

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (for example 2013-14)

2013-14

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/AQAR2013-14.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 st Cycle	B		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 2010-11 submitted 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 2010-11 submitted to NAAC on (29/08/2015)
- v. AQAR 2011-12 submitted to NAAC on (11/09/2015)
- vi. AQAR 2012-13 submitted to NAAC on (15/10/2015)

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	<input type="text"/>	UGC-CPE	<input type="text"/>
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 (2010-11)	<input type="text" value="N.A."/>												
2.11 No. of meetings with various stakeholders:	<table> <tr> <td>No.</td> <td><input type="text" value="07"/></td> <td>Faculty</td> <td><input type="text" value="02"/></td> </tr> <tr> <td>Non-Teaching Staff</td> <td><input type="text" value="02"/></td> <td>Students</td> <td><input type="text" value="01"/></td> </tr> <tr> <td>Alumni</td> <td><input type="text" value="01"/></td> <td>Others (Parents)</td> <td><input type="text" value="01"/></td> </tr> </table>	No.	<input type="text" value="07"/>	Faculty	<input type="text" value="02"/>	Non-Teaching Staff	<input type="text" value="02"/>	Students	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>	Others (Parents)	<input type="text" value="01"/>
No.	<input type="text" value="07"/>	Faculty	<input type="text" value="02"/>										
Non-Teaching Staff	<input type="text" value="02"/>	Students	<input type="text" value="01"/>										
Alumni	<input type="text" value="01"/>	Others (Parents)	<input type="text" value="01"/>										
2.12 Has IQAC received any funding from UGC during the year?	<table> <tr> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>								
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>										

If yes, mention the amount

3, 00,000.00

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

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**
- **Emphasis has been given for installation of renewable energy**
- **Planning for e-waste management**

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
<ul style="list-style-type: none">• Emphasis on Curricular Activities with innovative methods have been introduced on most of the disciplines.• Major and Minor Research Projects by the faculty members.	<ul style="list-style-type: none">• Teachers have worked to implement Curricular Activities to enhance the performance of the students.• Three Minor research projects are ongoing.

* 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

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	01		01	
UG	03		01(Hons.in Food & Nutrition)	NA
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04		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 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.

NIL

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

25

03

NIL

2.5 Faculty participation in conferences and symposia:

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

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

- Continuing with the modern technique in teaching learning methods.
- Adoption of project 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

03(BOS-Members)

2.10 Average percentage of attendance of students

77.8%

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.)	36		8.33	47.22	44.44	99.99
B.Com. (Gen.)	113		-	-	71.68	71.68
B.Sc. (Hons.)	54		9.26	62.96	16.67	88.89
B.Sc. (Gen.)	29		-	27.58	65.52	93.10
B.A. (Hons.)	32		-	93.75	6.25	100.00
B.A.(Gen.)	62		-	29.03	62.90	91.93
M.Com	08		50.00	50.00	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 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	02
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	05
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		3,06375		

3.4 Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals			8
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	-	41,200
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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		17	-		17
Laboratories		04			04
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	(i) Gymnasium	01			01
	(ii) Generator Room	01			01
	(iii) Generator	01	01	College Fund	02

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	27707	1114326	173	29027	27880	1143353
Reference Books	422	193011	9	3052	431	196063
e-Books						
Journals	16	139442	0	22350	16	161792
e-Journals						
Digital Database						
CD & Video	38	-	15	-	53	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	39	01	02	01				
Added	-	-	-	-				
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 the 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	0.02
ii) Campus Infrastructure and facilities	1.13
iii) Equipments	0.21
iv) Others	0.25
Total :	1.61

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 International Mother Language Day on 21 February (Aantorjatic Maatri Bhasa Dibas)

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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1939	15	N.A	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1418	72.57		536	27.43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1316	216	05	85	NIL	1622	1573	261	03	117	NIL	1954

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

No. of students benefitted

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	Number of Students Placed

5.8 Details of gender sensitization programmes

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	155	65,700.00
Financial support from government	111	6,00,300.00
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:

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
- To purchase new Text and reference books in the Library.
- To open a N.S.S – Unit in the college.

Name: **Dr. Piyali De Maitra**

Name: **Dr. Chintaharan Sengupta**

Piyali De Maitra.

[Signature]

15/10/2015

15/10/2015

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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



ANNEXURE-I

Academic Session-2013-2014

1 st July to 30 th July	Admission Duty
31 st July to 20 th August	Scheduled Classes
20 st August to 12 th September	University Part-I Examination
14 th September to 26 th September	Closed
27 th September to 9 th October	Scheduled Classes
10 th October to 7 th November	Puja Vacation
8 th November to 24 th November	Scheduled Classes
25 th November to 10 th December	Mid Term Examination
11 th December to 24 th December	Scheduled Classes
25 th December to 1 st January-2014	Winter Vacation
1 st January to 16 th January	Scheduled Classes
17 th January & 18 th January	Seminar
19 th January to 8 th February	Scheduled Classes
10 th February to 14 th February	Part-III Test Examination
18 th February to 14 th March	Scheduled Classes
19 th March to 31 st March	Part-II Test Examination
1 st April to 6 th April	Scheduled Classes
7 th April to 10 th April	Part-I Test Examination
11 th April to 30 th April	Special Classes
1 st May to 30 th June	University Examination

ANNEXURE-II

Feedback from the meeting of the Alumni:

Alumni Association of Sree Chaitanya Mahavidyalaya has met on **3rd November 2013**, Sunday.

The meeting was Chaired by Sri Sanjay Lal Das. A considerable number of former students have congregated in the college.

1. The Alumni Association of Sree Chaitanya Mahavidyalaya has highly applauded the endeavours made by the alumni who are taking tutorial classes in order to provide more quality teaching to the meritorious students.
2. The Alumni Association of Sree Chaitanya Mahavidyalaya has further appreciated the efforts given by the teachers in taking classes in a rigorous manner without letting any class go vacant. They have lauded this practice worth praising in the present scenario.

ANNEXURE-III

An Extract of the Parents'-Teachers' joint Meeting held on 10th November, 2013 in the college premises.

1. The results of the Test of the 1st year, 2nd Year and 3rd Year have been discussed in details, in the meeting. The parents were highly appreciative of the manner in which the classes are taken zealously by the members of the faculty both in quantitative and qualitative senses.
2. They have suggested for opening new UG/PG courses in the college as far as practicable.
3. They have also proposed to add more co-curricular activities for the students in the college such as N.S.S, N.C.C – Unit, etc in the near future.

ANNEXURE-IV

Students' Feedback:

1. The students are very much delighted that no class remained untaken, even if the concerned slated faculty is not present.
2. Teaching-Learning environment is satisfactory and the relation between teachers and the students are excellent.
3. Library, including reading room is exceedingly good, where nice books are available for the students, but more reference books, magazines and journals may be purchased.
4. The college provides enough logistical supports like, purified and chilled water for the students; First Aid facilities, refreshments are provided by canteen subsidized by the college. The college is also providing the students two Common Rooms cum Rest rooms (both ladies & gents). Toilets are clean and may be more hygienic. They demanded more toilets in different places in the campus.
5. The students' are fervidly demanding the facility of a Girls' Hostel in the campus.
6. They have also demanded to open the newly created Auditorium as early as possible.

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.

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)