

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (for example 2013-14)

2016-17

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.

09874210461

Name of the Head of the Institution:

Dr. Subrata Chatterjee
(Principal)

Tel. No. with STD Code:

03216-237189

Mobile:

07003098336

Name of the IQAC Co-ordinator:

Dr. Pulakesh Sen

Mobile:

08348820680

IQAC e-mail address:

iqac.scm@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN13365

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)

EC(SC)/18/A&A/93.2; dt. Nov 05, 2016

1.5 Website address:

www.scmhabra.org

Web-link of the AQAR:

http://www.scmhabra.org /AQAR 2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.80	2007	5 Years
2	2 nd Cycle	B	2.45	2016	5 Years
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))

- AQAR 2007-08 submitted to NAAC on (10/11/2008)
- AQAR 2008-09 submitted to NAAC on (11/08/2015)
- AQAR 2009-10 submitted to NAAC on (25/08/2015)
- AQAR 2010-11 submitted to NAAC on (29/08/2015)
- AQAR 2011-12 submitted to NAAC on (11/09/2015)
- AQAR 2012-13 submitted to NAAC on (15/10/2015)
- AQAR 2013-14 submitted to NAAC on (15/10/2015)
- AQAR 2014-15 submitted to NAAC on (17/10/2015)
- AQAR 2015-16 submitted to NAAC on (23/09/2016)

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	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<div style="border: 1px solid black; height: 30px; width: 300px;"></div>								

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	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>		
University with Potential for Excellence	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>	UGC-CPE	<div style="border: 1px solid black; width: 110px; height: 25px;"></div>
DST Star Scheme	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>	UGC-CE	<div style="border: 1px solid black; width: 110px; height: 25px;"></div>
UGC-Special Assistance Programme	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>	DST-FIST	<div style="border: 1px solid black; width: 110px; height: 25px;"></div>
UGC-Innovative PG programmes	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>	Any other (<i>Specify</i>)	<div style="border: 1px solid black; width: 110px; height: 25px;"></div>
UGC-COP Programmes	<div style="border: 1px solid black; width: 80px; height: 25px;"></div>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<div style="border: 1px solid black; width: 140px; height: 25px; text-align: center;">06</div>
2.2 No. of Administrative/Technical staff	<div style="border: 1px solid black; width: 140px; height: 25px; text-align: center;">01</div>
2.3 No. of students	<div style="border: 1px solid black; width: 140px; height: 25px; text-align: center;">01</div>
2.4 No. of Management representatives	<div style="border: 1px solid black; width: 140px; height: 25px; text-align: center;">01</div>
2.5 No. of Alumni	<div style="border: 1px solid black; width: 140px; height: 25px; text-align: center;">01</div>
2. 6 No. of any other stakeholder and community representatives	<div style="border: 1px solid black; width: 140px; height: 25px; text-align: center;">01</div>
2.7 No. of Employers/ Industrialists	<div style="border: 1px solid black; width: 140px; height: 25px;"></div>

2.8 No. of other External Experts

2.9 Total No. of members

11

2.10 No. of IQAC meetings held (2016-17)

04

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

01

Non-Teaching Staff

01

Students

01

Alumni

01

Others (Parents)

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

State

Institution Level

07

(ii) Themes

Sl.No.	Date	Theme
1.	19.07.2016	Seminar on 'New Career Avenues in Computerized Environment'
2.	23.08.2016	Seminar on 'Drug-addiction & its remedial measures'
3.	23.08.2016	Azadi-70 Programme
4.	31.08.2016	Self development Workshop for students
5.	08.09.2016	Departmental Seminar in the Dept. Of Bengali
6.	28.11.2016 – 30.11.2016	Workshop on 'IT-applications in Business'
7.	24.01.2017 – 25.01.2017	IT-Workshop on DBMS
8.	28.02.2017	Students Career Planning Programme
9.	21.06.2017	Entrepreneurship Motivational Camp
10.	29.06.2017	Youth Camp on Behavioural changes

2.14 Significant Activities and contributions made by IQAC

IQAC as well as the college authority encourages the following activities on

- IQAC encouraged the departments to organize Seminars, Workshop, Special lectures for the improvement of the teaching-learning process.
- IQAC collected and analyzed the feedback responses by the students and other stakeholders.
- Efforts have been made to make the campus clean & plastic free to prevent pollution in the campus.
- CCTV – Surveillance have been installed in different places of the college campus and monitored regularly.
- Fire extinguishers have been installed in different floors, Laboratories and other vulnerable positions of the premises.
- Biometric device for attendance of Teaching & Non-teaching staff has been installed and is in operation.

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 ICT based Teaching-Learning methods in most of the disciplines. • To conduct mid-term & supplementary examinations for the improvement of the weaker students. • To organize special invited lectures by external resource persons to broaden students' knowledge arena. 	<ul style="list-style-type: none"> • Teachers use smart class room for delivering their lectures to enhance the performance of the students. • These types of examinations have been conducted by different departments during and towards the end of the session. • Department of Commerce and Bengali organized invited lectures separately.

* 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 the IQAC 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 (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* (On all aspects)

Alumni	<input type="text" value="1"/>	Parents	<input type="text"/>	Employers	<input type="text"/>	Students	<input type="text" value="1"/>
Mode of feedback :	Online	<input type="text"/>	Manual	<input checked="" type="text" value="✓"/>	Co-operating schools (for PEI)	<input type="text"/>	

**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
	11	05	03		03 (CWTT& PTT)

2.2 No. of permanent faculty with Ph.D.	06
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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	28	02	NIL
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	08	06
Presented papers	01	03	02
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 in different subjects.**
- **Departmental seminars are regularly organized where the students get the opportunity to have an exposure of the recent developments and interact with eminent persons of their subjects.**
- **Students are encouraged to give talks and PPT presentations in their seminars. Students are escorted by the teachers to attend seminars in other institutions.**
- **Remedial classes are taken for weaker students.**

2.7 Total No. of actual teaching days during this academic year	176
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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.**
- **However the college has introduced Mid-term & Supplementary test examinations to improve the teaching-learning process of the students, basically, the weaker section students.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

04

2.10 Average percentage of attendance of students

62%

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.)	72		5.56	40.8	46.7	93.06
B.Com. (Gen.)	61		0	10.5	59.99	70.49
B.Sc. (Hons.)	08		25	50	25	100
B.Sc. (Gen.)	46		10.87	22.3	34.22	67.39
B.A. (Hons.)	57		0	70.99	25.5	96.49
B.A.(Gen.)	232		0.86	22.39	60.8	84.05
M.Com	14		71.43	21.43	7.14	100

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

The IQAC analyzes/Monitors:

- IQAC observes the Marks of the students in the University exam. (Final & internal assessment) and subsequent measures are taken accordingly.
- IQAC coordinates the function of different cells and committees. The members of IQAC are included in such bodies.
- IQAC initiates the departments to organize seminars and special lectures. IQAC particularly monitors the organization of Departmental Student' Seminars.
- IQAC collect and analyse the 'Feedback' responses from stake holders and modification in the teaching –learning process is done accordingly.
- IQAC coordinates for publication of departmental wall magazines.

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	01
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		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 has taken the following initiatives:

- It promotes the Research activities through Minor and Major Projects
- Motivates the teachers for publication in reputed Journals/Books as well as for presenting papers at national and international seminars
- IQAC intimates the faculties about the various grants available and carries out the necessary formalities for submission of the projects.
- Computers have been added in the Library for the faculties, exclusively for research work.
- IQAC has taken active role in the upgradation of the library, especially in the procurement of Journals and e-journals.

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			02	
Outlay in Rs. Lakhs			2.00 Lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03		
Non-Peer Review Journals		09	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	02	UGC	4.5 Lakhs	
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					02
Sponsoring agencies					College Fund

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
and students registered under them

 Nil

 Nil

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

 03

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

College level

 100

State level

National level

International level

3.22 No. of students participated in NCC events: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized :

University forum	<input type="text"/>	College forum	<input type="text" value="03"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="05"/>	Any other <input type="text"/>

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

- Independence Day, Republic Day and College Foundation Day have been celebrated.
- Entrepreneurship Motivational camp has been organized.
- Health check-up camp & Blood Donation Camp have been organized.
- Seminar on 'Drug-addiction & its remedial measures' has been organized by the NSS.
- Self development Workshop for students has been organized by Dr. S.Saha.
- Youth Camp on Behavioural changes by NSS Unit of the college.
- Students Career Planning Programme has been organized.
- Azadi-70 Programme by NSS Unit.

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	02		06
Seminar Halls		01	01		02
No. of important equipments purchased (\geq 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 the Library Management software KOHA.
- Library has subscribed to e-resource, i.e. e-journals and e-books for 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	28329	1229572	132	73404	28461	1302976
Reference Books	625	273218	333	254095	958	527313
e-Books	135000	10725	300000	5750	313500	16475
e- Journals	6247		0		6247	
Journals	13	212414	2	14867	15	227281
Digital Database	12672	-	516	-	13188	-
CD & Video	102	-	12	-	114	-
Others (Gifted books)	60	-	23	-	83	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	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.
- The college campus has been upgraded as a Wi-Fi zone.
- Students can access internet free of cost in the Campus.
- Students can access internet in the 'browsing zone' of the library, free of cost.
- Students also get knowledge of the relevant software in accordance with their curriculum.
- All the faculties are computer literate and some of them use ICT, Projector for teaching.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.50
ii) Campus Infrastructure and facilities	15.15
iii) Equipments	2.50
iv) Others	1.60
Total :	20.75

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:

- Seminar on ‘New Career Avenues in Computerized Environment’
- Entrepreneurship Motivational camp
- Health check-up camp
- Seminar on ‘Drug-addiction & its remedial measures’
- Self development Workshop for students
- Youth Camp on Behavioural changes
- Students Career Planning Programme
- Azadi-70 Programme

5.2 Efforts made by the institution for tracking the progression

- An Anti Ragging Cell is working.
- Students’ Grievance Redressal Cell is working.
- Sexual harassment Redressal Cell is working.
- Career Development Cell is working fruitfully.
- Right to information Cell is also working.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1886	18	N.A	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%
918	48.21

Men

Women

No	%
986	51.79

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1439	402	11	225	01	2078	1168	456	14	266		1904

Demand ratio 97%

Dropout 3%

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

NIL

NIL

No. of students beneficiaries

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 more than 20 of the trainees have already got the employment opportunity.

No. of students benefitted

25 +

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

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 15 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

Financial support from different sources		Number of students	Amount
Financial support from institution		586	Rs. 1,17,200/-
Financial support from government	Kanyashree Prakalpa	231	Rs. 57,75,000/-
	SC - Stipend	291	Rs. 12,80,400/-
	ST - Stipend	06	Rs. 33,600/-
	OBC – A – Stipend	46	Rs. 1,74,800/-
	OBC – B – Stipend	109	Rs. 4,14,200/-
	SVMCM, WB	23	Rs. 2,30,000/-
	CM-Fund (Nabanna)	36	Rs. 3,60,000/-
	WBHED	29	Rs. 2,90,000/-
Financial support from other sources	TATA/Jindal/Birla	06	Rs. 60,000/-
Number of students who received International/ National recognitions		Nil	Nil

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: _____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.
- Project oriented classes are organized whenever and wherever feasible.
- 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 WBSU.
- 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.
Suscription of e-books and e-journals.
Web site is regularly updated to incorporate day to day happenings of the college.
College has been growing up physically through extension and expansion of the building.
Advanced laboratory equipments as well as instruments are in brought place.

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.**
- **Faculty members are inspired to participate in orientation programmes and refresher courses.**

6.3.7 Faculty and Staff recruitment

Faculty – 0 (Permanent)
Non teaching staff – 10 on casual basis

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.

Affirmative Action Program jointly organized with TCS.

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.**
- **Tree Plantation has been done around the College Play-ground.**

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 & meritorious 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 Honours in Sanskrit, Education and Human Development.**
- **The process of introducing new subjects and PG course in different existing UG subjects have already initiated.**

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.**




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 permanent 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 existing UG courses**
- **Extension of College Campus including Class rooms**
- **Implementation of new PG courses**
- **Implementation of new career-oriented courses**
- **New initiatives to improve the Teaching-learning process**
- **Implementation of Solar Power plant**
- **Imparting students in different co-curricular activities.**

 Name: Dr. Pulakesh Sen (Coordinator, IQAC) Co-Ordinator IQAC Sree Chaitanya Maha Vidyalaya Prafullanagar, Habra, 24 Pgs. (N) Signature of the Co-ordinator, IQAC	 Name: Dr. Subrata Chatterjee (Principal) Principal Sree Chaitanya Mahavidyalaya Habra-Prafullanagar, 24 Pgs. (N) Signature of the Chairperson, IQAC
	

ANNEXURE-I

Academic Calendar (Session: 2016-2017)

1 st July -2016	New session starts (Students' Admission/ W.B.S.U.Part-II Exam)
2 nd July -2016	Closed
4 th July to 5 th July-2016	Schedule Class
6 th July to 7 th July -2016	Closed
8 th July to 21 st July-2016	Schedule Class
22 nd July -2016	Closed
23 rd July to 5 th August-2016	W.B.S.U.Part-I Examinations
6 th August to 14 th August-2016	Schedule Class
15 th August-2016	Independence Day Celebration
16 th August-2016	Schedule Class
17 th August -2016	College Foundation Day Celebration
18 th August -2016	Closed
19 th August to 24 th August -2016	Schedule Class
25 th August -2016	Closed
26 th August to 12 th September -2016	Schedule Class
14 th August to 16 th September -2016	Schedule Class
17 th September -2016	Closed
18 th September to 22 nd September -2016	Closed
23 rd September to 25 th September -2016	Mid-term Examinations
26 th September to 28 th September -2016	NAAC-Peer team visit
29 th September to 1 st October -2016	Closed
3 rd October to 5 th October -2015	Schedule Class
6 th October to 2 nd November -2016	Closed (Puja Vacation)
4 th November to 6 th November -2016	Schedule Class
7 th November to 9 th November -2016	Closed
10 th November to 13 th November -2016	Schedule Class
14 th November -2016	Closed
15 th November to 2 nd December -2016	Schedule Class
3 rd December-2016	Closed
5 th December to 10 th December-2016	Schedule Class
12 th December-2016	Closed
13 th December to 23 rd December -2016	Schedule Class
24 th December-2016	Cultural Programme
25 th December to 31 st December -2016	Closed
2 nd January to 8 th January-2017	Schedule Class

9 th January to 13 th January-2017	Schedule Class & Test exam for Part-III
14 th January-2017	Closed
16 th January to 21 st January-2017	Test exam for Part-III & II
23 rd January to 25 th January-2017	Schedule Class
26 th January-2017	Republic Day
27 th January to 31 st January-2017	Schedule Class
1 st February to 2 nd February -2017	Closed
3 rd February to 12 th February -2017	Schedule Class
13 th February to 18 th February -2017	Part-I Test Examination
20 th February to 23 rd February-2017	Special Class
24 th February -2017	Closed
25 th February to 6 th March-2017	Special Class
7 th February to 8 th March-2017	Supplementary Examinations
10 th March to 31 st March-2017	WBSU-Part-III (Honours & General) Examinations
3 rd April to 5 th April-2017	Closed
6 th April to 13 th April-2017	Special Class
14 th April to 15 th April-2017	Closed
17 th April to 19 th April-2017	Special Class
20 th April to 8 th May-2017	WBSU-Part-II (Honours & General) Examinations
9 th April to 10 th May-2017	Closed
11 th April to 15 th May-2017	Administrative Work
16 th May to 30 th June (Summer Recess)	WBSU-Part-I (Honours & General) Examinations, Administrative Work, Admission Process, etc.

ANNEXURE-II

Feedback from the meeting of the Alumni held on 17/08/2016 :

1. The house unanimously resolves that all the members should participate in the Foundation Day of the college on 17th August, every year. 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. Mr. Probodh Sarkar, an eminent alumni, informs the house that the college is preparing itself for the next cycle assessment for NAAC accreditation and that the members of the Association have to play crucial role for the said purpose.
3. 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.

ANNEXURE-III

Feed Back from Parent-Teachers Meeting:

1. The members present in the meeting, dated 07/08/2016, 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 publication of the students' magazine '*Prahna*' was highly appreciated in the house.

ANNEXURE-IV

Students' Feedback:

1. The students are delighted that no classes remained untaken, even if the concerned slated faculty is not present.
2. Teaching-Learning environment is 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.
6. They have appreciated for opening a new Auditorium where several academic programmes 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.

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 thorough 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)