

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Assessment Year : 2017 - 18

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution: SREE CHAITANYA MAHAVIDYALAYA

- Name of the Head of the institution: DR. SUBRATA CHATTERJEE
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 03216-237189
- Mobile no.: 07003098336
- Registered e-mail: srchma@gmail.com
- Alternate e-mail : iqac.scm@gmail.com
- Address : P.O. Habra-Prafullanagar
- City/Town : Habra
- State/UT : West Bengal
- Pin Code : 743268

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Semi-urban
- Financial Status: Grants-in aid / UGC 2f and 12 (B)/ ~~Self financing~~
(please specify)
- Name of the Affiliating University : WEST BENGAL STATE UNIVERSITY
- Name of the IQAC Co-ordinator : DR. PULAKESH SEN
- Phone no. : 03216-237189
- Mobile: 08348820680
- IQAC e-mail address: iqac.scm@gmail.com
- Alternate Email address: N.A

3. Website address: www.scmhabra.org

Web-link of the AQAR: (Previous Academic Year):

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

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: No

Web-link: N.A

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.80	2007	From: 31/03/2007 to: 31/03/2012
2 nd	B	2.45	2016	From 05/11/2016 to: 05/11/2021

6. Date of Establishment of IQAC: DD/MM/YYYY: 16/04/2015

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
(i) Meeting of IQAC held regularly	16 th October, 2017	08
	26 th February, 2018	10
(ii) Submission of AQAR to NAAC	18 th February, 2019	All stakeholders of the institution
(iii) Feedback from students	28 th February, 2018	All 3 rd Year (Part-III) students
(iv) Important National Days are observed regularly	Throughout the year	All the students
(v) Teachers are guided to participate in Refresher & other Training Programme	Throughout the year	04
(vi) Different programme of the NSS unit have been organized.	Throughout the year	06
(vii) Different programme of the Career Counselling Cell have been organized.	Throughout the year	02
(viii) Health awareness initiatives have been taken.	Throughout the year	02
(ix) Different committees and sub-committees are advised to attend meetings.	Throughout the year	12
(x) Teachers are advised attend Seminars and publish their papers in several journals.	Throughout the year	48

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
Date of IQAC meeting: i) 16-10-2017, ii) 26-02-2018
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification

- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Sree Chaitanya Mahavidyalaya	Development Grant	UGC	NA	NIL
Sree Chaitanya Mahavidyalaya	Assistance to Non-Govt. Colleges	WBHED	2017 - 2018	Rs. 10,00,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes
*upload latest notification of formation of IQAC.

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No : No.

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount: Year: N.A.

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- IQAC regularly has encouraged the departments to organize Seminar /Workshop/ Special Lecture, etc.
- It has also encouraged the NSS unit of the college to conduct several institutional and social outreach programme throughout the year.
- It has monitored the activities of Anti – ragging Cell, Sexual Harassment Redressal Cell, etc for resolving different issues appeared throughout the year.
- It has also monitored the activities of the existing committees and sub-committees of the college for arranging several meetings and holding their responsibilities throughout the year.
- The IQAC has collected and analyzed the “Students’ Feedback” – Report in the academic session (2017-18).

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1) Seminars, Workshops to be organized.	Seminars, Special Lectures, Motivational Camps have been organized.
2) Extension of existing courses at U.G. Level	a) Honours courses in Education, Sanskrit, Human Development; b) General courses in Physiology, Microbiology, Physics have been introduced.
3) To increase the number of	None

classrooms	
4) Purchase of new books and journals and computers.	Several Books & Journals have been purchased in the Library this year.
5) Implementation of new career-oriented courses	Preliminary Talk with several agencies.
6) New initiatives to improve the Teaching-learning process	a) ICT-facilities have been enabled into two classrooms. b) Few guest teachers have been appointed for the smooth-running of the Teaching-Learning Process.
7) Imparting students in different co-curricular activities.	a) Several NSS-Camps and Medical Camps have been organized. b) Entrepreneurship Motivational Camp has been organized. c) Employability Training Programme in collaboration with TCS-BPS has been organized.
8) Implementation of Solar Power plant	Preliminary Talk with some private agencies as well as with WBREGA.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body Date of meeting(s): 22.02.2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No.

Date: N.A

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017

Date of Submission: 01/02/2018

17. Does the Institution have Management Information System? Yes.

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

- (i) A comprehensive database of students' admission, evaluation and attendance.
- (ii) A database of financial records is maintained.
- (iii) Regular exercise of e-tendering through College portal.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has a well-planned mechanism for curriculum delivery and documentation which can be illustrated as follows:

1. At the beginning of the academic session every department follows the syllabus and allocates assignments to the teaching members of the department. Every teacher makes a teaching plan to complete his/her assignments. Number of classes for each topic is assigned according to the syllabus and marks for each Subject / Paper etc. The Routine Committee prepares a Routine (separately for Arts, Science and Commerce faculty) for each year under the supervision of the Principal. For PG the respective Departmental Co-ordinator prepare a routine and assign no of classes for each topic/paper as per the allotted marks.

2. We have an enriched library with open access system for the ease of use of the students. Various Teaching-Learning methods based on the specific needs of different subjects as well as different types of students (Slow and Advanced learners) are used to inculcate academic interest of the students such as:

i) Chalk and Talk methods

ii) ICT enabled Teaching-Learning method

iii) Group discussion amongst the students during class-hours for slow learners

iv) Seminars presentations by the students

v) Field works / Educational excursion are carried by some departments

vi) Class tests / Surprise tests are also conducted by some departments to improve the quality of the students.

vii) Seminars, Special lectures also arranged regularly in some departments for advanced students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NA	NA	NA

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
B.A. (Honours)	01.07.2017	Honours in Education (EDCA)	01.07.2017
B.A. (Honours)	01.07.2017	Honours in Sanskrit (SANA)	01.07.2017
B.Sc. (Honours)	01.07.2017	Honours in Human Development (HMDA)	01.07.2017
B.Sc. (General)	01.07.2017	Physics (General) (PHSG)	01.07.2017
B.Sc. (General)	01.07.2017	Microbiology (General) (MCBG)	01.07.2017

B.Sc. (General)	01.07.2017	Physiology (General) (PHYG)	01.07.2017
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.			
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System
NIL			NA
Already adopted (mention the year)			
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year			
	Certificate	Diploma Courses	
No of Students	NIL	NIL	

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
NIL		
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title	No. of students enrolled for Field Projects / Internships	
1) Third-Year project for B.Sc.(FNTA)	18	
2) Third-Year project for B.Com.(Honours)	150	

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	No
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The college has a Students' Feedback system and the reports of the students are collected and analyzed in the following way:</p> <p>Students' Feedback forms are prepared meticulously and handed to the students of UG Part-III (3rd Year) at the end of Test Examination. The questionnaires cover various aspects of the College including the Academic Facilities, Teaching-Learning Environment, Teachers' Performance, Co-curricular Activities, Learning to grow facilities, Evaluation Process, Computer/Soft Skill Facilities, Learning opportunities, etc.</p> <p>The feedbacks are taken in 5-point scale having values ranking - Excellent, Very Good, Good, Poor, Very Poor. On the basis of grades received from students, the percentages of various topics are calculated.</p> <p>Afterwards, the various strengths and weakness highlighted in the feedback are discussed in subsequent meetings and communicated to respective departments / committees. The proposals received by the concerned departments / committees are discussed in the meeting. Details are attached in the Annexure.</p> <p>An online feedback system is proposed to be installed from the next session.</p>				

CRITERION II -TEACHING-LEARNING AND EVALUATION**2.1 Student Enrolment and Profile****2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. Honours in Bengali	100	136	69
B.A. Honours in English	75	107	63
B.A. Honours in History	53	49	33
B.A. Honours in Education	25	40	13
B.A. Honours in Sanskrit	25	32	11
B.Sc. Honours in Food & Nutrition	110	43	20
B.Sc. Honours in Human Development	30	11	07
B.Com. Honours in Accountancy	292	185	114
B.A. General	500	681	420
B.Sc. in Food & Nutrition	50	34	09
B.Sc. in Pure Science	30	30	12
B.Com. General	146	117	63
M.Com.	20	16	12

2.2 Catering to Student Diversity**2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017 – 18	2038	12	11	NA	05

2.3 Teaching - Learning Process**2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
11	06	i) Scanner ii) LCD Projector iii) PPT iv) Smart Board v) Desktop vi) Laptop vii) Copier viii) E-Books ix) Smart Phone x) Free Internet	03	01	Internet/Wi-Fi

	facility			
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)				
<p>The College organizes Orientation Program for newly admitted students during the first week of first year (Part – I) courses in the college. In this programme the Principal addresses fresh students by giving them basic information about the college so that fresher can adjust easily in the new environment. Apart from that the departmental teachers, Librarian of the college also give some introduction about their departments and course-structures. Informally teachers always look after their wards academically as well as mentally. Teachers help them by giving books, suggestions and also call guardians to discuss about their performance and attendance. Students who are sick in solving problems teachers always help them. Sometimes psychological problem may arise in that case counselling of the students by professional psychological counsellors is arranged by the college.</p>				
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio
2050		10		1 : 205

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	08	07	0	06
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2017	Dr. Sanjib Talukdar	Associate Professor	Ph.D.	

2.5 Evaluation Process and Reforms					
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year					
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination	
B.A/B.SC/B.COM (Hons.& Gen): Part – III	U.G.	Year	30/04/2018	30/06/2018	
B.A/B.SC/B.COM (Hons.& Gen): Part – II	U.G.	Year	31/05/2018	31/07/2018	
B.A/B.SC/B.COM (Hons.& Gen): Part – I	U.G.	Year	30/06/2018	31/08/2018	
M.COM (Sem-I & Sem-III)	P.G.	Semester	31/12/2017	31/01/2018	

M.COM (Sem-II & Sem-IV)	P.G.	Semester	30/06/2018	31/07/2018
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
The College has introduced several reforms in continuous internal evaluation. In the middle of the session, a mid-term examination is arranged in all the departments including Honours and General departments In the Honours courses, project based evaluation has been given due weightages. Some departments hold students' seminars and viva-voce as the means of internal evaluation and assignments are also given to the students by some departments as a part of continuous internal evaluation system.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Like in the previous sessions, the academic calendar is prepared meticulously ahead of the session, inserted in the College e-prospectus, e-brochure (for students). Apart from containing the list of holidays (national, state, and institutional), it contains the tentative schedule of admission, counselling, internal evaluation, college examination, duration of college exam results and various institutional events for the academic session. Cultural events are also mentioned. (Details are annexed later).				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
Details of the updated Programme offered by the Institution are provided in the College website – www.scmhabra.org . Students can access freely all the information in the college campus using the free <i>wi-fi</i> – enabled Internet access.				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
Under-Graduate (U.G.)	B.A. Honours in Bengali	48	47	97.9
	B.A. Honours in English	17	16	94.1
	B.A. Honours in History	18	18	100
	B.A. Honours in Education	NA	NA	NA
	B.A. Honours in Sanskrit	NA	NA	NA
	B.Sc. Honours in Food & Nutrition	15	14	93.3
	B.Sc. Honours in Human Development	NA	NA	NA
	B.Com. Honours in Accountancy	35	30	85.7
	B.A. General	263	170	64.6
	B.Sc. in Food & Nutrition	23	08	34.8
	B.Sc. in Pure Science	38	30	78.9
B.Com. General	42	12	28.6	
Post-Graduate (P.G.)	M.Com.	04	04	100

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink).

Not yet started.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 Resource Mobilization for Research****3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations**

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects	2 Years	UGC	Rs. 2,00,000/-	Rs. 1,07,500/-
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total	2 Years	UGC	Rs. 2,00,000/-	Rs. 1,07,500/-

3.2 Innovation Ecosystem**3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year**

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department		No. of Ph.Ds Awarded				
N.A.		N.A.				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Economics	-	5.0			
International		03				
National	Mathematics	-	3.0			
International		01				
National	Bengali	-				
International		01	-			
National	Library	-				
International		01				
National	English	-				
International			-			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Commerce		01				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
“Employment generation among women....”	Dr. Sanjib Talukdar	Int. Journal on Global Economy	2017		Sree Chaitanya Mahavidyalaya	
“Asset creation under NREGS...”	Dr. Sanjib Talukdar	Int. Journal of Economics and Political Issues	2017		Sree Chaitanya Mahavidyalaya	
“Influence of NREGS on crop...”	Dr. Sanjib Talukdar	Int. Journal of Labour Economics	2018		Sree Chaitanya Mahavidyalaya	
“Computational study on viscous flow...”	Dr. Pulakesh Sen	Int. Journal on	2018		Sree Chaitanya Mahavidyalaya	
“Banglar Brotokatha...”	Dr. Piyali De Maitra	Balaka	2018		Sree Chaitanya Mahavidyalaya	

“Distribution of Academic Performance Indicators...”	Sibananda Mridha	College Libraries: An English Quarterly.	2017		Sree Chaitanya Mahavidyalaya	
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3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02	04	14	12
Presented papers	01	02	05	06
Resource Persons	Nil	-	01	02

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Thalasaemia-awareness Programme	NSS Unit/Institute of Tropical Medicine	05	140
Youth Camp on Behavioural changes	RED CROSS	04	100
NSS-Volunteers’ OP Meet	NSS Unit	02	100
NSS-Volunteers’ Special Camp	NSS Unit	06	100
Students’ Health Check-up Camp	NSS Unit	02	100

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NSS (WBSU)	NSS	NSS-Volunteers’ Camp	05	100

NSS (WBSU)	NSS	Students' Health Check-up Camp	05	160
NSS (WBSU)	NSS	Thalasaemia awareness programme	05	140
Career Development	Career Development Cell/Experts	Entrepreneurship Motivational Camp	03	120
Career Development	TCS-BPS/Career Development Cell	Employability Training Programme	03	80
Career Development	Career Development Cell/Experts	Career Linked Educational Planning for Commerce Students	04	150

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
On-the-job Training	TCS-BPS Affirmative Action Programme	TCS-Business processing Services, Kolkata	24.11.2017 to 14.12.2017	80
Project Work	Mother Dairy Farm	MD, Mother Dairy Pvt.Ltd.	14.02.2018	18

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 38,02,900/-	Rs. 37,42,508/- (including due payments)

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	6.41 Acre	-
Class rooms	23	-
Laboratories	06	-
Seminar Halls	02	-
Classrooms with LCD facilities	02	01
Classrooms with Wi-Fi/ LAN	02	-
Seminar halls with ICT facilities	02	-

Video Centre		-	-
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.			
Value of the equipment purchased during the year (Rs. in Lakhs)			
Others	Gymnasium	01	-
	Generator Room	01	-
	Generator	01	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially		2016

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28461	13,02,976/-	962	3,87,735/-	29,423	16,90,711/-
Reference Books	958	5,27,313/-	12	5,067/-	970	5,32,380/-
e-Books	31,35,000	16,475/-	809	5,900/-	31,35,809	22,225/-
e-Journals	6247		0		6247	
Journals	15	2,27,281/-	0	16,776/-	15	2,44,057/-
Digital Database	13,188	-	1,007	-	14,195	-
CD & Video	114	-	0	-	114	-
Library automation	LMS (KOHA)	6,200/-	0	-	LMS (KOHA)	6,200/-
Weeding (Hard & Soft)	0	-	0	-	0	-
Others (Gifted Books)	83	-	33	-	116	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	49	01	17	01	00	01	07	100 Mbps	01
Added	03	0	03	0	-	-	03	-	-
Total	52	01	20	01	-	01	10	100 Mbps	01

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

Highest Speed: 100 - MBPS (Alliance Broad-Band)

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 9,20,000/-	Rs. 9,00,000/-	Rs. 28,82,700/-	Rs. 28,42,508/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link) http://www.scmhabra.org/Facilities.php			
<u>Science-Laboratory</u>			
Science Departments, particularly Physics, Chemistry, Computer Science, Food and Nutrition, Microbiology and Physiology etc. maintain stock register for use and purchase of different chemicals, equipments to help students in their practical work in laboratories. The departments of Physics, Chemistry, Computer Science, Food and Nutrition, Microbiology and Physiology separately maintain stock register.			
<u>Class Rooms</u>			
Adequate number of lights and fans are installed in each classroom. Generator connections are there in each classroom for avoiding any unpleasant atmosphere. Tables, Chairs, Benches & Desks are marked in all the classrooms and a record of that is maintained in the office. Any damage of chairs, benches or desks is maintained on a regular basis and repairing is made as and when it requires.			
<u>Library</u>			
The record of total number of books, journals, and publications etc. of the entire institution is maintained by the Library. Apart from that, library maintains a log-book of library users on day-to-day basis. Lending of books by teachers, non-teaching staff and students are also maintained separately in the Library.			
<u>Auditorium</u>			
This Auditorium hall is well-furnished and well-resourced with the equipments of a finely preserved Auditorium hall with a good sound monitoring system with a lot of amplifiers, a Projector, a Computer, etc. Organizing of Seminars, Symposia, Workshops or any other cultural programmes are hassle free affair because of the infrastructure of the hall. All the furnitures and accessories are well-maintained here.			
<u>Computer Laboratory & Cyber Lounge</u>			
The computer laboratory also has internet facility and this render access to the domain of limitless knowledge. Local Area Networking (LAN) system has also been introduced to facilitate an easy access of the knowledge pool from different points at a time. Students are allowed to surf the internet to enrich their knowledge and meet their			

academic demands in a well constituted Cyber Lounge situated in Central Library.

Gymnasium

A well-maintained gymnasium with the state of the art facilities and equipments provides the facility to work out for the students and the staff alike. Moreover the gymnasium facilitates the practical learning experience of the students of B.Sc. and B.A. courses who have to study Physical Education as a subject in their course curriculum. The instruments and parts are well-maintained here.

Health Centre

The college management runs a well-maintained health care centre in the college campus. Health check up for the students is done here. The facility of providing first aid to the students and the staff is also maintained in the health care centre.

Cycle Stand

The college has a cycle stand beside the main building where the students are to keep their cycles and motor bikes. Students are, however, advised to keep their cycles or bikes under lock and key. The stand is run and maintained by the Students' Union of the college.

Bus Stand

There is a bus stand in front of the college by the side of the main gate. It was constructed by the college under the direct supervision of the Students' Union.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Students' concession	37	Rs. 18,500/-
Financial support from other sources			
a) National	Swami Vivekananda Merit Cum Means Scholarship	41	Rs. 5,74,000/-
	Stipend for SC – students	392	Rs. 17,64,000/-
	Stipend for ST – students	09	Rs. 40,500/-
	Stipend for OBC-A – students	32	Rs. 1,12,000/-
	Stipend for OBC-B – students	182	Rs. 5,32,000/-
	Students' Welfare Scheme	13	Rs. 28,600/-
	Kanyashree – K1	21	Rs. 21,000/-
	Kanyashree – K2	205	Rs. 51,25,000/-
	Chief Minister's Fund	33	Rs. 3,30,000/-
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and

Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Career Development Cell	21/06/2017	120	College/TCS

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Career-development Cell	-	80	-	08
2017-18	Career Linked Educational Planning for Commerce Students	-	150	-	-

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
05	05	One week

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	06	B.A.(Honours)	Bengali	WBSU/RBU	M.A.
2018	04	B.A.(Honours)	English	WBSU/RBU	M.A.
2018	02	B.A.(Honours)	History	WBSU/RBU	M.A.
2018	02	B.Sc.(Honours)	Food & Nutrition	WBSU	M.Sc.
2018	05	B.Com.(Honours)	Commerce	Sree Chaitanya Mahavidyalaya/WBSU	M.Com.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)		
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Sports	Annual sports (Indoor and Outdoor games)	200
	Inter-college (Under WBSU)	66
Cultural	Saraswati Puja	600
	Basanta Utsab	150
	College Social	1000
	Fresher's Welcome	800
	International Mother-Language Day	150

5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Champion	University	Handball		09 students	
2017-18	Runners	University	Volleyball		08 students	
2017-18	State selection	University	Athletics		02 students	
2017-18	State selection	University	Kho-Kho		04 students	
2017-18	State selection	University	Yoga		43 students	
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
There is no elected Students' Union at this moment in the college because of the "Stay order on the Students' Election in colleges & Universities of West Bengal", by the Hon'ble High Court, W.B (2017). In spite of that Students participate in several Academic & co-curricular activities of the college throughout the year.						
5.4 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
Yes, the college has a registered Alumni Association certified under the Registration of Societies West						

Bengal Act XXVI of 1961. Registration No.57142 of 2016 – 17, dated 13 th June, 2016.
5.3.2 No. of registered enrolled Alumni: 60
5.3.3 Alumni contribution during the year (in Rupees) : Nil
5.3.4 Meetings/activities organized by Alumni Association : Nil

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>Decentralization: As per the direction of the Governing Body of the college, different statutory committees are being formed for proper decentralization of different academic and administrative activities. Finance sub-committee, Purchase sub-committee, Development sub-committee and Academic sub-committee render their statutory responsibilities. IQAC, Anti-Ragging Cell, Sexual Harassment Redressal Cells have been formed and are actively working following the guidelines of the UGC. In order to ensuring a prosperous and healthy academic environment, college authority diversified responsibilities into committees like Library Committee, Examination Committee, Sports & Cultural Committee, Pension & Service Book Committee, Career Counselling Cell, Science Forum, Grievance & Redressal Cell, etc. College exerts power decentralization by deploying 03 separate In-Charges (Co-ordinators) for its UG departments including 03 faculties (Science, Arts & commerce) among the permanent faculty members of the college and deployed 01 In-Charge for the sole PG department (M.Com) among whole-time faculty members of the college. In Charges of all the departments prepares class schedules, distributes syllabus among the teachers in the meetings and also arranges guardian meetings regularly.</p> <p>b) Participative Management: College promotes a culture of participatory management by involving its various stakeholders. Financial decisions are taken in the Finance Committee where senior faculty members exchange their views. The Purchase Committee and the Building Committee, comprising of internal teaching members and non-teaching employees and external members take important decisions. After ratification by the Governing Body of the College, all decisions are implemented for the overall academic and infrastructural development of the College. Students, staffs are allowed to express their views in different platforms to improve and inculcate the academic standard of the College and thereby participate in the management of the College.</p>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Yes (Partial)

6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>❖ Curriculum Development: In the UG level, the college does not have the liberty to devise curriculum as it affiliated to the West Bengal State University; although some of our teachers are the members of the Board of Studies at the UG curriculum of the university hence they are the part of the UG curriculum designed by the university . In the post graduate level the</p>

college with the help of other university nominees (as a member of PG Board of Studies) design curriculum with utmost need of young scholars of modern world.

❖ **Teaching and Learning:**

- Wide access of internet facility to inculcate online learning management resources.
- E-book, e-journal facilities are available.
- Enhancement of learning skills of the student by performing student seminar and by attending seminars.
- Teaching is made by using blackboard, smart board, LCD projector, etc.
- Seminar and special lectures are also have been organized by the departments.

❖ **Examination and Evaluation:**

The College holds one centralized examination each year, viz., the Internal/Test Examination. Results of this examination are published centrally. Answer scripts are shown to the students and the scheme of evaluation is explained. Model answers are discussed for the benefit of the students. Class tests and tutorial classes are held regularly by the departments in order to assess students' knowledge and skills.

❖ **Research and Development:**

Research activities are encouraged in the institute among the teachers continuously. A minor research project is running in Commerce department. Teachers are encouraged to attend seminars, workshops and symposia throughout India and abroad.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:**

- a) The college library is fully automated.
- b) The college is planning about digitisation of rare old books and manuscripts present in the library.
- c) The college office is partially automated.
- d) The college has 04 ICT enabled classrooms for the students as well as the faculty
- e) Provision for free Wi-Fi facility in the campus for use of the e-learning resources.

❖ **Human Resource Management:**

- 1) Motivating and facilitating the faculty members to participate in Refresher & Orientation courses
- 2) Providing on-duty leave to the teachers for attending seminars, symposia, workshops and invited lectures and study leave for advanced study/research.
- 3) Providing infrastructure facility and financial support to the teaching staff for academic and socio-cultural activities
- 4) Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Redressal Cell
- 5) Appointment of a doctor, who visits the college when it required for facilitating health check-up of the student, teaching and non- teaching staff.

❖ **Industry Interaction / Collaboration:**

The college tries to follow an Institute-Industry Partnership programme in the following way:
The faculty in the department of Commerce communicated with the experts from industries outside the college through which TCS-BPS programme and Final Year Project in the Dairy & Biscuit Farms have been organized. Both the faculty and the students are intimately associated with the industries through visits, interactions and bonding. The industries often look for and select suitable staff and trainees among the students.

❖ **Admission of Students :**

- 1) Sree Chaitanya Mahavidyalaya is one of the first institutions under the West Bengal State University to implement online admission process both for UG and PG levels which was initiated in 2015 is successfully running till date.
- 2) Online admission is to different courses are made strictly on the basis of merit.
- 3) Strict observations are kept to obey the University & Govt. Rules for Reserved Categories.
- 4) All payments related to the Admission are collected through Bank and Online Payment gateway.

6.2.2 : **Implementation of e-governance in areas of operations:**

❖ **Planning and Development:**

<ol style="list-style-type: none"> 1) Allotment of salary for all the Teaching & Non-teaching Staff fund from Govt. through HRMS portal. 2) Regular exercises of PFMS portal to upload expenditure related to Govt. fund. 3) Submission of retirement related documents through e-pension portal. 4) All remunerations and salaries are paid through online money transfer process.
<p>❖ Administration:</p> <ol style="list-style-type: none"> 1) Notice display system for students and other stakeholder. 2) Regular exercises of e-tendering process through Govt. portal. 3) Regular exercises of PFMS portal to upload expenditure related to Govt. fund. 4) Submission of retirement related documents through e-pension portal. 5) Initiative taken towards installation of full-fledged Office Automation system.
<p>❖ Finance and Accounts:</p> <ol style="list-style-type: none"> 1) Partially computerised office and accounts section. 2) Maintenance the college accounts through Tally. 3) Reception of salary fund from Govt. through HRMS portal. 4) All remunerations and salaries are paid through online money transfer process. 5) All payments related to the Admission are collected through Bank and Online Payment gateway.
<p>❖ Student Admission and Support :</p> <ol style="list-style-type: none"> 1) Online admission through online process and payment through online payment gateway. 2) Maintaining students' updated database in the office 3) Students' scholarship & concession are provided for the needy students regularly from the college fund.
<p>❖ Examination:</p> <ol style="list-style-type: none"> 1) Notices related to examinations (internal/external) are posted and uploaded in the College website. 2) Internal marks are uploaded and sent to the University through online. 3) Students' from-filling and verification process are done through online.

6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year :					
Teachers are provided with TA & communication charges whenever they attend any Seminar/Conference in the Local and State level.					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme			Number of teachers who attended	Date and Duration (from – to)	

7-days Workshop on Research Methodology	01	15.05.2018 – 21.05.2018
Teachers' Enrichment Workshop at CMS	01	23.05.2018 – 06.06.2018
Refresher Course in NBU	01	02.11.2017 – 22.11.2017
Refresher Course in NBU	01	09.01.2018 – 29.01.2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
6.3.5 Welfare schemes for			
Teaching		Nil	
Non teaching		The college gives advance & ex-gratia to the non-teaching staff members. The group-D & Casual staffs are provided with winter dresses.	
Students		Free scholarship and concession in fees for poor, minority and meritorious students	

6.4 Financial Management and Resource Mobilization						
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) The Institution conducts internal and external financial audits regularly. External/ Statutory auditor is appointed by Department of Higher Education, Government of West Bengal and he is entrusted to audit the books of accounts and other relevant documents of the college as specified by the statute. Internal auditing is done by the college to oversee and check all the momentary transactions and books of accounts as directed by the Governing Body and Finance and Purchase Sub Committee.						
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)						
<table border="1"> <thead> <tr> <th>Name of the non government funding agencies/ individuals</th> <th>Funds/ Grants received in Rs.</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose			
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose				
6.4.2 Total corpus fund generated						

6.5 Internal Quality Assurance System																			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?																			
<table border="1"> <thead> <tr> <th rowspan="2">Audit Type</th> <th colspan="2">External</th> <th colspan="2">Internal</th> </tr> <tr> <th>Yes/No</th> <th>Agency</th> <th>Yes/No</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>Academic</td> <td>No</td> <td>NA</td> <td>No</td> <td>NA</td> </tr> <tr> <td>Administrative</td> <td>Yes</td> <td>CA Gobardhan Kankani & Associates</td> <td>Yes</td> <td>College</td> </tr> </tbody> </table>	Audit Type	External		Internal		Yes/No	Agency	Yes/No	Authority	Academic	No	NA	No	NA	Administrative	Yes	CA Gobardhan Kankani & Associates	Yes	College
Audit Type		External		Internal															
	Yes/No	Agency	Yes/No	Authority															
Academic	No	NA	No	NA															
Administrative	Yes	CA Gobardhan Kankani & Associates	Yes	College															
6.5.2 Activities and support from the Parent – Teacher Association (at least three)																			

- a) Parents – Teacher meetings held in the beginning of the session.
- b) About Performance and attendance of wards are discussed.
- c) Awareness on newly launched courses also discussed by all departments.
- d) Suggestions from the parents are taken as consideration.

6.5.3 Development programmes for support staff (at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three)

- a) Institution-Industry collaboration has been constituted.
- b) More ICT-enabled classrooms have been made available.
- c) Students' Feedback has been collected and analyzed thoroughly.
- d) Existing courses have been extended and new courses have been introduced.
- e) Financial assistance has been provided to students in different mode of operations.
- f) Teachers are encouraged to attend OP/RC/Training courses for their professional developments.
- g) NSS unit has organized more social outreach programme/activities throughout the year.

6.5.5

- a. Submission of Data for AISHE portal : Yes
- b. Participation in NIRF : No
- c. ISO Certification : No
- d. NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017	NSS-Volunteers' Programme	10-08-2017	2017 – 2018	100
2017	NSS - Seminar	11-08-2017	2017 – 2018	100
2017	Career Counselling Programme	22-08-2017	2017 – 2018	80
2017	NSS - Camp	23-08-2017	2017 – 2018	100
2017	NSS - Camp	24-08-2017	2017 – 2018	100
2017	Career Counselling Programme for Commerce Students	25-08-2017	2017 – 2018	90
2017	NSS – Workshop on Health awareness	31-08-2017	2017 – 2018	100
2017	TCS-BPS – Employability Programme	24-11-2017	24.11.2017 – 09.12.2017	80
2017	Seminar at Commerce Department	18-12-2017	2017 – 2018	110
2017	Students' Medical Camp & Thalasaemia awareness programme with Tropical School of Medicine	22-12-2017	2017 – 2018	150
2017	Entrepreneurship Motivational Camp	21-06-2017	2017 – 2018	100
2017	Independence Day observed	15-08-2017	2017 – 2018	250
2017	College Foundation Day observed	17-08-2017	2017 – 2018	300
2018	Birthday of Swami Vivekananda observed	12-01-2018	2017 – 2018	150
2018	Birthday of Netaji Subhas Chandra Bose observed	23-01-2018	2017 – 2018	150
2018	Republic Day observed	26-01-2018	2017 – 2018	200
2018	International Mother Language Day observed	21-02-2018	2017 – 2018	200

2018	World Environment day observed	05-06-2018	2017 – 2018	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

- Preliminary talk with WBREGA and other organizations to install Solar Power Plant
- Use of LED lights in different rooms
- World Environment Day observed on 5th June,2018
- The campus is made a plastic-free zone
- The Campus is made a Tobacco-free zone.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017	NSS Camp in the adopted village	01	20/12/2017 to 23/12/2017	Free health check-up camp	Malnutrition among children, infections, etc.	Students-100 Staff-06
2018	NSS Camp in the adopted village	01	16/01/2018 to 18/01/2018	Cleanliness programme at the village	General Health & Hygiene awareness	Students-100 Staff-06

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
e-prospectus	At the beginning of the session	Rules & regulations and code of conduct are mentioned in the prospectus and are conveyed to the students in due time.
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Independence Day observed	15-08-2017	250
Birthday of Swami Vivekananda observed	12-01-2018	150
Birthday of Netaji Subhas Chandra Bose observed	23-01-2018	150
Republic Day observed	26-01-2018	200
International Mother Language Day observed	21-02-2018	200
World Environment day observed	05-06-2018	150
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
i) Tree plantation in different places of the campus. ii) Installation of LED lights in classroom and laboratories. iii) The campus is made a Plastic free zone. iv) The campus is made a Tobacco free zone.		

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Best Practice: 1

- Name:** “Almost cent percent occupancy of the classes, even in the event of the absence of the slated faculty.”
- Goal:** Steadfastness of the Teaching-Learning process should be a preliminary objective of any educational institution.
- 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.
- 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.
- 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.

Best Practice: 2

- Name:** “Exhaustive concession to the need based students, after thorough counselling.”
- Goal:** To disseminate higher education among the disadvantaged rural and semi-urban students who hail chiefly from economically backward echelon of the society.
- 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.
- 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.
e) **Evidence of Success:** Students' drop-out rate due to economically backward conditions of their family is arrested.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

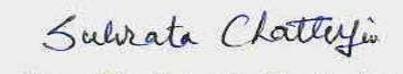
Provide the weblink of the institution in not more than 500 words

8. Future Plans of action for next academic year (500 words)

1. To introduce the solar power plant to reduce electric consumption.
2. Code of conduct for the students to be introduced and follow up action to be taken.
3. Skill Enhancement Courses, Value Added Courses, Diploma Courses to be introduced.
4. Up-gradation of College website.
5. To promote research culture incentives to be given to the teachers .
6. No. of training programme for non-teaching staff will be introduced.
7. Teachers will be motivated to attend more Seminars and publish more papers.
8. More eco-friendly initiatives have to be taken.
9. More teachers are required to be appointed temporarily.
10. NSS Unit is encouraged to organize more outreach prohramme.
11. Prayer to different authorities to be placed for more funds and financial helps.
12. Students Satisfaction Survey (SSS) to be introduced.
13. To work more on the unsolved issues.


Name: **Dr. Pulakesh Sen**

(Coordinator, IQAC)
Co-Ordinator
IQAC
Sree Chaitanya Maha Vidyalaya
Prafullanagar, Habra, 24 Pgs. (N)
Signature of the Chairperson, IQAC


Name: **Dr. Subrata Chatterjee**

(Principal)
Principal
Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)
Signature of the Chairperson, IQAC



ANNEXURE : I

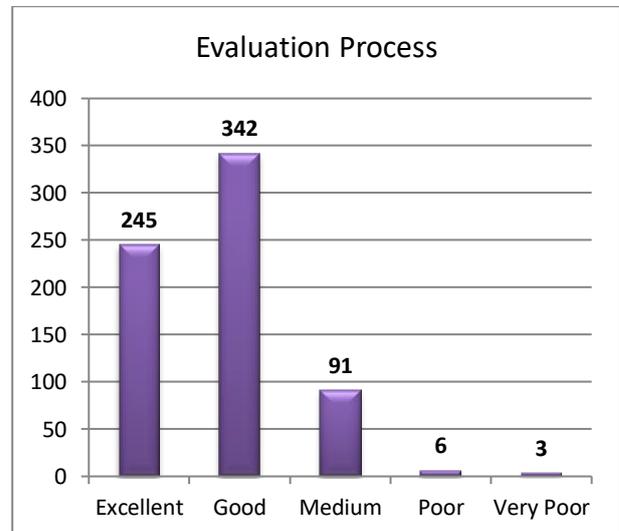
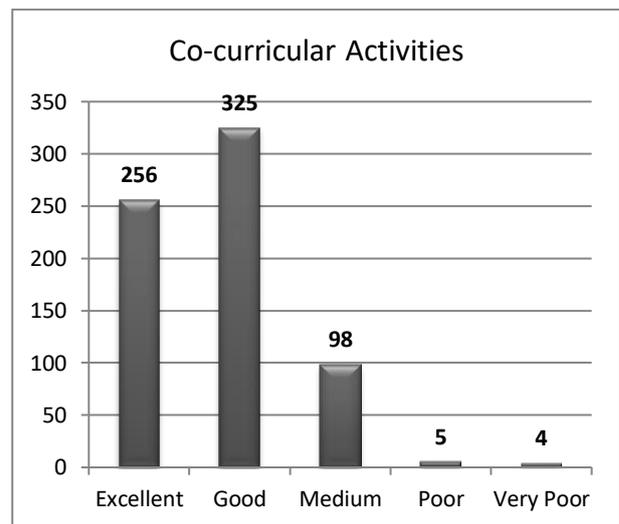
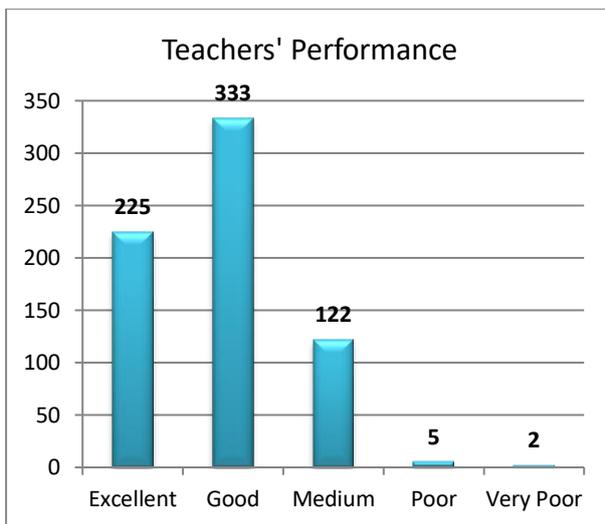
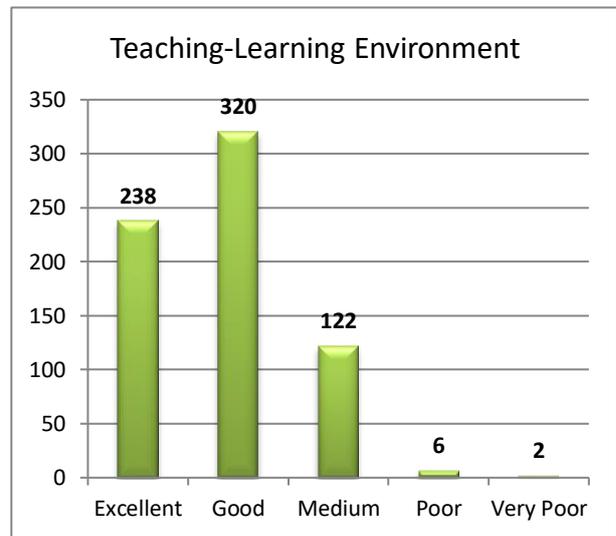
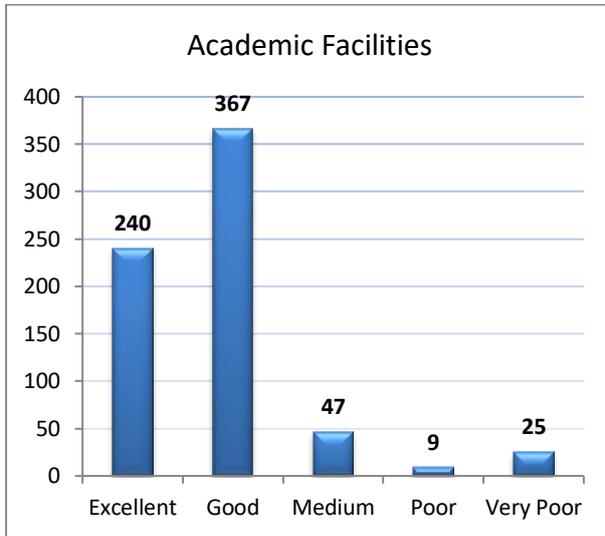
Academic Calendar: 2017 – 2018

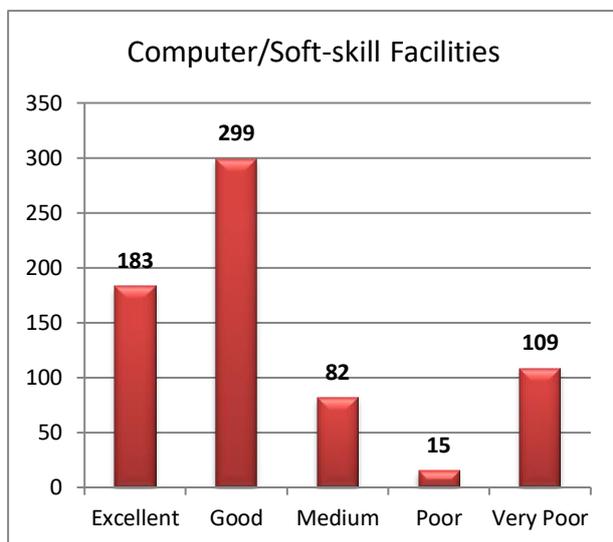
1 st July -2017	Closed for Birthday of Dr. B. C. Roy
3 rd July -2017	Meeting of Teachers' Council on Academic matters
4 th July -2017	Meeting of T.S & N.T.S. on different matters
5 th July to 8 th July -2017	Centre for B.P.Ed-Exam & Interview
10 th July -2017	Regular Classes started for new session
22 nd July -2017	Closed for Death-anniversary of Sri P. Mukherjee
24 th July -2017 onwards	Regular classes
7 th August - 2017	Closed for Raksha Bandhan
8 th August-2017 onwards	Regular classes
14 th August-2017	Closed for Janmastami
15 th August -2017	Independence Day Celebration
17 th August -2017	Observation of College Foundation Day
18 th August -2017 onwards	Regular classes
2 nd Sepetember-2017	Closed for Eid
4 th September-2017 onwards	Regular classes
19 th September-2017	Closed for Mahalaya
20 th -23 rd September -2017	Mid-term Examinations
25 th September to 22 nd October -2017	Puja Vacation
23 rd October-2017 onwards	Regular classes
27 th October-2017	Closed for Chhat-Puja
28 th October-2017	Closed for Jagadhyatri Puja
4 th November-2017	Close for Guru Nanak Birthday
6 th November-2017 onwards	Regular classes
2 nd December-2017	Closed for Fateha-Doaz-Daham
11 th December-16 th December-2017	Part-III Test Examinations
18 th December-2017	Thalasaemia Awareness and Blood Test-Program
24 th December-2017	Annual Cultural Programme
25 th December-30 th December-2017	Closed for Christmas & Winter Recess
1 st January-2018	Closed on New Year-Day

2 nd January-2018 onwards	Regular classes
6 th -11 th January-2018	Part-II Test Examinations
12 th January-2018	Observed for Vivekananda Birthday
13 th January-2018	Closed for Makar Sankranti
15 th January -2018 onwards	Regular classes
22 nd January-2018	Closed for Saraswati Puja
23 rd January-2018	Closed for Netaji Birthday
26 th January-2018	Closed for Republic Day
27 th January-2018	Regular Classes
7 th -20 th February-2018	Part-I Test Examinations
21 st February-2018	International Mother Lang-Day observed
22 nd February-2018 onwards	Regular classes
1 st March-2018	Closed for Dol-yatra
2 nd March-2018	Closed for Holi
3 rd March-2018 onwards	Regular classes
9 th -21 st March-2018	WBSU-Part-III (Hons & Gen) Examinations
29 th March-2018	Closed for Mahavir Jayanti
30 th March-2018	Closed for Good Friday
31 st March-2018	Closed for Easter Saturday
2 nd April-2018 onwards	Regular classes
30 th April-2018	Closed for Buddha Purnima
1 st May-2018	Closed for May Day
2 nd May-2018	Closed for Sab-e-Barat
3 rd May-2018 onwards	Regular classes
9 th May-2018	Closed for Rabindra Jayanti
10 th May-2018	Regular classes
14 th May & 17 th May-2018	Closed for Panchayet Election
18 th -19 th May-2018	Administrative, Admission work, etc.
21 st May – 1 st June-2018	WBSU-Part-II (Hons & Gen) Examinations
4 th - 15 th June-2018	Administrative & Admission work
16 th June-2018	Closed for Eid-ul-Fitr
18 th - 30 th June	Administrative Work, Admission Process, etc.

ANNEXURE : II

Students' Feedback Analysis : 2017 – 18





ANNEXURE : III

Parents' - Feedback

Feed Back from Parent-Teachers Meeting held on 18-08-2017 at the College-Auditorium:

1. The members present in the meeting, dated 18/08/2017, 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 members that the students will be motivated to participate in more seminars, workshops, special lectures, sports-activities 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 introduction of the new Departments and subjects such as Honours in Education, Sanskrit and Human Development and general courses in Physics, Physiology and Microbiology.
4. The Teacher-in-Charge suggested all the guardians to remain in touch of the day-to-day activities of their warden sincerely.

The meeting ended with a vote of thanks.