The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*   **2014-15**

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 2013-14.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	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)
  v.   AQAR 2011-12 submitted to NAAC on (11/09/2015)
 vi.   AQAR 2012-13 submitted to NAAC on (15/10/2015)
vii.   AQAR 2013-14 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 ☐   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   `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**

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

2.11 No. of meetings with various stakeholders: No. **07**   Faculty `02`

Non-Teaching Staff `02`   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 ☐

2.13 Seminars and Conferences (only quality related)

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

Total Nos. `07`   International ☐   National `02`   State ☐   Institution Level `05`

     (ii) Themes

> 1. 13-14/11/2014 (Humer: Effect in Literature, Stage and Screen),
> 2. 26-27/02/2015 (Traditional Indian Philosophy and Business Ethics...)
> 3. 19-20/09/2014 (Software Training for M.com)
> 4. 2-3/12/2014 (Software Training-B.Com)
> 5. 9-11/12/2014 (-------do-----------------)
> 6. 18-20/12/2014 (---------do--------------)
> 7. 6-10/01/2015 (------------do-------------)

2.14 Significant Activities and contributions made by IQAC

> IQAC as well as 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 solid waste management and an all out effort to prevent pollution in the campus.**

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.** • **The Minor Research Projects granted by the UGC have been successfully submitted by the researchers.**

   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		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 [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.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	08	03	01 (Principal)	04 (CWTT& PTT)

2.2 No. of permanent faculty with Ph.D.

07

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
	02								02

2.4 No. of Guest and Visiting faculty and Temporary faculty   21   02   NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	36	-
Presented papers	01	08	-
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   135

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   76%

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.)	65		7.69	84.62	6.15	98.46
B.Com. (Gen.)	91		Nil	Nil	42.86	57.14
B.Sc. (Hons.)	43		Nil	76.74	11.63	88.37
B.Sc. (Gen.)	47		4.26	17.02	76.60	97.87
B.A. (Hons.)	80		Nil	82.50	16.25	98.75
B.A.(Gen.)	198		0.51	21.21	60.10	81.82
M.Com	07		100	-	-	100

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

The IQAC analyzes/Monitors:

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
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 (Short term course)	02

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	04
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> **The IQAC/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		01		04
Outlay in Rs. Lakhs		90,500		2,15,875

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		6	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. | 02 | Chapters in Edited Books | 02 |

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 | NIL |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		UGC-ERO			

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   01

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 [04]   Any other [ ]

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

- Thalasemia Awareness Programme
- N.S.S Special Camp in the adopted village
- Entrepreneurship development survey
- Health and environment awareness programme

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 (≥ 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	02	-		02

4.2 Computerization of administration and library

> · **Computerization of the Library has been done with the installation of a new and user friendly, Library Management software KOHA.**
> · **Library has subscribed to e-resource, i.e. e-journals and e-books for the greater common good of the users of the library, from INFLIBNET through NLIST programme.**

4.3 Library service

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27880	1143353	383	58601	28263	1201954
Reference Books	431	196063	06	1246	437	197309
e-Books			93809	5000	93809	5000
e- Journals			6247		6247	
Journals	16	161794	0	21852	14	183644
Digital Database						
CD & Video	53	-	30	-	83	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	39	01	02	01				
Added	03	-	10	-				
Total	42	01	12	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

> 0.063

ii) Campus Infrastructure and facilities

> 0.52

iii) Equipments

> 0.075

iv) Others

> 0.087

Total :

> 0.745

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college authority and IQAC organized the following programme:

- **Diverse Cultural programmes for instilling values among the students.**
- **Observation of International Mother Language Day on 21 February (Aantorjatik Maatri Bhasa Dibas)**
- **Observance of birth anniversary of the Iron Man of India Sardar Ballavbhai Patel, on 31st October, 2014 as per directive of the University Grants Commission.**
- **Organized Two UGC Sponsored National Seminar on 13th &14th November, 2014 and on 26th & 27th February, 2015 of departments of Bengali & English and department of Commerce respectively.**

5.2 Efforts made by the institution for tracking the progression

> - **A full-fledged Anti Ragging Cell is working 24x7,**
> - **Cell for combating sexual harassment is still persisting but no such report has been made till date.**
> - **Carrier counseling cell is running successfully and organizing Seminars regularly.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2089	15	N.A	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

	No	%
Men	1336	63.48

	No	%
Women	768	36.52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1573	261	03	117	NIL	1954	1469	435	07	189	04	2104

.

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   **12**   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   **08**   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	178	75,200.00
Financial support from government	172	42,56,900.00
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   [02]

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

> **One Minor Research Project is continuing and four have been submitted to the U.G.C.**

6.3.5   Library, ICT and physical infrastructure / instrumentation

> **Persistent up gradation of technical aids including computer & e-cataloguing through 'KOHA' Library Management 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

> **Faculty: 05 (Through W.B. College Service Commission), Non-Teaching Staff-01.**

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**
> • **Computerization 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.**

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."**

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 a boundary wall surrounding the college-campus.**
> • **To prepare a Smart class-room.**

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

_____17/10/2015_____   _____17/10/2015_____

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

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

ANNEXURE-I

Academic Session: 2014-2015

2nd July to 4th July-2014	W.B.S.U. Part-III Gen. Examination
7th July to 11th July -2014	Part-III Gen. Practical Exam.
16th July 31st July-2014	Schedule Class
4th August to 7th August-2014	W.B.S.U. Part-II Hons. Examination
8th & 9th August-2014	Schedule Class
10th to 23rd August-2014	W.B.S.U. Part-II Gen. Examination
25th to 31st August-2014	Schedule Class
1st September to 5th September-2014	Schedule Class
11th September to 25th September-2014	W.B.S.U. Part-I Hons. Examination
26th September to 29th September-2014	Schedule Class
30th September to 26th October-2014	Puja vacation
27th October to 30th October-2014	Schedule Class
1st November to 12th November-14	Schedule Class
13th November to 14th November-14	U.G.C Sponsored National Seminar
17th November to 30th November-14	Schedule Class
27th November-14	Thalasemia Programme (N.S.S)
1st December to 24th December-14	Schedule Class
25th December to 1st January-15	Closed
2nd January to 31st January-15	Schedule Class
2nd February to 24th February-15	Schedule Class
18th February to 16th February-15	Part-III Test Exam.
27th February & 28th February-15	U.G.C. Sponsored National Seminar
3rd March to 21st March-15	Schedule Class
23rd March to 31st March-15	Part-II Test Exam.
2nd April to 5th April-15	Closed
6th April to 13th April-15	Part-II Test Exam.
14th April & 15th April-15	Closed
16th April to 23th April-15	Part-II Test Exam.
24th April-15	NSS Meeting
25th April-15	Closed
27th April to 30th April-15	Special class of Part-I & Part-II
2nd May to 7th May-15	Special class of Part-I & Part-II
8th May to 20th May-15	W.B.S.U. Part-III Hons. Examination
21th May to 31st May-15	Recess
1th June to 11th June-15	Recess
12th June to 19th June-15	W.B.S.U. Part-III Gen. Examination duty
20th June to 26th June-15	W.B.S.U. Part-III Practical Examination (Internal)
27th June to 30th June-15	Recess

ANNEXURE-II

Feedback from the meeting of the Alumni:

Alumni Association of Sree Chaitanya Mahavidyalaya has met on **16th November 2014**, Sunday.

The meeting was chaired by Dr Amit Majumdar. It was a splendid congregation of the former students.

1. The Alumni Association of Sree Chaitanya Mahavidyalaya has highly applauded the excellent academic ambience of the College.

2. Moreover, during the period of 2014-15 two UGC Sponsored National Level Seminars were held in the college, which were also eulogized by the Alumni. In the seminar, organized by the Department of Commerce, some members from the Alumni Association were present in the seminar. A few from the Alumni members have also presented papers in the seminar. The members of the Alumni have acclaimed these endeavours made by the college.

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ANNEXURE-III

An Extract of the Parents'-Teachers' joint Meeting held on 23rd November, 2014 in the college premises.

1. The members present in the meeting have appreciated the construction of the Girls' Hostel of the College which is running in a full-fledged way. They praised the effort as it fulfils the long awaited demand of the parents as well of the students.

2. They have also congratulated the college authority for the newly created and launched Auditorium in the campus with a capacity of 400 seats and a big Dias in the front.

3. They have suggested organizing different academic and cultural programme in the Hall throughout the year.

4. The parents were highly appreciative the result of the Post Graduate Department of the Commerce (M.Com) along with the result of the U.G. Courses.

ANNEXURE-IV

Students' Feedback:

1. The students are delighted that not a single class remained untaken, even if the concerned slated 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 ample books are available for the students.

4. The college provides enough logistical supports like, purified and chilled water, First-Aid facilities, refreshments are provided by the canteen subsidized by the college.

5. The college is also providing the students with two Common Rooms cum Rest rooms (for both ladies & gents). Toilets are clean, hygienic. They also demanded more toilets in different places in the campus.

6. The College has two hostels, one for the Girls' and another for the Boys'. All the basic amenities are available in the hostels.

7. They have appreciated for opening a new Auditorium where several academic programme like Seminar, Workshop and cultural programme may be organized throughout the year.

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)