

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

Assessment Year : 2018 - 19

Part – A

Data of the Institution

(data may be captured from IQA)

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.: 7003098336
 - 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-SCM-2017-2018.pdf>

4. Whether Academic Calendar prepared during the year?

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

Web-link: <http://www.scmhabra.org/noticedocs/Acad-Calendar-2018-19.pdf>

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	5 th September, 2018	10
	21 st January, 2019	11
(ii) Submission of AQAR to NAAC	6 th March, 2020	All stakeholders of the institution
(iii) Feedback from students	2 nd March, 2019	All 3 rd Year (Part-III) students
(iv) Important National Days are observed (Independence Day, Republic Day, College Foundation Day, Netaji B'day, Vivekananda B'day, Gandhi B'day, etc.)	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	10
(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	04
(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	15
(xi) Class-Routine has been extended up to 2:30 P.M. to improve the Teaching-Learning process.	Throughout the year	All stakeholders
(xii) Publication sub-committee has been advised to publish College Newsletter and College Journal regularly.	At least once in a year	All stakeholders

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) 05-09-2018, ii) 21-01-2019
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification : In process
- 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	Develoment Grant	UGC	NA	NIL
Sree Chaitanya Mahavidyalaya	Development of Non- Govt. Colleges for construction of buildings	WBHED	2018 - 2019	Rs. 92,57,000/-

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 has encouraged the departments to organize Seminar /Workshop/ Special Lecture, etc.
- IQAC encouraged the departments to arrange a Parent-Teacher meeting to get the guardians' feedback and Teachers' feedback meeting.
- It has encouraged the teachers to attend Seminar, Workshop, Training programme throughout the year.
- IQAC has arranged a Students' Awareness programme to explain the newly introduced CBCS-system.
- It has also encouraged the NSS unit of the college to organize volunteers' Orientation programme, Health awareness camp and social outreach programme throughout the year.
- It has suggested the students and authorities to observe several International, National days and Birthdays of great persons of our country.

- It has monitored the activities of Anti-Ragging Cell, Grievance Redressal 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 discussions throughout the year.
- The IQAC has collected and analyzed the “Online Students’ Feedback Report” in the academic session (2018-19).
- IQAC has advised the Publication sub-committee to publish Newsletter and College Journal regularly.
- IQAC has advised the College authority to take more Green-initiatives.

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, Special Lectures to be organized.	a) Seminars, Special Lectures in the departments of Bengali, English, History, Sanskrit, Commerce have been organized. b) “Investor Awareness Programme” has been organized by the dept. of Commerce. c) Seminar on “Role of ICT in Teaching-Learning process” has been organized. d) “Nutrition Week” has been observed by the dept. of Food & Nutrition.
2) Extension of existing courses and Skill enhancement courses to be introduced.	Choice Based Credit System (CBCS) has been introduced by the University from this session and the college has adopted it for the newly admitted students.
3) To increase the number of classrooms	Initiatives have been taken and construction-works to be started.
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 approach to the WBSCHÉ and the affiliating University (WBSU) to open new job-oriented courses.
6) New initiatives to improve the Teaching-learning process	a) Teachers are advised to use more ICT-methods in their teaching-learning process. b) Few teachers (temporary) have been appointed for the smooth-running of the newly introduced CBCS-curriculum. c) Internal Assessments have been done by the teachers.
7) Imparting students in different co-curricular activities.	a) Several NSS-Camps, Orientation programme, Health-awareness programme have been organized. b) Programme on communal harmony has been organized. c) “Matribhasa Divas”, Annual Cultural programme, etc have been organized.
8) Implementation of Solar Power plant project	(5 KWP-Grid) Project implemented by WBGEDCL, Dept. of Power & NES, Govt. of WB.
9) Up gradation of College website.	More web-pages and web-links have been included.
10) Eco-friendly initiatives have to be taken.	Tree-plantation programme and Manuring of flower plants have been done by the students.
11) Feedback to be taken from different stakeholders	a) Parent-Teacher Meeting has been organized. b) Students’ Feedback has been taken c) Teachers’ feedback has been taken.

12) To publish Magazine, Journal, Newsletter, etc.	a) The college has published a Newsletter for the academic year: 2018-19. b) The publication of the college journal “The Impression” is under process.
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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: 2018-19

Date of Submission: 09/01/2019

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, examination and attendance.
- (ii) An internal database of financial records is maintained in the office.
- (iii) The database for books & journals is well-maintained in the Library.
- (iv) Regular exercise of e-tendering through College portal.
- (v) The authority is planning for a regularized Management Information System.

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/CBCS-course-curriculum and allocates assignments to the teaching members of the department. Number of classes for each topic is assigned according to the curriculum and marks for each Subject / Paper etc. The Routine Committee prepares a Routine (separately for Arts, Science and Commerce faculty) for each semester/year under the supervision of the Principal. For PG-course, 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.

vii) Seminars, Special lectures are arranged 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

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	UG	PG
B.A. Honours in Bengali	UG		01.07.2018		
B.A. Honours in English	UG		01.07.2018		
B.A. Honours in History	UG		01.07.2018		
B.A. Honours in Education	UG		01.07.2018		

B.A. Honours in Sanskrit	UG		01.07.2018		
B.Sc. Honours in Food & Nutrition	UG		01.07.2018		
B.Sc. Honours in Human Development	UG		01.07.2018		
B.Com. Honours in Accountancy	UG		01.07.2018		
B.A. General	UG		01.07.2018		
B.Sc. General	UG		01.07.2018		
B.Com. General	UG		01.07.2018		
M.Com. in Accounting & Finance		PG	01.07.2011		
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.(Food & Nutrition) at Mother Dairy Farm	15
2) Third-Year project for B.Sc.(Food & Nutrition) at Raja Biscuit Farm	15
3) Third-Year project for B.Sc.(Human Development) at a High School	03
4) Third-Year project for B.A.(Education) at NILD, Bonhooghly	09
2) Third-Year project for B.Com.(Honours)	80

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	Yes	No	No	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The college has an “Online Students’ Satisfaction Feedback” system and the link is provided in the College-website where reports from the final-year students, mainly, are collected and analyzed in the following way:

a) Students’ Feedback form is prepared online and provided to the students through a web-link in the College-website from where the feedback of the final year students are collected before their form-filling process of the Final University 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, Examination/Evaluation Process, Computer/Soft Skill Facilities, Learning Opportunities, etc. The feedbacks are taken in 5-point scale having values ranking - Excellent, Very Good, Good, Poor, Very Poor. On the basis of data received from students, the percentages of various aspects are calculated and analysed.

Afterwards, the various strengths and weakness highlighted in the feedback are discussed in academic/administrative meetings and communicated to respective departments / committees. The proposals received by the concerned departments / committees are discussed in the meeting and possible initiatives are taken accordingly.

b) Teachers’ feedback are taken at the meeting held on 31st August, 2018 and several matters and difficulties faced by teachers regarding the Teaching-Learning process have been discussed in the meeting of the ‘Teachers’ Council’ in the presence of the Principal and subsequent measures are taken to resolve the issues.

c) Parents’ feedback are taken at the meeting held on 1st March, 2019 in the college where guardians have approached the college authority with several issues regarding admission, class-attendance, examination, etc.

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	57	21
B.A. Honours in English	75	83	38
B.A. Honours in History	53	43	15
B.A. Honours in Education	25	36	15
B.A. Honours in Sanskrit	25	20	06
B.Sc. Honours in Food & Nutrition	110	51	27
B.Sc. Honours in Human Development	30	05	04
B.Com. Honours in Accountancy	292	188	110
B.A. General	500	543	404
B.Sc. in Food & Nutrition	50	51	30
B.Sc. in Pure Science	30	50	27
B.Com. General	146	75	49
M.Com.	25	14	11

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
2018 – 19	1741	11	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 (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
12	08	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 facility	03	01	Internet/Wi-Fi

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The College organizes Orientation Program for newly admitted students during the first week of first semester (Semester – I) courses under the newly introduced CBCS-system 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 them introduction about their departments and new CBCS-Course structures (subject-wise as well as paper-wise). Teachers help them by giving books, suggestions, reading materials, etc and also call guardians to discuss about their performance and attendance. Students who are sick in solving different problems, teachers always help and guide them. Sometimes psychological problem arises and in that case counselling of the students by professional psychological counsellors is arranged by the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1752	10	1 : 175

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)			
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>

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	18/04/2019	10/05/2019
B.A/B.SC/B.COM (Hons.& Gen): Part – II	U.G.	Year	04/07/2019	06/08/2019
B.A/B.SC/B.COM (Hons.& Gen): Semester – I	U.G.	Semester	31/01/2019	07/02/2019
B.A/B.SC/B.COM (Hons.& Gen): Semester – II	U.G.	Semester	04/08/2019	08/09/2019
M.COM (Sem-I & Sem-III)	P.G.	Semester	31/01/2019	15/03/2019
M.COM (Sem-II & Sem-IV)	P.G.	Semester	31/07/2019	31/08/2019
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>The newly CBCS-system has been introduced by the affiliating University (WBSU) and the college has adopted the system from this session. Along with the external assessment/end semester examination taken by the University, there are internal assessment system in CBCS-curricula. The College has adopted the process of internal evaluation of students in the middle of the semester along with the continuous internal evaluation throughout the year. In the middle of the session, a mid-term examination is also arranged in all the departments for Part-II and Part-III students including Honours and General departments. In the Honours courses, project/practical based evaluation has been given due weightages. Some departments also hold students’ seminars and viva-voce as the process of internal evaluation and internal assignments are also given to the students by some departments as a part of continuous internal evaluation system.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>Like in the previous sessions, the academic calendar is prepared meticulously ahead of the session and 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 assessment/evaluation, semester/year-end examination, duration of college exam-results and various institutional events and outreach programme for the academic session. Cultural events and co-curricular activities are also mentioned tentatively. (Details are annexed later).</p>				

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 *wi-fi* – 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	43	30	69.77
	B.A. Honours in English	16	11	68.75
	B.A. Honours in History	29	17	58.62
	B.A. Honours in Education	09	07	77.78
	B.A. Honours in Sanskrit	06	03	50.0
	B.Sc. Honours in Food & Nutrition	18	17	94.44
	B.Sc. Honours in Human Development	03	01	33.33
	B.Com. Honours in Accountancy	39	16	41.03
	B.A. General	298	94	31.54
	B.Sc. in Food & Nutrition	18	08	44.44
	B.Sc. in Pure Science	07	04	57.14
B.Com. General	46	06	13.04	
Post-Graduate (P.G.)	M.Com.	12	12	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).

The college has developed a Students Satisfaction Survey by providing a Questionnaire and asking for Feedback from the Final year/semester students. The students database is kept and the feedback is minutely analyzed at the end of the session. The web-link of the SSS is given as follows:

<http://www.scmhabra.org/survey/index.php>

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 (applicable for PG College, Research Center)

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	-	
International		01	5.2
National	Mathematics	-	
International		03	5.6
National	Bengali	-	
International		01	-

National	Library	-	
International		02	5.1
National	English	-	
International		01	-
National	History		
International		02	

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

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
“Influence of NREGS on Agricultural wage....”	Dr. Sanjib Talukdar	The Indian Journal of Labour Economics (Springer)	2018	UGC-Approved	Sree Chaitanya Mahavidyalaya	
“Sum & product theorems on growth properties...”	Dr. Pulakesh Sen	Int. Journal on Emerging Technologies.. (JETIR)	2019	UGC-Approved	Sree Chaitanya Mahavidyalaya	
“Sum results on growth properties...”	Dr. Pulakesh Sen	Journal of Applied Science & computations.. (JASC)	2019	UGC-Approved	Sree Chaitanya Mahavidyalaya	
“Sum & product theorems on relative order...”	Dr. Pulakesh Sen	Int. Journal of Engg.,Sc., & Mathematics... (IJESM)	2019	UGC-Approved	Sree Chaitanya Mahavidyalaya	
“Banglar Upaonyase Deshbhag...”	Dr. Piyali De Maitra	No..37, Balaka	2019		Sree Chaitanya Mahavidyalaya	
“Application of ICT in Public Libraries...”	Sibananda Mridha & Manas Saha	Trends in LIS Education, Research...	2019		Sree Chaitanya Mahavidyalaya	
“The glimpse history & present scenario of Library...”	Manas Saha	Ray: Int. Journal of multidisciplinary studies...”	2019	UGC-Approved	Sree Chaitanya Mahavidyalaya	

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	-	08	08	08
Presented papers	-	04	04	06
Resource Persons	-	01	01	04

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 Camp & Screening Programme	NSS Unit/Institute of Tropical Medicine	08	150
Tree-plantation & Adoption Programme	NSS Unit	04	100
Students' Orientation Programme for new CBCS-system	All departments	20	500
NSS-Volunteers' Orientation Programme	NSS Unit	02	100
NSS-Volunteers' Special Camp	NSS Unit	04	100
HIV/AIDS-Awareness Programme	NSS Unit	02	100
Investors' Awareness Programme	Department of Commerce	06	120
Nutrition Week	Department of Food & Nutrition	05	40
Financial Literacy Programme	NSS Unit & dept. Of Commerce	04	120

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 Unit	NSS-Volunteers' Camp	05	100
NSS (WBSU)	NSS Unit & CSTM	Students' Health Check-up Camp	05	160
NSS (WBSU)	NSS Unit & CSTM	Thalasaemia awareness programme	05	140
NA	College	Students' Orientation Programme	20	500
NSS (WBSU)	NSS Unit	NSS – Tree Plantation & Adoption Programme	4	100
NSS (WBSU)	NSS Unit	NSS Programme on Communal Harmony	4	100
NSS (WBSU)	NSS Unit	HIV/AIDS-Awareness programme	6	100
NSS (WBSU)	NSS Unit	Manuring of Flower-saplings	2	100
NSS (WBSU)	NSS Unit	Orientation programme for NSS-volunteers	2	100
NA	Dept. of Commerce	Departmental Seminar for Commerce Students	5	90
Career Development Cell	Dept. of Commerce	Financial Literacy Programme	08	120
Career Development Cell	Dept. of Commerce	Investor Awareness Programme	10	100

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
Project Work	Final Year Project	Raja Biscuit Pvt. Ltd.	18.12.2018	15
Project Work	Final Year Project	MD, Mother Dairy Pvt.Ltd.	13.02.2019	15
Project Work	Final Year Project	Higher Secondary School, Ashoknagar	15.02.2019	03
Project Work	Final Year Project	National Inst. Of Loco-motor Disabilities, Bonhooghly	20.02.2019	09
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. 53,05,000/-	Rs. 55,20,500/- (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	24	-
Laboratories	06	01
Seminar Halls	02	-
Classrooms with LCD facilities	03	01
Classrooms with Wi-Fi/ LAN	03	01
Seminar halls with ICT facilities	02	-
Video Centre	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others	Gymnasium	01
	Generator Room	01
	Generator	02

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	29,423	16,90,711/-	-	-	29,423	16,90,711/-
Reference Books	970	5,32,380/-	-	-	970	5,32,380/-
e-Books	31,35,809	22,225/-	-	5,900/-	31,35,809	28,125/-
e-Journals	6247		0		6247	
Journals	15	2,44,057/-	0	16,776/-	15	2,55,351/-
Digital Database	14,195	-	30	-	14,225	-
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)	116	-	30	-	146	-

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	52	01	20	01	00	01	10	100 Mbps	01
Added	02	-	02	01	-	-	-	-	-
Total	54	01	22	02	00	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				
NLIST (Library)					http://www.scmhabra.org/Libray/E-resources				
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, 27,67,000/-	Rs. 27,90,000/-	Rs. 25,36,000/-	Rs. 27,30,500/-
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 (online/offline) separately in the Library.

Auditorium

This Auditorium hall is well-furnished and well-resourced with the equipments of a finely preserved Auditorium (ICT-enabled) 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 furniture and accessories are well-maintained here.

Computer Laboratory & Cyber Lounge

The computer laboratory also has internet facility and this render access to the domain of limitless knowledge. Local Area Networking (LAN) and Routers in different places of the campus have also been installed to facilitate an easy access of the knowledge pool using internet/wi-fi 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 (multi-gym facilities) and equipments provides the scope to work out for the students and the staff alike. Moreover the gymnasium facilitates the practical learning experience of the students of B.Sc./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 once in every week under the presence of a qualified doctor. The facility of providing first aid to the students and the staff is also maintained in the health care centre.

Cycle Garage

The college has a cycle garage 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 garrage is run and well-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 and maintained 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	46	Rs. 18,400/-
Financial support from other sources			

a) National	Swami Vivekananda Merit Cum Means Scholarship	34	Rs. 4,76,000/-
	Stipend for SC – students	339	Rs. 15,25,500/-
	Stipend for ST – students	11	Rs. 49,500/-
	Stipend for OBC-A – students	41	Rs. 1,43,500/-
	Stipend for OBC-B – students	152	Rs. 5,32,000/-
	Students’ Welfare Scheme	09	Rs. 19,800/-
	Kanyashree – K1	17	Rs. 17,000/-
	Kanyashree – K2	183	Rs. 45,75,000/-
	Chief Minister’s Fund	29	Rs. 2,90,000/-
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
Skill Enhancement Courses/Communicative English under CBCS	01-07-2018	All 1 st Semester students	College & University

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
2018-19	Career-development Cell	-	100	-	10

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
04	04	One month

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 : 2018-19

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	07	B.A.(Honours)	Bengali	WBSU/RBU	M.A.
2018	06	B.A.(Honours)	English	WBSU/RBU	M.A.
2018	03	B.A.(Honours)	History	WBSU/RBU	M.A.
2018	05	B.Sc.(Honours)	Food & Nutrition	WBSU	M.Sc.
2018	12	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)	250
	Inter-college (Under WBSU)	65
Cultural	Saraswati Puja	500
	Basanta Utsab	120
	College Social	1200
	Fresher's Welcome	800
	International Mother-Language Day	200

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
2018-19	Runners	University	Handball		12 students	
2018-19	Runners	University	Volleyball		07 students	
2018-19	Participation	University	Athletics		16 students	
2018-19	State selection	University	Athletics		04 students	

2018-19	State selection	University	Taekwondo		03 students	
2018-19	State selection	University	Yoga		03 students	
2018-19	State selection	University	Kabaddi		02 students	
2018-19	Runners	University	Football		16 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 13th 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)

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, 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 one 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.

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.

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):

❖ 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. This year, the University has implemented the CBCS-curriculum and our college has adopted it. In the post graduate level the 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.
- Internal assessment , Viva-voce, Project work are regularly executed.

❖ Examination and Evaluation:

The College holds one centralized examination each year/semester, 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. Internal assessments, Class tests, Project works 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, Training Programme and Symposia throughout the State and the Country.

❖ 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 four 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.
- f) The college has a fully ICT-enabled Auditorium and Computer Laboratory.

❖ 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

<p>study leave for advanced study/research.</p> <p>3) Providing infrastructure facility and financial support to the teaching staff for academic and socio-cultural activities</p> <p>4) Maintenance of Grievance Redressal Cell, Anti-Ragging Cell (Online complains are taken), Sexual Harassment Redressal Cell, etc.</p> <p>5) Appointment of a doctor, who visits the college every Wednesday for facilitating the health check-up of the students, teaching and non- teaching staff.</p>
<p>❖ Industry Interaction / Collaboration:</p> <p>The college tries to follow an Institute-Industry Partnership programme in the following way: The faculty in the department of Commerce invites experts from the University, Industries and different management courses outside the college for Seminar & Special Talks. Both the faculty and the students are advised to visit the industries through projects, interactions and bonding. The industries often look for and select suitable staff and trainees among the students.</p>
<p>❖ Admission of Students :</p> <p>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.</p> <p>2) Online admission is to different courses are made strictly on the basis of merit.</p> <p>3) Strict observations are kept to obey the University & Govt. Rules for Reserved Categories.</p> <p>4) All payments related to the Admission are collected through Bank and Online Payment gateway.</p>
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ Planning and Development:</p> <p>1) Payment of salary for all the Teaching & Non-teaching Staff fund from Govt. through HRMS portal.</p> <p>2) Regular exercises of PFMS/HRMS portal to upload expenditure related to Govt. fund.</p> <p>3) Submission of retirement related documents through e-pension portal of WB-Govt.</p> <p>4) All remunerations and salaries are paid through online money transfer process (NEFT/RTGS).</p>
<p>❖ Administration:</p> <p>1) Notice display system (Online/Offline) for students and other stakeholder.</p> <p>2) Regular exercises of e-tendering process through Govt. portal.</p> <p>3) Regular exercises of PFMS/HRMS portal to upload expenditure related to Govt. fund.</p> <p>4) Submission of retirement related documents through e-pension portal.</p> <p>5) Initiative taken towards installation of full-fledged Office Automation system.</p>
<p>❖ Finance and Accounts:</p> <p>1) Partially computerised office and accounts section.</p> <p>2) Maintenance the college accounts through Tally-software.</p> <p>3) Reception of salary fund from Govt. through HRMS portal.</p> <p>4) All remunerations and salaries are paid through online money transfer process.</p> <p>5) All payments related to the Admission are collected through Bank and Online Payment gateway.</p>
<p>❖ Student Admission and Support :</p> <p>1) Online admission through online process and payment through online payment gateway.</p> <p>2) Maintaining students' updated database in the office</p> <p>3) Students' scholarship & concession are provided for the needy students regularly from the college fund.</p> <p>4) Online Registration, Exam-Form filling , Students' verification process are done through the University & College Portal.</p>
<p>❖ Examination:</p> <p>1) Notices related to examinations (internal/external) are posted and uploaded in the College website/Notice Board.</p> <p>2) Internal marks are uploaded and sent to the University through online.</p> <p>3) Students' from-filling and verification process are done through online.</p>

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)
2018-19	Financial Literacy Programme	Financial Literacy Programme	28-02-2019	10	10
2018-19	Workshop on "Role of ICT in T-L-E-Process"	NA	04-06-2019	20	NA

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)
Orientation Programme	01 (S. Mridha)	04.09.2018 – 03.10.2018
7-Days' Teachers' Enrichment Workshop	02 (P. De Maitra & P.Chattopadhyay)	12.03.2019 – 18.03.2019
7-Days' Teachers' Enrichment Workshop	01(M. Saha)	20.05.2019 – 26.05.2019
One-Day Teacher' Workshop	02 (P. Sen & S. Talukdar)	22.01.2019

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	Health Scheme under the Govt. of West Bengal.
Non teaching	The college gives bonus, advance & ex-gratia to the non-teaching staff/casual 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)

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?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	College
Administrative	Yes	CA G. Kankani & Associates	Yes	College

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- Parents – Teacher meetings held in the beginning of the session.
- Exam-performance and attendance of wards are discussed.
- Awareness on newly launched CBCS-Curriculum also discussed by all departments.
- Suggestions from the parents are taken as consideration.

6.5.3 Development programmes for support staff (at least three)

- Participation in WB-Health Scheme Training Programme at CRNN on 07.01.2019
- Participation in ‘e-pension’ Training programme in WBHED, Kolkata.
- Participation in PF/GPF-related workshop in the Barasat-Treasury.

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

- Solar Power Plant Project has been implemented.
- More ICT-enabled classrooms have been made available.
- Students’ Feedback has been collected (online) and analyzed thoroughly.
- Existing courses have been extended and new courses have been introduced.
- Financial assistance has been provided to students in different mode of operations.
- Financial assistances, Building Grants are allotted from the WBHED, West Bengal.
- Teachers are encouraged to attend OP/RC/Training courses for their professional developments.
- NSS unit has organized more social outreach programme/activities throughout the year.
- Career Development Cell has organized several programme.
- New CBCS-system has been implemented.
- Several Seminars, Workshops, Special Lectures have been arranged by different departments.

6.5.5

- Submission of Data for AISHE portal : Yes
- Participation in NIRF : No
- ISO Certification : In process

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
2018-19	Students' Orientation Programme	31-08-2018	2018 – 2019	500
2018-19	NSS – Tree Plantation & Adoption Programme	10-11-2018	2018 – 2019	100
2018-19	NSS Programme on Communal Harmony	28-11-2018	2018 – 2019	100
2018-19	HIV/AIDS-Awareness programme	29-11-2018	2018 – 2019	100
2018-19	Manuring of Flower-saplings	12-12-2018	2018 – 2019	100
2018-19	Orientation programme for NSS-volunteers	28-02-2019		100
2018-19	Departmental Seminar for Commerce Students	15-03-2019	2018 – 2019	90
2018-19	Free Health Check-up Camp	Every Wednesday except holidays	2018 – 2019	150
2018-19	Financial Literacy Programme	28-02-2019	2018 – 2019	120
2018-19	Investor Awareness Programme	16-03-2019	2018 – 2019	100
2018-19	Students' Thalasaemia awareness & screening programme	15-01-2019	2018 – 2019	150
2018-19	Nutrition Week	3 rd week of September,2018	2018 – 2019	40
2018-19	Independence Day observed	15-08-2018	2018 – 2019	250
2018-19	College Foundation Day observed	17-08-2018	2018 – 2019	300
2018-19	Birthday of Swami Vivekananda observed	12-01-2019	2018 – 2019	150
2018-19	Birthday of Netaji Subhas Chandra Bose observed	23-01-2019	2018 – 2019	150
2018-19	Republic Day observed	26-01-2019	2018 – 2019	200
2018-19	International Mother Language Day observed	21-02-2019	2018 – 2019	200
2018-19	Special Lecture in the Dept. of Bengali	04-02-2019 & 19-02-2019	2018 – 2019	60
2018-19	Special Lecture in the Dept. of English	26-02-2019	2018 – 2019	45
2018-19	Special Lecture in the Dept. of Sanskrit	27-02-2019	2018 – 2019	25
2018-19	Annual Cultural Programme	23-02-2019	2018 – 2019	700
2018-19	Parent-Teacher Meeting	01-03-2019	2018 – 2019	50
2018-19	Workshop on “Role of ICT in T-L-E-Process”	04-06-2019	2018 – 2019	100
2018-19	World Environment Day observed	05-06-2019	2018 – 2019	150
2018-19	World Yoga Day observed	21-06-2019	2018 – 2019	100

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

- A Solar Power Plant (5-KWP) has been installed with the help of WBPCB & WBGEDCL.
- 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
2018	01	01	28/11/2018	NSS Programme on Communal Harmony	Communal impatience & disturbances around us	Students-100 Staff-05
2019	01	01	28/02/2019	Thalasaemia Awareness & Screening Programme	Health Check-up & Blood Tests	Students-100 Staff-08
2019	01	01	28-02-2019	Financial Literacy Programme	Financial awareness among students	Students-120 Staff-08
2019	01	01	16-03-2019	Investor Awareness Programme	Awareness among investors around us	Students-100 Staff-08

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)
To follow the E-prospectus and “Students’ Section” in the college website.	At the beginning of each session (July, 2018 for this session)	Rules & regulations and code of conduct are mentioned in the prospectus and are conveyed to the students and other stakeholders 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	15-08-2018	250
College Foundation Day observed	17-08-2018	300
Birthday of Swami Vivekananda observed	12-01-2019	150
Birthday of Netaji Subhas Chandra Bose observed	23-01-2019	150
Republic Day observed	26-01-2019	200
International Mother Language Day observed	21-02-2019	200
World Environment day observed	05-06-2019	150
World Yoga Day observed	21-06-2019	100
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
i) Solar Power Plant (5 KWP) has been installed. ii) Tree plantation and adoption in different places of the campus. iii) Plantation and manuring of flower-saplings in the campus. iv) Installation of LED lights in classroom and laboratories. v) The campus is made a Plastic free zone. vi) The campus is made a Tobacco free zone. vii) Herbal garden is maintained by the NSS-Unit.		

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

- a) **Name:** “Exhaustive concession to the need based students, after thorough counselling.”
- b) **Goal:** To disseminate higher education among the disadvantaged rural and semi-urban students who hail chiefly from economically backward echelon of the society.
- c) **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.
- d) **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

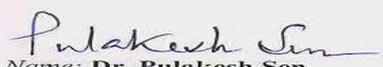
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

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

NA

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

1. To work on the ‘Green Audit’ of the campus.
2. New Skill Enhancement Courses under CBCS, Value Added Courses, etc. to be implemented.
3. Up-gradation of the College website.
4. To implement Academic & Cultural Exchange programme with other institutes.
5. Participation in NIRF-Ranking, ISO-Certification, etc. from this session.
6. Teachers will be motivated to attend more Seminars and publish more papers.
7. Rain-water Harvesting process to be implemented fruitfully.
8. More eco-friendly initiatives have to be taken.
9. Compartmentalization for different departments of the college.
10. More guest teachers are required to be appointed temporarily.
11. NSS Unit is to be encouraged to organize more outreach programme.
12. To take over more Fund-raising initiatives in future.
13. To collect feedback from all stakeholders.
14. To increase the no. of classrooms and laboratories
15. To work more on the infrastructural deficiencies.
16. To publish a peer-reviewed journal for the current year


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Principal
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Signature of the Chairperson, IQAC

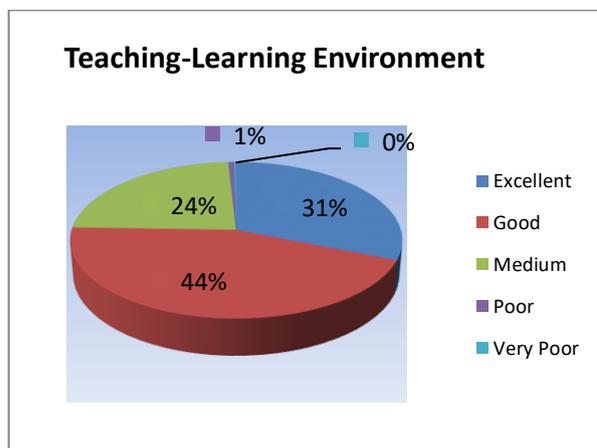
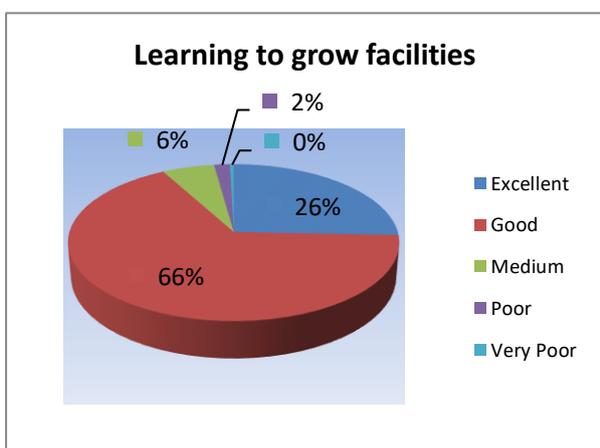
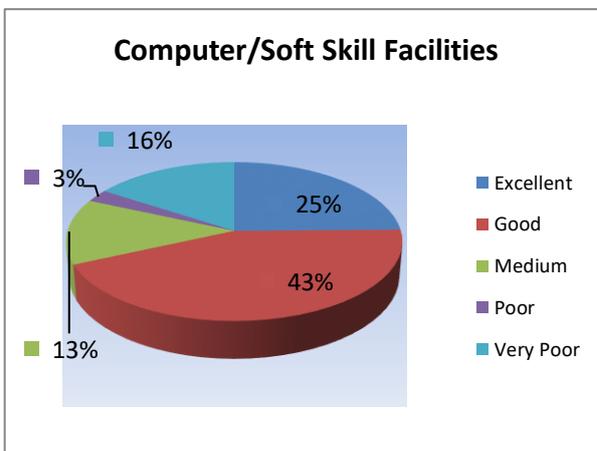
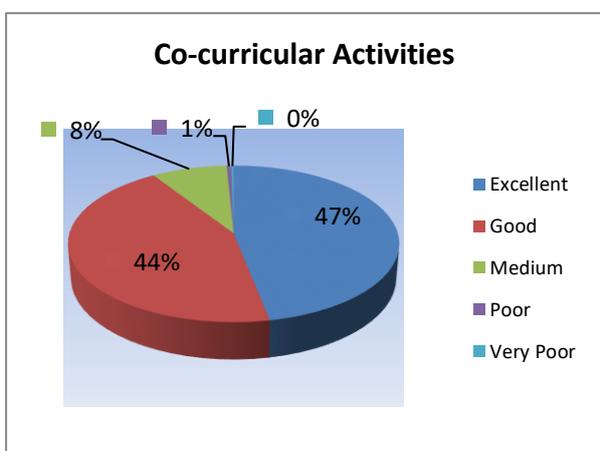
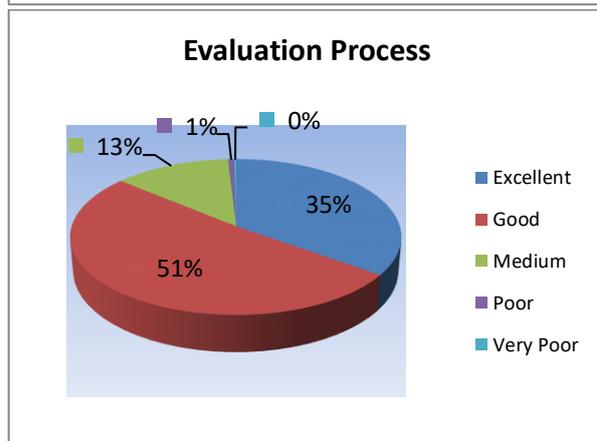
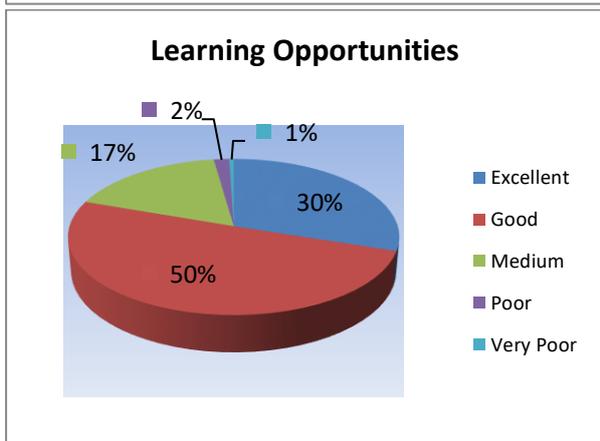
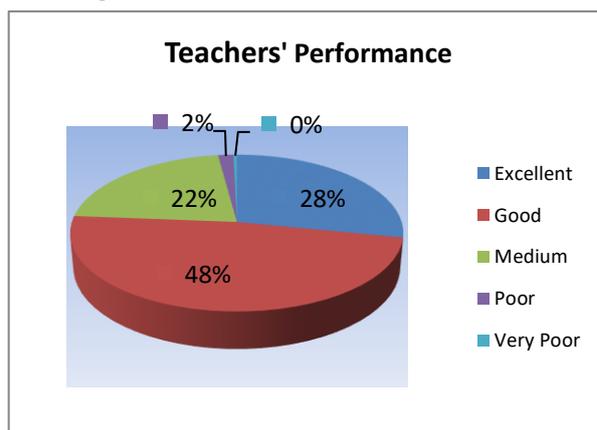
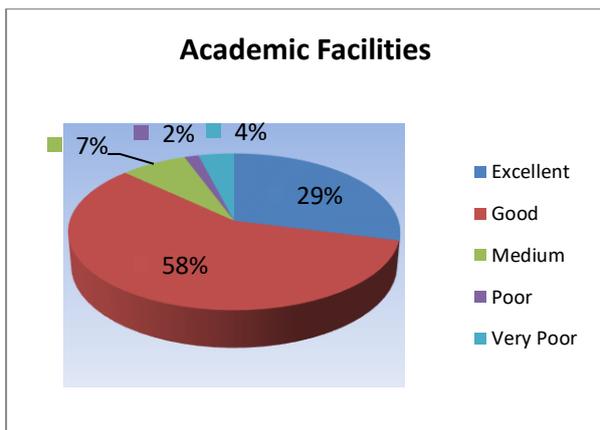


ANNEXURE : I
Academic Calendar: 2018-2019

2 nd July -2018	Administrative & Admission work
3 rd July -2018	Meeting of Teachers' Council on Academic matters
4 th -13 th July -2018	Administrative & Admission work
14 th July-2018	Closed for Rathayatra
16 th July -2018	Regular Classes started for new session
15 th August -2018	Independence Day Celebration
17 th August -2018	Observation of College Foundation Day
18 th August -2018 onwards	Regular classes
22 nd August-2018	Closed for Eid
25 th August-2018	Observation of Raksha Bandhan Utsab
26 th August-2018 onwards	Regular classes
31 st August-2018	Orientation Programme for Students
3 rd September-2018	Closed for Janmastami
4 th September-2018 onwards	Regular classes
17 th September-2018	Closed for Viswakarma Puja
18 th September-2018 onwards	Regular classes
21 st September-2018	Closed for Muharram
22 nd September-2018 onwards	Regular classes
29 th September-2018	Observation of Vidyasagar Birthday
2 nd October-2018	Observation of Gandhi Birthday
3 rd – 6 th October-2018	Internal Assessments
8 th October-2018	Closed for Mahalaya
9 th October-2018 onwards	Regular classes
15 th October- 10 th November-2018	Puja Vacation
12 th November-2018	Regular classes
13 th November-2018	Closed for Chhat Puja
14 th November-2018 onwards	Regular classes
17 th November-2018	Closed for Jagadhyatri Puja
19 th November-2018 onwards	Regular classes
21 st November-2018	Closed for Fateha-doaz-daham
22 nd November-2018	Closed for Raasyatra
23 rd November-2018	Closed for Guru Nanak Birthday
24 th November -2018 onwards	Regular classes
4 th – 15 th December-2018	Part-III Test Examinations
17 th – 26 th December-2018	WBSU-Semester-I Examinations
25 th December-2018	Closed for Christmas
27 th – 31 st December-2018	Closed for Winter Recess
1 st January-2019	Closed for New Year Day
2 nd January-2019 onwards	Regular Classes
12 th January-2019	Observation for Vivekananda Birthday
14 th January-2019	Closed for Makar Sankranti
15 th January-2019	Thalasaemia Camp Programme
15 th – 22 nd January-2019	Part-II Test Examinations

23 rd January-2019	Observation for Netaji Birthday
24 th -25 th January-2019	Regular Classes
26 th January-2019	Observation for Republic day
27 th January-2019	Venue for WBPSA Examination
28 th January-2019 onwards	Regular Classes
12 th February-2019	Closed for Saraswati Puja
13 th February-2019 onwards	Regular Classes
21 st February-2019	International Mother Lang-Day observed
23 rd February-2019	Annual Cultural Programme
25 th February-2019	Closed for University Foundation Day
26 th February-2019 onwards	Regular classes
28 th February-2019	NSS-Orientation Programme
1 st March-2019	Parent-Teachers' Meeting
4 th March-2019	Closed for Shivaratri
5 th March-2019 onwards	Regular classes
11 th – 25 th March-2019	WBSU-Part-III (Hons & Gen) Examinations
21 st & 22 nd March-2019	Closed for Dolyatra & Holi
26 th March-2019 onwards	Regular Classes
8 th – 10 th April-2019	Semester-II Internal Examinations
11 th April-2019 onwards	Regular classes
15 th April-2019	Closed for Bangla Naba-Barsha
16 th April-2019	Regular Classes
17 th April-2019	Closed for Mahavir Jayanti
19 th April-2019	Closed for Good Friday
20 th April-2019	Closed for Easter Saturday
22 nd – 24 th April-2019	Regular Classes
25 th – 30 th April-2019	WBSU Part-II Examinations
1 st May-2019	Closed for May Day
2 nd – 3 rd May-2019	Regular classes
4 th & 6 th May-2019	Closed for Cyclone-Fani
7 th & 8 th May-2019	Regular Classes
9 th May-2019	Observation of Rabindra Jayanti
10 th May-2019 onwards	Regular classes
16 th May & 17 th May-2018	Semester-II (Suppl. Examinations)
18 th May-2019	Closed for Buddha Purnima
20 th – 22 nd May-2019	Admission Process
23 rd & 24 th May-2019	Closed on Administrative ground
27 th – 31 st May-2019	Administrative & Admission work (RUSA)
1 st -2 nd June-2019	Administrative & Admission work (RUSA)
4 th June-2019	Seminar on "Role of ICT in Teaching-Learning"
5 th June-2018	Closed for Eid-ul-Fitr
6 th June-2019	Administrative & Admission work
7 th – 20 th June-2019	WBSU Part-II (Hons & Gen) Examinations
21 st June-2019	World Yoga Day observed
22 nd - 30 th June	Administrative Work, Admission Process, etc.

ANNEXURE : II
Students' Feedback Analysis : 2018 -19



ANNEXURE : III

Parents' - Feedback

Feed Back from Parent-Teachers Meeting held on 01-03-2019 at the College-Auditorium:

1. The parents present in the meeting, dated 01/03/2019, are made aware of the newly adopted CBCS-system, introduced by the University (WBSU) with its' semester-wise programme schedule.
2. The members have agreed on the issue that the attendance of the students in both theoretical and practical classes should be ensured.
3. It is resolved by the members that the students should be motivated to participate in more classes, seminars, workshops, special lectures, sports and cultural activities organized by different departments and/or by the college.
4. The guardians present in the meeting have appreciated the introduction of the new CBCS system and its adopted course-structure in different subjects.
5. The Principal 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.

ANNEXURE : IV

Teachers' - Feedback

Feed Back from Teachers Meeting held on 31-08-2018 at the College-Teachers' Room:

1. The teachers present in the meeting, dated 31/08/2018, are made aware of the difficulties raised to implement the newly adopted CBCS-system, introduced by the University (WBSU) from this session.
2. All have agreed on the issue that the class-attendance of the students in both theoretical and practical classes should be ensured.
3. The queries raised by the teachers to run the internal assessment process throughout the Semester are resolved.
4. Teachers are requested to motivate students to participate in more classes, seminars, workshops, special lectures, sports and cultural activities organized by different departments and/or by the college.
5. The teachers are requested to follow the class-routine strictly from 8:30 A.M. to 2:30 P.M. throughout.
6. The Principal has suggested all the Teachers to remain in touch with their students sincerely and sympathetically.

The meeting ended with a vote of thanks.