	01
	(iii) Generator	01			01

4.2 Computerization of administration and library

> · **Office of the Principal and the Bursar's office are fully computerized.**
> · **Computerization of the office has proceeded considerably.**
> · **Library is upgraded with computerization.**

4.3 Library service

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27276	1023454	431	90872	27707	1114326
Reference Books	420	192599	2	412	422	193011
e-Books						
Journals	16	122263	0	17179	16	139442
e-Journals						
Digital Database						
CD & Video	30	-	8	-	38	-
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	31	-	-	-				
Total	39	01	02	01				

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

> • **Anti Virus Softwares like Kaspersky & Quick Heal have been installed in all computers.**
> • **Internet access facilities have been made available to the students as well as teachers.**
> · **ISP has been requested to increase the bandwidth.**

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.06

ii) Campus Infrastructure and facilities   3.11

iii) Equipments   0.30

iv) Others   0.31

         Total :   3.78

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.**
> • **Students' Concession is in vogue to support the needy and poor meritorious students.**
> • **Teachers' provide immense support to the students, after their Test examinations, by lending them books from the library from the teachers' own account.**
> • **As the number of female students have increased considerably, all kinds of support system regarding their personal problems is maintained. We provide the sanitary necessities.**

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
1606	16	N.A	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

02

Men
No	%
1179	72.69

Women
No	%
443	27.31

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
873	122	01	47	NIL	1043	1316	216	05	85	NIL	1622

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   34   National level   01   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   19   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	172	67,900.00
Financial support from government	75	1,78,920.00
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)*

> **i)** **Almost cent percent occupancy of the classes, even in the event of the absence of the slated faculty.**
> **ii)** **Exhaustive concession to the need based students, after thorough counselling.**

*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**
> • **To organize National level Seminar**

Name: **Dr. Piyali De Maitra**

Piyali De Maitra.

_____15/10/2015_____

Signature of the Coordinator, IQAC

Name: **Dr. Chintaharan Sengupta**

_____15/10/2015_____

Signature of the Chairperson, IQAC

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

Sree Chaitanya Mahavidyalaya
ESTD-1965
Habra, Prafullanagar

ANNEXURE-I

Academic Session-2012-2013:

1st July to 15th July	University Part-I Examination
16th July to 31st August	Scheduled Classes
30th August	Seminar (Career Counselling)
1st September to 6th September	Scheduled Classes
7th September	Seminar (Nutrition & Public Health)
8th September to 18th October	Scheduled Classes
19th October to 18th November	Puja Vacation
19th October to 8th December	Scheduled Classes
10th December to 16th December	Mid Term Examination
17th December to 24th December	Scheduled Classes
25th December to 1St January-2013	Winter Vacation
2nd January to 5th January	Scheduled Classes
7th January to 14th January	Part-III Test Examination
15th January to 28st February	Scheduled Classes
1st March to 5th March	Part-II Test Examination
6th March to 18th March	Scheduled Classes
20th March to 26th March	Part-I Test Examination
27th March to 30th March	Closed
1st April to 30th June	Part-III, Part-II, University Examinations

ANNEXURE-II

Feedback from the meeting of the Alumni:

Alumni Association of Sree Chaitanya Mahavidyalaya has met on **18th November 2012**, Sunday.

The meeting was Chaired by Sri Probodh Sarkar. A pretty number of ex-students have met in their *alma mater* and discussed on various issues:

1. A couple of members of Alumni Association, who are teaching in the institutions of higher learning, has consented to take some tutorial classes to boost up the quality of the students, especially in the Honours & P.G-classes.

2. The members of the Alumni Association of Sree Chaitanya Mahavidyalaya have tracked the progress of the proper maintenance of the existing herbal garden of the college.

ANNEXURE-III

An Extract of the Parents'-Teachers' joint Meeting held on 2nd December, 2012 in the college premises:

1. The members present in the meeting have praised the college authority for opening new UG courses according to the local demand. They have also urged to the college authority to open more job-oriented courses in the near future.

2. To purchase more Text and reference books in the Library for the new courses and previously running courses as per students' demand.

3. They have thanked the college authority for creating new class rooms for the new subjects.

Students' Feedback:

1. The students are very much delighted that not a single class remained untaken, even if the concerned faculty is not present.

2. Teaching-Learning environment is extremely satisfactory. Relation between teachers and the students are excellent.

3. Library, including reading room is exceedingly good, where more books need to be purchased for the students.

4. The college provides enough logistical supports like, purified and chilled water (during the summer), First Aid facilities, refreshments are provided by canteen by the college. The college is also providing the students two Common Rooms cum Rest rooms (for both ladies & gents). Toilets are clean, hygienic. They demanded more toilets in different places in the campus.

ANNEXURE-V

Best Practice (i)

1. Title of the Practice

"Almost cent percent occupancy of the classes, even in the event of the absence of the slated faculty."

2. Goal

Steadfastness of the Teaching-Learning process should be a preliminary objective of any educational institution. We strive our level best to prevent the loosening of this process.
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3. The Context

Ours is a semi-urban college where most of the students are first generation learners. Moreover, in the prevalent socio-politico-cultural contexts it is very difficult to make a student class bound. At this backdrop, it is one of the best of our intentions and perseverance to retain the students in the class, so that they get zealously involved in the basic pre-condition of being in the college.

4. The Practice

Scheduled classes are mandatorily taken by the teachers. In the event of absence of any teacher, other subject teacher compulsorily fills the gap. In this process all the concerned teachers physically and mentally contemplate towards the optimum allocation.

5. Evidence of Success

The Students' Register will substantially say it all. Even the students, after closely observing the endeavour of the teachers become proactive regarding the occupancy of the classes.

6. Problems Encountered and Resources Required

In the wake of any best endeavours, problems crop up. We have to cater to a large number of students with a dismal number of teachers and limited resources. Each and every department is short of its optimum faculty member and the college is striving to get its optimum size of physical infrastructure.

7. Notes (Optional)

ANNEXURE-VI

Best Practice (ii)

1. Title of the Practice

"Exhaustive concession to the need based students, after thorough counselling."

2. Goal

To disseminate higher education among the disadvantaged rural and semi-urban students who hail chiefly from economically backward echelon of the society.

3. The Context

Ours is a semi-urban college where most of the students are first generation learners and from economically backward classes. In this context, it is our vision to provide equal opportunity for all the students coming from different socio-economic background.

4. The Practice

After the completion of the admission process, applications are invited from the students who belong to the economically backward classes. Students are then called for appearing before the counselling committee for the verification of their evidence provided in the applications. A list of selected students is published after through counselling for concessions regarding their tuition fees, exam fees, etc.

5. Evidence of Success

Students' drop-out rate due to economically backward conditions of their family is arrested.

6. Problems Encountered and Resources Required

In the wake of any best endeavours, problems crop up. We have to cater to a large number of economically backward class students with our limited college fund.

7. Notes (Optional)