The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*   **2015-16**

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)* | **WBCOGN13365**

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)
viii.   AQAR 2014-15 submitted to NAAC on (17/10/2015)

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
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 (2015-16) | 09 |

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

Non-Teaching Staff | 02 | Students | 01 | Alumni | 02 | 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. | 06 | International ☐   National ☐   State ☐   Institution Level | 06 |

(ii) Themes

1. **07-12/12/2015 (Software Training for B.com)**
2. **15-17/12/2015 (Software Training for B.Com)**
3. **12/03/2014 Entrepreneurship Motivational Camp)**
4. **23-29/04/2016 (Software Training for M.com)**
5. **Workshop on Kanyashree Prakalpa on 16.07.2015**
6. **Workshop on assessment and accreditation by NAAC on 14th Sept, 2015**

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**
- **Initiative has been taken for installation of Solar Energy**
- **Efforts have been made to make the campus plastic free 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 ICT based Teaching-Learning methods in most of the disciplines.** • **Major and Minor Research Projects by the faculty members.**	• **Teachers use smart class room for delivering their lectures to enhance the performance of the students.** • **Two Minor Research Projects have been granted by the UGC in the last month.**

   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 (M. Com.).	
UG	06		02(Food & Nutrition)	NA
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	07		03	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01(P.G.)
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 from 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.

08

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

12		02		NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	12	04
Presented papers	01	08	01
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

189

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%

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.)	73		5.48	43.84	45.21	94.53
B.Com. (Gen.)	84		Nil	Nil	84.52	84.52
B.Sc. (Hons.)	12		16.67	66.67	Nil	83.34
B.Sc. (Gen.)	34		8.82	Nil	76.47	85.29
B.A. (Hons.)	60		Nil	85	15	100
B.A.(Gen.)	263		17.87	Nil	65.4	83.27
M.Com	01		100	Nil	Nil	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	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	Nil
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Short term course)	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	03	05	15
Technical Staff	01			01

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		0.90		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04		
Non-Peer Review Journals		11	12
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.   [-   ]   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 | NIL |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					03
Sponsoring agencies					College

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 : Nil

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 | Nil |
   and students registered under them | Nil |

3.19 No. of Ph.D. awarded by faculty from the Institution | 00 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | Nil | SRF | Nil | Project Fellows | Nil | Any other | Nil |

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 :

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

- Entrepreneurship Motivational camp
- Health check-up camp at 'Putia' village
- Tree plantation
- Cleanliness drive in the locality

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		6.41acre	-		6.41
Class rooms		17	06	college	23
Laboratories		04	-		04
Seminar Halls		01	-		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.					Nil
Value of the equipment purchased during the year (Rs. in Lakhs)					Nil
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	28263	1201954	66	27618	28329	1229572
Reference Books	437	197309	188	75909	625	273218
e-Books	93809	5000	41191	5725	135000	10725
e- Journals	6247		0		6247	
Journals	14	183644	0	28770	14	212414
Digital Database	-	-	-	-	-	-
CD & Video	83	-	19	-	102	-
Others (specify)	-	-	60	-	60	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	42	01	02	01	00	01	01	00
Added	07	00	15	00	00	00	01	01
Total	49	01	17	01	00	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   0.24

 ii) Campus Infrastructure and facilities   7.75

iii) Equipments   0.26

iv) Others   0.28

                                    Total :   **8.28**

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:

- **Providing inspiration for organizing Departmental seminars, workshops and special lectures.**
- **Workshop on Kanyashree Prakalpa on 16.07.2015**
- **Celebration of Golden Jubilee of the college on Aug. 17th, 2015**
- **NSS special camp at Putia village on 3rd Sept, 2015**
- **Workshop on assessment and accreditation by NAAC on 14th Sept, 2015**
- **Celebration of Yuvashakti Divas in collaboration with the B.D.O. office, Habra on 17th Sept, 2015**
- **Diverse Cultural programmes and sports (held on 28.01.2016 and 21.01.2016 respectively) for instilling values among the students.**
- **Observation of International Mother Language Day on 21st February (Aantorjatik Maatri Bhasa Dibas) and International Women's Day on 08.03.2016**

5.2 Efforts made by the institution for tracking the progression

> - **An Anti Ragging Cell is working.**
> - **Cell for combating sexual harassment is still persisting.**
> - **Career Development Cell is working fruitfully.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2078	06	N.A	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
1225	58.95

Women

No	%
853	41.05

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1469	435	07	189	04	2104	1439	402	11	225	01	2078

.

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

> Career counselling cell of our college is functioning by way of taking few programmes like entrepreneurship development camp in collaboration with MSME and a rural bank. The cell has started a training programme in association with TCS and 9 of the trainees have already got the employment opportunity.

No. of students benefitted | 09+

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

On the occasion of International Women's Day one seminar on women empowerment was organized.

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	220	1,42,815.00
Financial support from government		
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 put the innovative endeavors by adding and extending the University prescribed Syllabus.

6.3.2   Teaching and Learning

> - **Traditional lecture method is combined with modern interactive method.**
> - **Seminars, workshops, debate, group discussion etc. are used as effective methods of teaching – learning.**
> - **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. Mid-Term tests and Test Examinations are conducted by the college to assess the students' progress and thus strategy is modified for the betterment of the students.**

6.3.4   Research and Development

> **Nil**

6.3.5   Library, ICT and physical infrastructure / instrumentation

> **Persistent up gradation of technical aids including computer & e-cataloguing through 'Koha' software has been done.**

6.3.6   Human Resource Management

> **Under the supervision of the 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 – 0 (Permanent)**
> **Non teaching staff – 06**

6.3.8   Industry Interaction / Collaboration

> **The Department of Food & Nutrition took their students to the dairy industries like The Mother Dairy Farm, Haringhata Farm, to the Bakery industry, Raja Biscuits etc for more industry exposure and interaction of their students.**

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. The whole process of admission is done on-line.**

6.4 Welfare schemes for:

Teaching	**NA**
Non teaching	**The college gives ex-gratia to the non-teaching staff members. The group-D staff are provided with winter dresses.**
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			YES	G.B.

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 in a meeting 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 staff through 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 an eco friendly zone.**
> - **Environmental Awareness programme has been organized.**
> - **A herbal garden is maintained in the college campus.**

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 and automation of office and library.**
> - **Concessions in tuition fees and examination fees are allowed to the poor & meritorius students.**

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 on obtaining the goals and objectives of the institution.**
> - **The college has started the PG course in Commerce.**
> - **We are going to introduce Honours in Sanskrit, Education and Human Development and P.G. course in Bengali.**

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

> i) **In absence of any faculty, his/her scheduled classes are taken by any other concerned subject teacher for the benefit of the students.**
> ii) **Exhaustive concessions are accorded to the needy students, after thorough checking of their profile.**

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**
> • **Tree Plantation and Adoption programmes are organized by the College**
> • **We are doing our level best to make the college as a plastic free zone**
> • **Clean Campus and Clean Locality programmes are taken up.**
> • **Rain water is harvested.**
> • **Installation of solar power plant is under process.**

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 staff**
> • **Opportunities: Scope for all round development for the students, especially, the first generation learners with special emphasis on value education.**
> • **Threats: Drop-out rate, though declining, is still a threat.**

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

> • **Extension of UG courses**
> • **Extension of College Campus including Class rooms**
> •   **To install a solar power plant**
> • **To install CCTV surveillance inside the campus.**
> •   **To install sufficient Fire extinguishers in the campus**
> • **To install a Biometric device in the Office**

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

_____*23/09/2016*_____   _____*23/09/2016*_____

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

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

ANNEXURE-I

Academic Calendar (Session: 2015-2016)

1st July to 9th July-2015	College Admission
10th July to 17th July -2015	Schedule Class
18th July-2015	Closed
20th July to 27th July -2015	Schedule Class
29th July to 14th August-2015	W.B.S.U. Part II Examination
15th August -2015	Independence Day Celebration
17th August-2015	Golden Jubilee Celebration
21st August to 31st August-2015	Schedule Class
1st September to 4th September-2015	Schedule Class
5th September-2015	Closed
7th September to 17th September-2015	Schedule Class
18th September -2015	Closed
19th September to 24th September -2015	Schedule Class
25th September-2015	Closed
26th September to 1st October -2015	Schedule Class
2nd October-2015	Closed
3rd October to 11th October-2015	Schedule Class
12 October-2015	Closed
13th October to 17th October -2015	Schedule Class
19th October to 15th November -2015	Puja Vacation
16th November to 30th November -2015	Schedule Class
1st December to 4th December -2015	Mid Term Examination
7th December to 23rd December -2015	Schedule Class
24th December -2015	Closed
25th December 2015 to 1st January 2016	Closed

2nd January to 20th January-2016	Schedule Class
21st January-2016	Annual Sports
22nd January to 26th January-2016	Closed
28th January-2016	Cultural Competition
29th January to 30th January-2016	Schedule Class
2nd February to 6th February -2016	Part-III Test Examination
8th February to 12th February-2016	Schedule Class
13th February to 15th February-2016	Closed
17th February to 20th February-2016	Schedule Class & special Class for Part-III
21st February-2016	International Mother Language Day Celebration
22nd February to 24th February-2016	Schedule Class & special Class for Part-III
25th February-2016	Closed
26th February to 28th February-2016	Schedule Class & special Class for Part-III
2nd March to 7th March-2016	Schedule Class
8th March-2016	Seminar & NSS Programme for Womens' Day Celebration
9th march to 22nd March-2016	Schedule Class
23rd March to 27th March -2016	Closed
29th March to 8th April-2016	W.B.S.U. Part-III Honours Examination
11th April to 21st April-2016	Part-II Test Examination
22nd April to 30th April-2016	Special Class
2nd May to 7th May-2016	Part-I Test Examination
9th May to 13th May-2016	W.B.S.U. Part-III General Examination
16th May to 31st May-2016	W.B.S.U. Part-III Practical Examination
1st June to 14th June-2016	College Admission
15th June to 30th June-2016	W.B.S.U. Part-II Honours & General Examination

ANNEXURE-II

Feedback from the meeting of the Alumni (held on 26/07/2015):

1. The house unanimously resolves that all the members should participate in the Golden Jubilee Celebration of the college commencing from 17th August, 2015. It is also resolved that the Association will contact all the ex- students through different media.
   At the same time some of the members expressed their willingness to perform in the cultural programme.

2. Probodh Sarkar, an eminent alumni, informs the house that the college is preparing itself for the 2nd cycle assessment for NAAC accreditation and that the members of the Association have to play crucial role for the said purpose. Participating in the discussion Dr. Amit Majumder reports that the Peer Team of NAAC is supposed to meet the Alumni Association.
   The house unanimously resolves that the Association will prepare itself to face the Peer Team so as to boost up the image of the college.

3. The house unanimously resolves that steps will be taken for registration of Alumni Association of Sree Chitanya Mahavidyalaya as the registration is very essential for future programmes.

4. The house has decided to donate some books to the college library for the benefit of the students. The secretary is authorized to communicate the college and obtain permission from the college authority in this regard.

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ANNEXURE-III

Feed Back from Parent-Teachers Meeting:

1. The members present in the meeting, **dated 05/11/2015**, have agreed upon the point that the attendance of the students in both theoretical and practical classes should be assured.

2. Resolved unanimously by the house that the students will be motivated to participate in the seminars, workshops, special lectures and cultural programmes organized by different departments in particular and by the college in general.

3. The guardians present in the meeting have appreciated the endeavour of the Departments of English, Bengali and Commerce in organizing Departmental Seminars and Special Lectures.

4. The timely publication of the students' magazine *Prahna* was highly appreciated in the house.

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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 and 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 programmes like Seminar, Workshop and cultural programme may be organized throughout the year.

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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)