SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SREE CHAITANYA MAHAVIDYALAYA

P.O. HABRA-PRAFULLANAGAR, DIST. NORTH 24 PARGANAS
743268

https://www.sreechaitanyamahavidyalaya.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Since its establishment, Sree Chaitanya Mahavidyalaya (erstwhile Sree Chaitanya College of Commerce) is worth trying to spread the education among the society especially to cater the priority sector and weaker section of the vicinity which are reflected in the vision and mission of the college. The college started offering numerous courses in multiple disciplines, namely, Arts (Humanities), Science and Commerce under the aegis of West Bengal State University (WBSU). A Governing Body is at the centre stage of the College Administration. The College boasts of having a well-set Internal Quality Assurance Cell (IQAC) which is taking care of the quality initiatives.
The college has a green ambience with a garden showcasing multihued flowers and a large green playground.

The library has a spacious, airy and well lighted reading room for the seekers of knowledge consisting of impressive and huge collection of books of different subjects.Operations of the College are conveniently spread in two parts of the main campus, the Main Buildingand Annexed Buildings. Office of the Principal, administrative office,some academic departments, smart class rooms, auditorium, students' union room, college canteen, gymnasium and library are located within the main building campus. The teaching and other support staffs of the college ever venture out to achieve excellence and flourishing of the college. Students are to abide by the rules and regulations of the college and it must be ardently kept in mind that only through mutual endeavors of all of us, we can raise the college to an astral height.

The college is affiliated to the West Bengal State University. The University Grants Commission also recognized the college under Section 12(B) and Section 2(F). National Assessment and Accreditation Council (NAAC) visited our college on March 22 – 23, 2007 (1stCycle) and on September 26-28, 2016 for the 2nd Cycleand graded 'B' in its evaluation scale. The college is now preparing for the Cycle-III.

The college is well connected by train and surface transport, situated on Jessore Road (N.H.35), easily accessible both from Habra Railway Station and Ashoknagar Road Railway Station.

Vision

"????? ?????? ??? ???????" (Sarvam Jnanam Mayi Vidyate) - All that I have to learn is within me

The College aims to impart liberal education pervaded by moral value-based teaching and learning to produce intellectually sound, socially oriented able bodied persons to be dedicated for service to the nation.

Mission

"**Education is the manifestation of the perfection already in man**" – Swami Vivekananda

- To ensure higher education to the students in general and also from backward and down trodden section of the society and make them equipped for the ever changing demand of the world.
- To coordinate all the stakeholders for overall development of the institution through strategic action plan and e-governance, effective leadership and participative decision-making process.
- To emphasize more on the sports and cultural activities for all round development of the students.
- To inculcate value based education, social and environmental awareness among the students for making them responsible citizen for the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institution offers **Honours program** in **nine** major disciplines, **three General programs** and **one PG Programme** comprising of all the three broad streams of Arts, Commerce and Science unlike other nearby colleges.
- The college has an Auditorium, a Gymnasium and a big Playground that helps to nurture young talent in various extracurricular activities.
- To successfully execute the vision and mission of our institution, apart from providing various Government **scholarships, our institution provides student-concession** to the needy and meritorious students.
- The institution has a large **collection of textbooks**, **reference books and journals** in a partially automated Central Library as well as E-resources through NLIST subscription facility.
- The institution has an environment sensitive approach by **installation of Solar Panel** and **Wheeling to the Grid**, **Rain water Harvesting** and **Waste management practices**.
- The institution has **Memorandum of Understanding (MOU)** with varied institutions (twenty seven) to enrich the quality of education.
- The institution has a mechanism of Learning Management System (LMS) depicting the session wise lesson plan of individual teachers.
- Students are continuously assessed throughout the session by resorting to MCQ, Entry-in-service test and internal semester-end assessment.
- Student Profile Mapping (Demographic and Skill-Strength Tracking) is exercised to determine the socio economic background of students in an objective and quantifiable manner and identify the slow, average and advanced learners..
- The College has a 360-degree feedback **online** process through which employer evaluates employee's performance from as many sources as possible.
- The institution regularly publishes a University approved multilingual journal named "The Impression" where teachers and scholars from outside contribute in addition to the in-house teachers and students.
- The institution has a rich Herbal garden; Kitchen garden and has made a provision of Vermi Compost having immense utilitarian value.
- The institution has a distinctive practice of frequent taking care of the students of Gandhi Centenary B.T. College Modern School in our college campus.
- The college mobilized resources in the form of leasing of a pond inside the college area.
- The college has a gender bias in favour of female students over the years.

Institutional Weakness

- The institution is still striving for optimum **infrastructural set up** in comparison to the student base. The institution has requirement for quality classrooms, modern laboratories, smart classrooms, instruments/apparatus that are useful as modern teaching-aid.
- At present the institutions has no **Head Clerk, Accountant, Cashier and Lower Division Clerks** in different sections. Besides, the institutions is also suffering from inadequate strength of permanent office staff as sanctioned by the Government since long for carrying out all the office-job efficiently. Skilled computer-educated office staff is an urgent requirement for providing quality service to the students. Moreover, the handful existing sanctioned posts are even lying vacant for a considerable period of time, though several correspondences have been made to the competent authority from the institutional front. From 2017-18 to till date no new posts and approval for vacant posts have been sanctioned by the Higher Education Department, Govt. of WB.
- There is a dearth of permanent academic faculties in some of the Departments as the numbers of sanctioned posts are far less than what is required and few departments are running with State Aided College Teachers (Not approved By UGC) as there are no sanctioned posts in those departments even after several requests to the competent authority from the institution.
- There lies an acute **limitation of own fund** as the number of students are far less than intake capacity for time-oriented modernization in infrastructural development. No UGC funds as well as MLA/MP LAD have been received from prior to the last assessment.
- The institution has limited scope for **job-oriented courses** in the University prescribed syllabus to enrich the skill-set of students though initiative has been taken by the institution for opening up of new **job-oriented courses**.
- Despite several attempts with different universities rendering distance education, the matter is still pending.
- The institution has **no autonomy for modification, addition and alternation in the syllabus** as framed by the University and also in the examination procedure.

Institutional Opportunity

- The institution has opportunities to offer **newer disciplines** like Fashion Designing, Mass Communication, Computer Application, Information Technology, BBA in Hospitality, Aviation and Tourism Management and undergraduate Management Programmes like Bachelor of Business Administration.
- The institution being surrounded predominantly by rural areas, there is an immense opportunity for various social extension activities using its human capital, infrastructure and professional knowledge. The location of the institution is ideal for **knowledge dissemination** in areas like sustainable agricultural practices, newer economic activities like small business, small manufacturing and production units and sensitization programs for gender and health issues.
- The institution has a scope for **industry-institution linkage** for employability training to the students.
- The institution has opportunity for organizing career counseling and campus placement training/workshops for our final year students by inviting potential employers from the industry.
- The institution has taken endeavour to opening up two units of NCC (both for male and female) and has successfully received permission from the competent authority.
- The institution has opportunity for generating more resources optimally.

Institutional Challenge

- The most important challenge to the institution presently is to overcome the **financial and infrastructural bottleneck** for smooth running of the college.
- The institution being **understaffed** both in the teaching and non-teaching front, it becomes a challenge to provide quality service to such to the students.
- Owing to the diverse **socio-economic background of students** it becomes a challenge to make them equipped with the ever-growing needs of modern curriculum under CBCS & NEP, 2020.
- In the post-covid scenario, the college has experienced a declining trend of student admission in various disciplines. This trend can mostly be attributed to the challenging job market scenario in recent times. It is becoming increasingly difficult to motivate students to study in General Degree Programme (both Honours and General) instead of job-oriented technical/ professional courses.
- As recently UGC stopped funding for Minor and Major Research Projects, the institution with its limited fund facing a challenge to motivate the faculty members in the research activities.
- The West Bengal Council of Higher Education (WBCHE) and the affiliating university (West Bengal State University) is currently not providing any affiliation for the extension of introduction of new courses which have been already applied for.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has a well planned and documented process of curriculum delivery. At present, 15 programs in undergraduate and 1 postgraduate (M.Com.) curriculum follow the Choice Based Credit System and from the academic session 2023-24 the college follows the curriculum of NEP 2020. The syllabus of the program is furnished by the West Bengal State University. The department plans an effective curriculum delivery, with the help of an academic calendar and routine, by chalking out a lesson plan reflected by Learning Management System (LMS) and displayed in the website at the beginning of the semester for all the courses. It depicts the road map to show the progression and delivery of lesson plan in the planned time frame and is disseminated to the students taking up the course. Introducing interdisciplinary and multidisciplinary course as per NEP 2020 is a new feature on the part of the institutions for more academic flexibility.

Regularity of students' attendance is ensured by maintaining attendance register. Outcome based education is reflected by POs and COs in Hons. and P.G. Department through website.

The college offers courses related to cross cutting issues like skill development, environmental studies, human values and professional ethics. The college introduced 39 certificate/ add-on/ value added courses.

A number of Collaborations have been made with different institutions for effective execution of curriculum to promote excellence, value addition and for cultural exchange.

 Students are exposed to experiential learning through project work/field work in different subjects.

The college strengthens the relationship between students and teachers and mentoring them for being good human through induction programme, parent- teachers meeting. To obtain the feedback on curriculum, its scientific, systematic analysis for effective communication to Academic subcommittee / IQAC / PG Board of Studies for taking positive move for revision and restructuring of curriculum.

Teaching-learning and Evaluation

Sree Chaitanya Mahavidyalaya offers undergraduate programs in Arts, Science and Commerce streams in 15 disciplines and a post graduate program in Commerce (M.Com.). Despite several attempts taken by the college the enrolment percentage in the U.G. Programmes is 48.22 which appear to be great challenge to the institution. Amongst the total students 50.24% belong to minorities, Scheduled Caste and other backward castes. During admission the institution strictly follows the government rule regarding reservation of seats for the social groups.

The student-full time teacher ratio is adverse as we have dismal number of teachers though percentage of full-time teachers against the sanctioned post has been commendable. Moreover, there is a **cent percent** fulfillment of eligibility criteria by the full time teachers.

We have proposed introduction of Multidisciplinary/General courses in Economics, Political Science, Sociology and Philosophy.

Parameters are set by the teachers to identify advanced learners and slow learners through **Student Profile Mapping** and classes for advanced learners are arranged to bridge the gaps and/or to enrich further.

Use of ICT and innovative teaching and learning resources like **LCD projectors** for power point presentations, internet etc. in Teaching-learning has changed the dimension of teaching and has made learning more interesting for the students.

The college follows continuous evaluation of the students by taking **MCQ test**, **Entry-in–service** questions via online mode and semester end internal assessment. The external semester-end examinations are conducted by the University and time–bound Grievance Redressal systemis in operation.

Tutorials are parts of the regular teaching-learning and continuous evaluation. **PO-CO** attainment results are used for executing outcome based education. Parent-teacher meetings are organized for betterment of the students.

Regular seminars/webinars, workshops, special lectures, experiential learning, participative learning and problem solving methodologies etc. help enhancing the quality of students.

College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling OPAC, INFLIBNET-NLIST services for the students and the teachers. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources. Best library user awards are given to the students every year to motivate them for better performance.

Research, Innovations and Extension

The Research and Publication Cell constituted in 2018 has been subsequently rejuvenated to Research and Development Cell (RDC) to create an enabling environment for research-based studies and publications.

Institution Innovation Council (IIC) provides support to the students and the teachers to work with new ideas and transform them into innovative activities.

The Incubation Centre has started functioning under the umbrella of IIC to develop entrepreneurial skills amongst the students by means of their own creations and products.

Since April, 2022 it has become a collaborative venture making cluster among few other institutions, like New Alipore College, P. N. Das College, Hiralal Majumder Memorial College for Women to be in tune with the spirit of NEP 2020.

RDC of the college keeps in touch with the library for a vibrant and resourceful academic environment. It assures the availability of e-Journal and e-Resources to all the students and faculties. RDC also motivates teachers and students to undertake research activities such as project and publication of research papers in reputed journals and in college journal 'The Impression' (Print/online) and participate and present the research papers in seminars / workshops / conferences.

The Governing Body sanctioned a total of Rs. 40,000/- as Seed money for college-based Minor Research The college recommends faculties applying for various Fellowships/ Scholarship programs for higher education. Sponsorship to attend conferences for paper presentations to all faculties are recommended by RDC.

College plans to organize and facilitate more workshops related to Research Methodology, Publications, etc.

The college has created an environment of Indian Knowledge System (IKS) by making the students aware of the cross cutting issues like Professional Ethics, Human Values, Gender and Health Issues, IPR. It plans to encourage and help more faculties to participate in FDPs related to new technologies and subject

Institution encourages more extension and outreach programmes conducted in collaboration with industry, community and NGOs.

It aims to increase the number of functional MoUs or linkages for on-the-job training, student/faculty exchange and other collaborative activities.

Infrastructure and Learning Resources

The institution has plans and policies for optimum utilization and maintenance of available infrastructure and learning resources and also committed for continuous improvement of infrastructure and learning resources. The college constantly endeavours to obtain grants for infrastructure development. The institution has well-equipped Computer laboratories. It has a Library with increasing stock of books and user friendly, automated and comprehensive services. College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling OPAC, INFLIBNET-NLIST services for the students and the teachers and reading rooms. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.

The institution has updated IT facilities with sufficient bandwith for internet connection. Departmental rooms for faculty with departmental libraries, computers and internet facilities in teachers' staff room, office, Bursar room, departmental rooms, library, and IQAC room.

The Institution has the following infrastructural facilities:

- Fully equipped auditorium hall with audiovisual facilities

- Safe, pure and cold drinking water facility in every floor
- Adequate number of toilets in all blocks for students.
- Well-furnished Seminar Hall
- Well-furnished Administrative Office
- Spacious, well-furnished, well-ventilated canteen.
- Maintenance and cleanliness of infrastructure
- Supply of electricity power with separate panels in every floor coupled with solar power, generator facility to ensure continuous and uninterrupted power supply.
- Reduction in electricity bills by use of LED bulbs and solar panels
- Well secured fire extinguisher with gas and water facilities.
- Computers at laboratories, offices, Library and departments with LAN
- Within limited scope college library keeps sufficient reference books, subject related good quality text books, sufficient PCs with internet access for the completion of projects and research work etc.
- The college maintains the system of quadrilateral evaluation of teachers by self, students, Principal and external peers to prepare faculty members towards their respective responsibility.
- The college has set biometric system of attendance for recording the arrival and departure time of the staff.
- The college has sufficient number of CC TV which executes stern surveillance.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements have been strengthened for sustenance of quality.

Student Support and Progression

The institution arranges for capacity development and skill enhancement activities such as, Soft Skills, Language and Communication Skills, Life Skills and ICT Skills.

The institution has kept grievance box where students drop in their suggestions/ grievances. These are scrutinized periodically and taken into account for further

Awareness Programmes on health hygiene and personal sanitation, cleanliness campaign, environmental conservation campaign and tree plantation, at the adopted village (Khosdelpur) are done by NSS Unit and Unnat Bharat Abhiyan (UBA) Cell of the College involving students to create a sense of social responsibility among them.

The college has constituted Right to Information Cell, Internal Complaints Committee (ICC), Anti Ragging Committee, staff and community help generating awareness amongst the students. Field visits, frequent counseling sessions provide information about career options, organization of trainings for employment, preparation for Govt. jobs etc.

The institution has made a provision for benefiting the students by guidance for competitive examination through online question answer system namely, Entry-in-Service.

The institution has a registered Alumni Association which contributes significantly for the development of the college.

Governance, Leadership and Management

Vision and Mission of the institution are communicated effectively to all the stake holders. The Governing Body of the college, Principal, Teachers and staff work together for the development of the institution. Democratic and participatory governance through various statutory committees and sub-committees act in academic and administration.

The substantive posts of teaching faculty are filled up by the recommendation of the West Bengal College Service Commission after following the requisite steps devised by the Govt. of West Bengal. The appointment of non-teaching staff is done through an interview process conducted by the college with the approval of the Department of Higher Education, Government of West Bengal.

The college constituted statutory committees and sub committees with clearly specified roles, responsibilities and Grievance Redressal Cell, Students' Welfare Committee, Anti Ragging Cell, Women Cell, Internal Complaints Committee (ICC) etc. are working efficiently Capacity building of Faculty and Staff is ensured by organizing Faculty Development Programmes and Staff Training Programmes regularly.

All the major financial decisions regarding academic expenses and administrative expenses are taken by the Finance Sub-Committee and Governing Body by following the recommendations of the Development and Maintenance Sub-Committee and Purchase Sub-Committee. Financial assistance is provided to teaching staff for attending conferences/ seminars/ workshops/ FDP.

The College undergoes two types of audits i.e.

The institution is characterized by growth oriented annual budgetary

Regular external academic and administrative audit and timely internal and external financial audit of the accounts are done.

The institution gives consistent effort for grants from government, MP/MLA LAD.

IQAC takes effort to record comprehensive and effective performance appraisal of faculty as per API. The IQAC will further strengthen the appraisal system of teachers by Quadrilateral Assessment which will enable them to realize their academic standard and endear them in various activities to excel in their academic performance. Moreover Online Teachers' Diary are maintained by the individual teacher to track their performance. PBAS / Individual performance report is verified by the IQAC, Principal, Governing Body nominees and University nominees. IQAC also takes initiatives to carry out Gender Audit, Green and Environmental Audit and Energy Audit.

 Feedbacks given by the stakeholders are analyzed and necessary actions are taken at the earliest.

Institutional Values and Best Practices

The institution has undergonethe external Gender Audit for the last five years. It remains vigil for promotion of gender equity and gender sensitization and thus has a clear vision and plan towards execution the same. The college regularly follows the quality audits such as, Green Audit / Environment Audit and Energy Audit.

The institution has installed Solar Panel and Rain Water Harvesting. It also has taken exhaustive initiative to use LED and/ CFL lights towards energy conservation objective. Besides, it has taken several ventures on

Environment awareness.

Each day college ensures cleanliness of the Efforts are already taken to ensure no-plastic and no-tobacco campus.

Nurturing innovative practices in the field of Indian Knowledge System which include cross cutting issues like Professional Ethics, Human Values and Gender and Environmental sustainability

The institution focuses on various extra and co- curricular activities especially sports and has achieved a commendable success.

The college has successfully implemented Best Practices like Student Profile Mapping (Demographic and Skill-Strength Tracking), 360- degree appraisal (Quadrilateral Assessment of teachers), promotion of Sustainable Environment and carrying out initiatives under Institutional Social Responsibilities.

The college has a distinctive feature of 'Nurturing Inclusive Education' formalized by intensive and affectionate gesture on the part of it towards "Gandhi Centenary B.T Primary School" situated in the college campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SREE CHAITANYA MAHAVIDYALAYA
Address	P.O. Habra-Prafullanagar, Dist. North 24 Parganas
City	HABRA
State	West Bengal
Pin	743268
Website	https://www.sreechaitanyamahavidyalaya.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Subrata Chatterjee	091-9434220612	7003098336	-	srchma@gmail.com
IQAC / CIQA coordinator	Pulakesh Sen	091-9475418311	8348820680	-	iqac.scm@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	West Bengal State University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	12-12-2003	View Document
12B of UGC	12-12-2003	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O. Habra-Prafullanagar, Dist. North 24 Parganas	Semi-urban	6.82	1755.76

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali, Bengali Major	48	Higher Secondary passed	Bengali	122	6
UG	BA,English, English Major	48	Higher Secondary passed	English	90	40
UG	BA,History, History Major	48	Higher Secondary passed	English + Bengali	63	6
UG	BA,Education,Education Major	48	Higher Secondary passed	English + Bengali	28	6
UG	BA,Sanskrit, Sanskrit Major	48	Higher Secondary passed	Bengali	28	0
UG	BSc,Human Development ,Human Development Major	48	Higher Secondary passed	English + Bengali	11	0
UG	BA,Human Development ,Human Development Major	48	Higher Secondary passed	English + Bengali	28	1
UG	BSc,Food And Nutrition,Food and Nutrition Major	48	Higher Secondary passed	English + Bengali	132	8
UG	BCom,Commerce,B.Com Major in Accounting and Finance	36	Higher Secondary passed	English + Bengali	178	29
UG	BCom,Com	48	Higher	English +	358	62

	merce,B.Com Multidisciplinary Program		Secondary passed	Bengali		
UG	BA,Arts,B A Multidisciplinary Program	36	Higher Secondary passed	English + Bengali	872	372
UG	BSc,Science, B.Sc Multidisciplinary Program	36	Higher Secondary passed	English + Bengali	120	25
PG	MCom,Pg Commerce,M. Com in Accounting and Finance	24	Higher Secondary passed	English + Bengali	30	18

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				6				8			
Recruited	1	0	0	1	5	1	0	6	6	2	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				24			
Recruited	0	0	0	0	0	0	0	0	10	14	0	24
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				17
Recruited	6	1	0	7
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				3
Recruited	1	1	0	2
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	5	1	0	4	2	0	13
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	12	14	0	26
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	290	0	0	0	290
	Female	265	0	0	0	265
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	7	0	0	0	7
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	254	278	239	211
	Female	261	275	275	225
	Others	0	0	0	0
ST	Male	9	6	7	5
	Female	12	8	9	10
	Others	0	0	0	0
OBC	Male	143	164	159	187
	Female	161	173	178	134
	Others	0	0	0	0
General	Male	507	580	555	517
	Female	493	557	550	502
	Others	0	0	0	0
Others	Male	0	0	2	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1840	2041	1974	1791

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Choice Based Credit System (CBCS) introduced by the West Bengal State University for B.A./B.Sc./B.Com. (Hons./Programme) from the academic session 2018-19. The institution is well acquainted with the CBCS pattern of education. National educational Policy (NEP) 2020 has introduced a new spirit and a paradigmatic shift both in terms of content and pedagogy. the institution has emphasized on preparedness for NEP and following endeavours have taken by the college: • The IQAC has taken an endeavour to orient the faculty members about the policies of NEP and its implementation by arranging a seminar entitled "National Education Policy 2020 in HEIs: Provisions and Implications"

	organized by Knowledge Resource Centre and IQAC on 29.04.2023. • The college authority has also encouraged the faculty members to participate in NEP related workshops/seminars in other institutions including affiliating University. In the academic session 2023-2024, the college has adopted the new syllabus of NEP 2020 as framed by the West Bengal State University. • The college modifies its curriculum in accordance with the NEP, introducing Major, Minor, and Multidisciplinary Courses, Value Added Courses, Skill Enhancement Course and scope for research works as required by the National Education Policy 2020. • The college offers undergraduate degree programs in 15 disciplines that can be broadly categorized into Arts, Commerce and Science streams and a Postgraduate Course in Commerce (M.Com). The institution offers undergraduate honours degree programs in 08 disciplines out of the 15 disciplines. • The college has academic collaboration, with other higher education institutions and private organizations with academic initiatives, so that faculty and student exchange programs can be undertaken that would be beneficial to students of both the institutions. • The institution offers value-added and add-on courses to its students. These courses are run by the departments in the institution or third party organizations that have specialization in the respective fields. The students of the institution can opt for core courses in disciplines offered by other higher education institution, as the National Educational Policy implemented from the academic session 2023-24. They are also allowed to opt for value-added and add on courses from other higher educational institutions and third party organizations based on the collaboration of the institution. • The Internal Quality Assurance Cell of the institution continuously monitors the teaching-learning process in the institution and has plans to incorporate new disciplines in the near future.
2. Academic bank of credits (ABC):	The flexibility in the curricular structure requires the establishment of an Academic Bank of Credit (ABC), the road map of which would be given by the affiliating University. To implement the National Education Policy- 2020 from this academic session, the university is preparing the norms and protocols of an Academic Bank of Credit (ABC) to ensure a

	flexible teaching learning curriculum. The norms and protocols for ABC would be shared with affiliating institutions like our college that would implement this formal system of credit accumulation and transfer. ABC is a virtual/digital storehouse that is a centralized repository housing the comprehensive credit records of individual students as they progress through their educational journey. The ABC system provides students with the flexibility to choose their own learning path, and the ability to move between institutions without losing their earned credits. This is especially important for students who may need to transfer due to personal or professional reasons, or for those who wish to pursue further studies at a different institution. 1. Credit Bank: The ABC system functions as a credit bank, allowing students to borrow academic credits to complete their degree requirements. 2. Credit Transfer: ABC allows students to transfer credits earned from one institution to another, providing a seamless and efficient process for transferring academic credit. 3. Credit Accumulation: Students can accumulate credits earned from various institutions and programs, allowing them to build a more comprehensive academic portfolio. 4. Credit Validation: The ABC system validates the credits earned by the students, ensuring that they meet the required academic standards. 5. Credit Repository: ABC serves as a central repository of all the academic credits earned by the students, making it easy for them to access and share their academic records with different institutions. The institution is preparing for digital equipment to manage a digital repository of its own or function as a partner to the central digital repository of the university, as the case may be, along with the documentation required to ensure a successful peer to peer credit transfer between higher education institutions. The digital repository of Academic Bank of Credit would be another digital infrastructural platform where the student would have to register and access so as to avail themselves of the benefit of this flexible curriculum.
3. Skill development:	The IQAC of the college has a primary agenda of incorporating skill development among students along with the formal curriculum process thereby helping in their economic empowerment for a long

time. Collaborations with third party organizations to provide basic computer certificate courses in Web Design and Advanced Excel. The institution has taken the following programmes: SL Year Name of the capacity development and skills enhancement program Name of the agencies/experts involved with contact details (if any) 1 2018-19 Workshop - Computerized Accounting for B.Com (H) Students (offline) SCM CAREER DEVELOPMENT CELL & DEPT. OF COMMERCE, 2 2019-20 Workshop on Computerized Accounting for B.Com(G) Students (offline) SCM CAREER DEVELOPMENT CELL & DEPT. OF COMMERCE, 3 2019-20 Students' Field Tour & Survey Works to NIMH, BonHooghly, Kolkata (offline) SCM CAREER DEVELOPMENT CELL & NIMH 5 2019-20 WEBINAR on "Horizons of Employment Generation in the Present Turbulence: Way Ahead" SCM CAREER DEVELOPMENT CELL & DEPT. OF COMMERCE 6 2020-21 Communication Skill Development Workshop (online) SCM CAREER DEVELOPMENT CELL SRI PARTHA CHAKRABORTY, ASST. SECRETARY, FINANCE BUDGET DEPT., GOVT. OF W.B., NABANNA., DR. M.S.BHADRA 7 2020-21 English Language Skill Development Workshop (online) SCM CAREER DEVELOPMENT CELL (PROF. N.C.MONDAL) 8 2021-22 Employability Training Programmee (online) TATA CONSULTANCY SERVICES 9 2021-22 Online Tutorial- Language & Communication Skill Development SCM CAREER DEVELOPMENT CELL (DR. S.SAHA, PROF. N.C.MONDAL) 11 2021-22 Online Tutorial -(Debates on Indian Economy, Policies & Constitution) SCM CAREER DEVELOPMENT CELL (PROF. S.DUTTA) 12 2022-23 Youth Employability Programme (YEP) (offline) TATA CONSULTANCY SERVICES 14 2022-23 Short-term Software Training Programme – E-content Development, Adv. Excel, Computerized Accounting (offline) ICA EDU SKILLS (P) LTD. 15 2022-23 Field Visit & Survey Works for Students at Bengal Global Trade Expo 2023, Kolkata (offline) CONFEDERATION OF WEST BENGAL TRADE ASSOCIATIONS 16 2022-23 MAHINDRA sponsored Career Counselling & Training (offline) NAANDI FOUNDATION 17 2022-23 Seminar for students - Exploring Career Options in Industry Era

	4.0 (offline) VIDHYARTHEE EDUCATION, WEBEL FUJISOFT VARA CENTRE OF EXCELLENCE, WEBEL PSPL CAREER ACADEMY, BANDHAN KONNAGAR 19 2022-23 Workshop on Career Awareness & Planning (offline) ANUDIP FOUNDATION The institution, thus, has a well developed skill development programme that addresses the needs of the society in the present time.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Appropriate integration of Indian knowledge system (teaching in Indian language, culture using online course): The institution presently runs undergraduate programs in 15 disciplines under the Choice Based Credit System. The syllabus of various courses integrates the issue of the Indian knowledge system and are based on Indian heritage and culture. In most courses the medium of instruction is either Bengali or in a bilingual mode that is English and Bengali together. Courses are organised by the Department of Sanskrit for all students for the promotion of spoken Sanskrit. Cross cutting issues of universal human values, professional ethics and gender issues are an integral part of the course curriculum in many programs. The institution offers honors program in humanities like Education and History and Indian languages like Sanskrit and Bengali. Courses in humanities address issues of universal human values and Indian culture and ethics. Courses in Indian languages like Bengali and Sanskrit address issues of human values and Indian culture through its various narratives. Indian Mythology, folklore and manuscripts of old texts which is part of the syllabus of courses in Indian languages imparts knowledge to students about Indian ethics, values and Indian culture. There are courses on Indian films and theaters that address issues of human values and gender. Courses of Physical Education integrate into its curriculum both practical and theoretical knowledge of yoga that helps students understand the basic utility of this eternal Indian practice. Yoga training programs are held in the institution quite regularly for all students of the college. Special programs on yoga are organised every year for students of the institution on the International Yoga Day. India's rich history is part of the syllabus of courses in History. Value added courses and add on courses offered by the departments to students of the institution addresses issues of Indian ethics and

	values as well helping students acquire knowledge about Indian philosophy, culture and ethics. The IQAC and NSS have successfully organized an Add-on course on Value Education for the students of the institution in collaboration with the Vivekananda's Ancestral Home. The institution further plans to accentuate in this direction expanding the horizon to state and national collaborations.
5. Focus on Outcome based education (OBE):	Focus on outcome based education: The Internal Quality Assurance Cell (IQAC) of the institution has tried to implement an outcome based education framework based on the guidelines of University Grants Commission since the academic year 2019-20. On the instruction of IQAC, all departments prepare learning outcomes for the program it offers. It also prepared course outcomes for all the courses offered during the semester. The program outcomes and course outcomes prepared by the department are published in the website. The course instructor of a course mentions the course outcomes in the lesson plan that is shared among the students. The students get to know about the outcomes and skills that they may acquire after the completion of the course and the program. In order to make the learning experience of the students more holistic and effective, the learning outcomes acquired by the students are evaluated using a software indigenously developed by the IQAC. The learning outcome attainment of the students is continuously monitored by the teacher using the system of continuous internal evaluation that helps to segregate and identify weak and advanced learners in the course. The student profile mapping(Demographic and Skill-Strength Tracking) data generated in the beginning of the first semester along with the system of continuous internal evaluation in a course help teachers in the analysis of learning outcome attainment of the students and thereby adopt student centric teaching methods in order to increase the attainment level of learning outcome by the end of the course. This unique practice of learning outcome attainment analysis by teachers during the course in Choice Based Credit System has prepared the institution in providing outcome based education so far and provides a congenial platform in the 4 year undergraduate program of the National Education Policy of 2020.
6. Distance education/online education:	Distance education/online education: Online and

blended education have been a part of curriculum delivery for quite some time in the institution. In the face of pandemic, when teachers had to resort to online education for curriculum delivery, the practice of using an online platform was quite rampant in the institution in many departments. Teachers used Google platform in teaching learning process. The institution has been rigorously involved in blended mode of teaching for collaborative institutions. The institution is well equipped with ICT tools based teaching learning infrastructure that would help to provide quality education in both the formats, online and offline. Teachers use learning management system software that helps in the management of all the issues during curriculum planning and delivery of a course using e-learning resources and evaluation. All teachers of the institution are proficient in the technological tools used in teaching learning and are capable of providing online education to students as may be required under the National Education Policy of 2020. Value Added courses and add on courses offered by departments to the students of the institution are mostly in online mode. This practice of offering online classes, whenever required, has made the institution ready for online and distance education that is forthcoming in the 4 year undergraduate program of the National Education Policy of 2020.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral literacy club was set up in the college on the 19th January 2023 to educate the targeted population in the institution about the electoral process of our country. The club has been constituted with one teacher coordinating teacher members and the principal who is the ex officio chairperson of the club. One of the teacher member, Ms. Namrata Bhattacharya, SACT Department of Human Development was appointed as the nodal officer of the club.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, thestudents' co-ordinator and co-ordinating faculty members of ELC, appointed by Sree Chaitanya Mahavidyalaya, and the ELCs are functional. The ELCs are representative in character. The Club takes initiatives in conducting awareness

	programs on Electoral Literacy as well as on constitutional obligations, fundamental rights of Indian citizen.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Electoral Literacy Club has organised various programs in and outside the institution in order to create awareness among students and the general public about the electoral process of registration and voting and the integrity of the electoral process using electronic voting machines. The following initiatives have been undertaken by the ELC of Sree Chaitanya Mahavidyalaya: • National Voter Day celebrated on 25th January 2023 to realize the importance of election and voting rights for Indian Citizen. • A Quiz contest was organized by ELC of Sree Chaitanya Mahavidyalaya on 11th April 2023.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Sree Chaitanya Mahavidyalaya ELC organized different programmes. The details are given below: - 1. Celebration of National Voter's day to realize the importance of election and voting Rights for every Indian Citizen. 2. A voter's awareness rally was organized on 11th May 2023 before the Panchayat elections 2023 by the Electoral Literacy Club of the college to educate the local people.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Sree Chaitanya Mahavidyalaya ELC takes initiative in reviewing and ensuring that all its eligible students get registered as voters. 13th National Voters Day was celebrated by the Electoral Literacy Club of the college on the theme Electoral Literacy for Stronger Democracy on 25th January 2023 as a befitting tribute to the spirit of Indian democracy in India. Election Awareness class on 26th June 2023 Electoral Literacy Club of Sree Chaitanya Mahavidyalaya conducted an election awareness class in the college campus on 26th June 2023. The awareness class also functioned as a camp for the new voters in the college who haven't yet registered their name into the voters list

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1701	1613	1613	1613	1461
File Description			Document	
Upload Supporting Document			[View Document](#)	
Institutional data in prescribed format			[View Document](#)	

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 13

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	13	13	9

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
58.69	37.26	113.94	101.96	49.74

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment Response:

Curriculum Planning and Delivery

- Sree Chaitanya Mahavidyalaya offers **14 Undergraduate Courses** including B. A, B.Sc. & B. Com Programmes in Honours and General along with **1 Post Graduate Programme** following the Choice Based Credit System (CBCS) designed by the West Bengal State University since 2018.
- The teachers who are members of **University Board of Studies** are invited to offer suggestions to the University on curriculum framing.
- Every department has an extensive, sensible and fairly implemented **Curriculum Plan** that is effectively delivered to the students according to the **Academic Calendar** prepared by the **IQAC** in consultation with the institutional authority.
- The **Academic Calendar** of the college follows the academic calendar of the University with only exception being the period of **Covid 19 pandemic**.

Mechanism for Curriculum Delivery

- The **Academic Sub-Committee** prepares class schedules in the form of **Master Routine** prioritizing the needs of various departments. The students are made aware of syllabus distribution by the departmental teachers. The faculty members maintain class records, make strategies to complete the syllabus within the stipulated time.
- The **teaching plan** is meticulously prepared and maintained by the teachers in the repository of the **Learning Management System (LMS)** which can be accessed by the students via college website.
- The Teachers of this institution maintain **e-diary** for planned and organized academic activities.
- **ICT based lectures, project works, educational tours, industrial and field visits** are also arranged for improving the application base of the students.
- **Continuous Internal Evaluation** is conducted by the departments to ensure that students understand their lessons. The process of internal evaluation of students has improved a lot in the last few years.
- The college arranges **Parent Teacher Meetings (PTM)** for the benefit of the students. The college has an inclusive environment and is ever sensitive to the needs of specially-abled

students.

- Further, quality of curriculum delivery is enhanced through discussion of **model questions and answers** in the classrooms and **MCQ** portal for students in the college website thus developing the knowledge base and understanding level of the students.
- The library which is a repository of a number of **books and journals** including **E-books and E-journals** is of special help to learners. The **KOHA software** in the library smoothly enables students to access the catalogues. The library also provides **OPAC (Online Public Access Catalogues)** facilities for its users.
- **Wall magazines and Blog** prepared by students of a few departments reflect their awareness of academic, aesthetic, creative and contemporary issues.
- Students are encouraged to listen to **special lectures** and participate in **webinars and seminars** on subject of their study along with other interdisciplinary topics to provide them conceptual clarity on their subject.
- The institution has executed **twenty seven (27) Memorandum of Understanding** with different colleges and other institutions with the objective of enrichment ofthe curricular and co-curricular activities of the students by collaborative effort.

In a nut shell, the institution provides a holistic and inclusive learning environment for all-round development of the learners' personality which perhaps is more important than acquiring degrees in the long run.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 22

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 26.2

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1168	928	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Committed to the purpose of providing a comprehensive learning experience to the students, the Institution has tried to create an academic environment which integrates the crosscutting issues of Professional Ethics, Gender, Human Values and Environmental Sustainability in the existing curriculum with the aim of its enrichment.

Professional Ethics

Professional Ethics has been a part of the curriculum of the department of Commerce . The college has taken special initiatives to organize seminars and lectures on Intellectual Property Rights (IPR). Special seminars on Investor Awareness, Future of Accounting &Finance Profession have been organized to sensitize students on the topic. A special workshop on ICT in Learning and Evaluation has also been undertaken. Thus, issue of Professional Ethics has been well incorporated into the curricular activities.

Human Values

The Institutional Social Responsibility being one of the best practices of the College, Human Values becomes an essential component while executing the curriculum. Human Values has been a significant aspect in the curriculum of History and Human Development. The students actively participate in NSS activities and different seminars organised by the departments with the purpose of spreading social values. NSS unit of the college has actively participated in social outreach programmes to promote human values of integration and harmony.

Gender

The college addresses the issue of Gender Equality through its different co-curricular activities. There are discussions on gender rights, gender-based violence, gender and work creating gender sensitization among students and teachers of the college.

Gender inclusive core courses are part of the curriculum of Human Development, English and History. These core courses address social construction of gender with special emphasis on gender and work, gender and violence and gender and polity. They explain how gender ideologies play a major role in defining gendered relations in the place of work, in the field of politics as well as in the family. The Women Cell of the College plays a crucial role in gender sensitization among the students by organizing programmes on Woman's Day to discuss issues on rights and status of women in our society.

Programmes on gender sensitization are organized by departments along with IQAC to inculcate gender inclusive values beyond the horizon of the prescribed curricula.

Environment and its Sustainability

Environment and its Sustainability has been specially addressed in the curriculum of Environmental Studies.

The purpose of this course is to develop a comprehensive understanding of global environmental challenges among the students and help them develop into socially responsible and environmentally conscious human beings. To promote values of environmental sustainability, the college has taken several initiatives to this end.

The college has introduced energy saving devices like LED lights, solar panels, installed rain water harvesting, vermin-composting plant etc.

Environmental studies, NSS unit, Food and Nutrition, Physiology and Microbiology etc have organized different seminars and webinars over the last five years to enrich the consciousness regarding values of Environmental Sustainability and community health. All these activities prove that the institution holistically integrates values of professional ethics, gender equality, human values and environmental sustainability for a complete and all-round development of the learners.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 41.45

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 705

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 48.22

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
664	859	743	914	704

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1701	1631	1631	1631	1461

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 50.25

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
329	386	379	403	342

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
772	741	741	741	665

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 130.85

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

As the Institution is continuously upgrading its teaching tools as per global advancement, besides traditional mode of teaching some other methods are described below with details.

Experiential learning:-

- Several departments conduct a **field study** as per their curriculum. Like the department of human development makes regular field visits as per their curriculum. Students able to get the practical based knowledge with this visit. Disability organization visits are done by the department of **Education** and **Human Development.**
- The college provides several **Add-On** Courses to enhance student's skills in their subject.These courses are helps in their career.
- **Value-added educations** are conducted by many departments**.**
- Several departments organized **special lecture** to get more knowledge**.**
- The department of Food & Nutrition also facilitated **experimental professional** learning. The industry visits are developing the professional quality.
- Several Departments provide **Project/Dissertation Courses** to their UG or PG students.
- Several **seminars & special lectures** have been conducted as part of the **27 MoUs** signed by the College.
- **Power point presentations** are also used to facilitate the learning process. Students are using PowerPoint for their presentation in the student seminars. They can use **chart**s or **posters** for **awareness programmes** which are interesting for them. They are able to nurture their communicative skills.

Participative learning: -

- Every year the students of our college participate in a **Nationa**l and **Inter-Zone Levelcompetition of Kabaddi, Football, Kho-kho, Athletics, Cricket, Handball, Taekwondo, Yoga.** The students are also participated in **university** level **Kabaddi, Football, Kho-kho, Badminton, Swimming, Chess, Athletics, Cricket, Handball, Taekwondo, Yoga.** Few of the students also participated in **International Competition** of **Athletics** and Open state level competition of **Dueball, Handball,Athletics** etc.
- **NSS Unit of the College** conducts regular events. The NSS unit of the college has been organized different awareness activity and community work.
- **Seminars, Workshops, Capacity Building and Skill Enhancement Initiatives are** held in the College regularly to provide participative learning experiences.
- College has device of **student profile mapping** in order to identify the socio-economic status of students along with generation of ideas regarding the slow and advance learner. So that the academic service be provided in befitting manner.
- Students participate in **youth parliament** competition to understand that how to work Indian parliament/assembly.
- **Wall Magazines** & **E-Blog writing** are maintained by the students of many departments.

Problem Solving Methodologies: -

- Several Departments conduct regular **Practical classes.** Well equipped laboratory develops the **learning experience**. The department of **Microbiology**, **Physiology**, **Physics** and **Chemistry**

laboratory are used for scientific learning. The **Computer Science** laboratory use for **real life learning**. As well as it helps to get knowledge and build a **problem solving capacity**.

- Used **MCQ portal** for monthly evaluation process.
- The **entry service** provide to students for preparing **competitive examination**.

ICT based methods: -

- The college is used a dedicated **Library Management Software (LMS)** to facilitated the **e-learning resources** like **study materials, power point presentation, e-book, video, model question papers** and**curriculum plans** for the academic benefit of the students.
- The campus has **Broadband-internet facility with LAN and also Wi-Fi enabled facility**.
- **Google meet platform** as well as **whats-app** used for online classes in pandemic time.

The college provides **ICT** based **class-rooms.** In our institution ICT based classroom number is five and two large computer laboratories where students can easily access.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 93.85

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	13	13	13

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 100

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	13	13	09

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

In the first introduction of students' orientation day, students are demonstrated about the **mechanism of internal/ external assessment system** to inform them the procedureand transparency regarding the system.

Internal Examination: Internal assessment is an important part of the continuous evaluation process. It helps to reduce the burden and tension of the students related to the final examination and also for better preparation for their end-semester examination. The college has initiated continuous internal evaluation in accordance with the norms and guidelines as stated by West Bengal State University. Every effort is made on the part of the college to conduct the internal examinations with the utmost level of

transparency.

Initiation of CBCS mode of teaching- learning method from 2018 made internal and external assessment more accurate and proper.

- 25 out of 75 total marks is scheduled for internal assessment and
- 50 marks are scheduled for external assessment.
- MARKS DIVISION AS PER UNIVERSITY RULES:
- The institution has a distinct examination sub-committeefor each academic session. Each session examination sub-committee is formed with teaching and non- teaching staffs to maintain the examinationssmoothly in a proper way. Principal, IQAC, Academic Sub-committee and other members look into the matter and meet students to motivate them for improvement. They also resolve any grievance related issues.
- The academic calendars mention tentative dates for commencement and completion of internal assessment, notices for departmental evaluation tests and tutorials etc.
- All the Heads of the concerned departments are requested to submit paper codes, teacher's name and set of question papers according to paper code to the examination committee well in advance to facilitate the upcoming Internal examination.

- Assignments and project works give students multiple opportunities to improve their performance. In parent-teachers meetings the performance of each student is discussed with their parents. Our Students are encouraged towards self- learning process and their original thoughts and innovative ideas to improve better results.

- In the academic session 2020-2021 and 2021-2022 due to the pandemic, online internal assessment and external university examinations were conducted through online platforms and resolved problems accordingly.

- After the declaration of results any problem or grievance from student'send are addressed by the authority carefully.

- **External examination:**The affiliating university (WBSU) conduct the External examination as per universityschedule. West Bengal State University distributed admits cards for the external university exam, to the students through university exam portal after the filling-up of examination form for the end semester examination. The university distribute external examination center among the different affiliating colleges including our college. The external practical examination held in the home center as well as external center with the presence of external and internal examiner as per university guideline.

- **Grievance redressal system:**

The College has a dedicated examination related grievance portal (https://sreechaitanyamahavidyalaya.in/grievance/), through which students can register and put their examination related grievance via online.

Redressal of Internal Examination: After the declaration of results, any problems or grievances from student's end regarding internal examination would be solve by the college examination committee.

Redressal of External Examination: Any problems or grievances from student's end regarding external examination such as, review of results or any other matter forwarded by the college to the University, Examination Department.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Programme Outcomes (POs) and Course Outcomes (COs) are key components of educational programmes in an Institution. POs define the overarching knowledge, skills and attributes that students are expected to attain by the time they complete their programme of study. COs specify the specific learning objectives for individual courses within that Programme.

Sree Chaitanya Mahavidyalaya believes that a **detailed and comprehensive set of Outcomes and Objectives for broad-based Streams, Programmes and Courses** have to be designed and circulated before the commencement of the Teaching-Learning process. Thus, a comprehensive set of Objectives, Outcomes and Goals had to be set forth for the students to have a clear and vivid understanding of the scope, syllabus and outcome of the Programmes to be pursued by them. The following steps were executed to design the Objectives and Outcomes and ensure their widespread circulation –

- First the concept of **Learning Outcomes** had to be understood. After that, the IQAC of Sree Chaitanya Mahavidyalaya initiated the task of designing the **stream-based Programme Outcomes (POs)**. The Undergraduate and Postgraduate Programmes were classified into 12 (twelve) main courses under 03 (three) broad-based disciplines –

1. **B.A. Honours Programmes in Bengali**
2. **B.A. Honours Programmes in English**
3. **B.A. Honours Programmes in Education**
4. **B.A. Honours Programmes in History**
5. **B.A. Honours Programmes in Sanskrit**
6. **B.A./B.sc Honours Programmes in Human Development**
7. **B.sc. Honours Programmes in Food & Nutrition.**
8. **B.com Honours Programmes in Accountancy.**

9. **B.A. General Programmes.**
10. **B.Com. General Programmes.**
11. **B.Sc. General Programmes.**
12. **M.Com. Master in Commerce programme**

- After enlisting these **broad-streams based Programme Outcomes (POs)**, the designing phase of the **Programme Specific Outcomes (PSOs) for the Honours and PG programmes** got initiated. The Faculty Members of all Departments designed the PSOs for each of the 08 Undergraduate Honours and 01 (One) Postgraduate Programme (M.Com) along with the **Course Outcomes (COs) for each of Courses enlisted in the curriculum of the respective Programmes**.

- The College ensured widespread circulation of the POs and COs amongst stakeholdersthrough displaying website for proper clarity and transparency regarding the objectivity ofthe entire Teaching-Learning process. Widespread circulation of the designed **POs, PSOs,COs are ensured in the following ways –**

1. The departmental POs and COs are uploaded in a dedicated web-page **in the College website**.
2. Faculty members have shared these set-forth **Objectives and Outcomes** with the studentsand discussed these in great detail with them during classroom teaching. The students have always been encouraged to properly understand these objectives and have a clear and vivid understanding.

The Detailed Methodology followed by the College for designing POs, PSOs, COs along with the Detailed document containing them is attached.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Examination process for attainment of Program Outcome (PO) and Course Outcomes (COs)

Direct Ways to evaluate course outcomes:

The degree of attainment of Course Outcomes (CO), Program Specific Outcomes (PSO) and Program Outcomes (PO) are calculated using various parameters throughout the semester of the academic year.

The faculty members of each department record the performance of each student with the help of the specified CO through a online continuous evaluation procedure. The faculty provides home assignments, conducts internal examination, viva-voce, students seminar, discussions, projects, lab test, skill test etc. in order to assess the PO and PSO attained by each student.

Some of the key indicators of measuring attainment are

End Semester University Examination:

Being an affiliated college of West Bengal State University (WBSU), the students are required to appear for end-semester examinations as per the University guidelines & norms, through which the institution measures PO based on the course attainment level fixed by the programme.

Internal Assessment:

The college conducts internal examination based on WBSU rules & regulations consisting of marks of attendance (i.e.5 marks for Arts and Commerce, for science subjects 2 marks for Theory and 3 marks for Practical), internal assessment (i.e. 20 marks for Arts &Commerce subjects including project work, for science subjects 8 marks for theory and 12 marks for practical.

In addition, the College also conducts continuous internal evaluation through class tests,viva-voce, students seminar discussions, and project-based assignments, which help to assess the attainment of the course outcomes and provides opportunities to students for improvement.

External Assessment (Theory & Practical/Project):

External assessment in theory is conducted by WBSU and hosted by the college. Practical or Project assessment are evaluated by external experts appointed by the WBSU. Each student is evaluated by examining Practical or Project note book (khata) and taking Viva-Voce.

Result Analysis:

After the publication of each end semester result by the university the departments of the college analyzes each programme results using bar charts indicating the percentage of students failing in different categories of Cumulative Grade Point Average (CGPA) obtained.This is an effective indicator in order to evaluate the level of attainment of PO, PSO and CO as specified by the University.

Skill Development and Placements:

Students are encouraged to take upprojects, field visit, etc. The Career Counseling Cell of the College helps and polishes the students according to the job market and provides ample opportunities for students to get placed in esteemed companies such as TCS, Mahindra etc. The students of the college leave their prominent footmarks in the field of yoga and other sports categories. This helps them to obtain necessary skills and practical experience in their chosen discipline.

Indirect ways to evaluate course outcomes

Indirect method of measuring course attainment is calculated on feedback reports obtained from the

students after completion of the course. Teacher Assessment includes 20 marks for each student. Average score is obtained based on the Teacher's responses. Attainment level score is calculated for each course by combining 80% of direct method score and 20% of indirect method score. It measured through software called PO-CO Mapping and attainment. Some questions are there and students give a proper answer of this question according their subject.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 90.93

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
364	559	408	372	301

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
458	567	408	397	374

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.9

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 1.8

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	1.075	0	0.725

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Sree Chaitanya Mahavidyalaya has created a systematic ecosystem for innovation and knowledge creation, through Indian Knowledge System, by emphasizing collaborative academic activities and encouraging research facilities.

Investor Awareness Programme:

One Webinar on Investor Awareness Programme was organized in collaboration with NSE and West Bengal State University on 21st January, 2023.

Research Guidance:

Dr. Subrata Chatterjee (Principal) was empaneled as a Ph.D supervisor in the Department of Humanities

and Social Science, Jharkhand Rai University.

Add on Course/ Training Programme:

- An Add on Course (training programme) on Bakery was organized by the department of Food & Nutrition of the college from 7th September 2022 to 6th November 2022 to motivate the students to undertake their own ventures for startups keeping in line with the spirit of the workshop.
- Providing placement facilities to students on campus in association with TCS and M&M. Students of the college get opportunity through employability skill programme.
- The institution has conducted Seminars/workshops on IPR and RM during the assessment period.

Institution`s Innovation Council:

The SCM center for Innovation and Entrepreneurship Development has been formed in 2021-22 as per the direction of Institution`s Innovation Council (Ministry of HRD, GoI) in the year 2021-22 (Q4). A 20-member empowered committee was formed under the chairmanship of Dr. Subrat Chatterjee (Principal, Sree Chaitanya Mahavidyalaya).

The Institutions' Innovation Council (IIC) organized various programme from the 2021-22

- Half Day celebration activity on "Celebrating 75 Years of Independence" on 15th August 2022 in physical mode.
- Innovation and Entrepreneurship in HEIs for Aatmanirbhar Bharat and Celebrating 75 Years of independence.
- World Energy Conservation Day on 14th December, 2022.
- World Pollution Control Day on 25th November, 2022.

Research and Development Cell:

The college formulates the Research and Development Cell for the research policies, address financial and infrastructure related issues, legal and ethical matters for research publication, IPR related issues, collaboration and community development.

Research Infrastructure:

- Infrastructural including Wi-Fi facilities provided for the development of entrepreneurship skills, maintaining formal communication and coordination, providing opportunities to acquire skills for commercialization of products & services.
- The institution as a subscriber to N-LIST and several journals and magazines tries to attempt at its level best to create a healthy research culture.

Journal:

Initiatives have been taken for annual publication of a multidisciplinary peer reviewed college journal (online and print) with ISSN 'The Impression' covering research papers from faculties of different colleges all over India.

Incubation Centre:

Sree Chaitanya Mahavidyalaya has established Incubation Centre with a vision to positively impact and take growth curve of students to a new hight, enabling them to cope up with the challenges of competitive global market, four colleges viz. Sree Chaitanya Mahavidyalaya, Hiralal Majumder Memorial College for Women,P.N. College and New Alipore College have agreed to work together to promote quality education and innovation, to create awareness on intellectual property rights for the first time w.e.f. 07-06-2022. This would be a new teaching learning approach help empowering students with multi-disciplinary scheme and value-added education as well as on inculcation of scientific knowledge.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 48

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
20	17	04	03	04

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.77

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the**

last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	1	2	6

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.38

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	09	03	01	05

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Sree Chaitanya Mahavidyalaya, over the past five years, has been dedicated to fostering social responsibility and community engagement through a range of extension and outreach programmes. The **Social Entrepreneurship,** *Swachata* **and Rural Engagement Cell, Unnata Bharat Avijan and NSS** unit of the college along with some other departments have organised various extension and outreach programmes throughout the academic year. These initiatives, conducted in collaboration with various units, agencies, and organizations, have provided students with opportunities to actively participate in addressing societal issues while contributing to their personal growth. This report highlights the key activities organized by Sree Chaitanya Mahavidyalaya, emphasizing the involvement of teachers and students and the impact created in the community.

Social Entrepreneurship, Swachata and **Rural Engagement Cell (SES and RE Cell):**

Sree Chaitanya Mahavidyalaya framed the SES and RE Cell under the aegis of Mahatma Gandhi National Council of Rural Education (Dept. of Higher Education, Ministry of Education, GoI) and successfully conducted "Score Up! Toilets on campus" programme in the college campus.

Unnat Bharat Abhiyan' (UBA):

The college participated in the 'Unnat Bharat Abhiyan' (UBA) project. under the UBA project, 5 villages were adopted adjacent to college locality. As a part of the initiatives two awareness programmes (in form of survey) were undertaken from 18th to 20th November, 2019 and 21st to 22nd April, 2022. The following extension activities are conducted under this project:

- Child and Woman Trafficking.
- Child Marriage.

- Plastic Free Village.
- Swachayata Survey.

National Service Scheme (NSS) Unit:

NSS Unit of Sree Chaitanya Mahavidyalaya conducts programmes on extension activities on a regular basis, in the neighborhood community and adopted village, to make the students responsible towards cleanliness, environmental and community issues, gender disparities, social inequity, etc. Extension Activities of NSS Unit of the college carried Out in the Neighborhood Community:

- Health awareness programmes and free medical check-up camps,
- Awareness programmes on Covid-Pandemic, vector borne diseases like Dengue, Malaria, free health check-up including eye-checkup, thalassemia awareness and screening, Blood Donation Camp, etc.
- Cleanliness and sanitization, as well as awareness drive
- The NSS unit has adopted the local Khosdelpur village in Habra-II Panchayet area. Some of the following programmes are organized there:
- Survey on health-related problems and social awareness programmes
- Health Camps on No Tobacco Day.
- Cleaning Programmes.
- Tree Plantation.
- Lockdown & Covid Relief:
- Covid Vaccination.
- Sensitizing Students on social issues for their holistic development:

E-Waste Management:

Sree Chaitanya Mahavidyalaya made an agreement with 'Hulladek' to channelize all materials/equipment under standard set down in the E-waste Management Rule 2016 for recycling the various e-wastes in the college compound.

IMPACT

1. The college provides for lush green campus with large number of plants and animal species
2. Plastic free campus
3. Students be made aware of the need for reducing electricity usage through installation of Solar power plant in college campus.
4. A healthy ambience now prevailing in the adopted village.
5. College has received recognition for its initiatives from the local Panchayet.
6. Hygienic and cleaner surroundings.
7. Strong student-community bonding, social values among students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The students, teachers, various cells and units of the institution have received recognitions and accolades for outstanding contribution in extension activities from central and state governments and government recognised bodies/agencies.

Some of them are enlisted hereunder:

1. The **Thalassemia Control Unit**, Calcutta School of Tropical Medicine, presented a Certificate-of Appreciation to the institution's NSS Unit for Thalassemia Awareness and Screening Test.
2. The **NSS Cell, WBSU** issued a Letter of Appreciation as "**Active Programme Officer Award**" for the year 2022-23 for various extension activities. to gratefully acknowledge the invaluable and immense contributions of the Programme Officer, Sri Saikat Dutta, Assistant Professor, Department of Commerce and volunteers of NSS unit, Sree Chaitanya Mahavidyalaya in the management of control room, transport & logistic and hospitality for different stakeholders in a programme conducted by the Government of West Bengal on 07.07.2022.
3. Sree Chaitanya Mahavidyalaya, North 24 Parganas, West Bengal has been recognized as **Social Entrepreneurship, Swachhta& Rural Engagement Cell (SES REC)** Institution by **Mahatma Gandhi National Council of Rural Education** Department of Higher Education (**MGNCRE**), Ministry of Education Government of India. The Institution has successfully framed the SES REC Action Plan and constituted ten working groups for improving facilities in the Campus as well as in the Community/Adopted Villages for Sanitation & Hygiene, Waste Management, Water Management, Energy Conservation and Greenery post COVID-19 along with the monitoring of environment, entrepreneurship and community engagement to inculcate the practices of Mentoring, Social Responsibility, Swachhta and Care for Environment and Resources in faculty, students and community, Panchayet/ Municipality.
4. **Guma 1 No Gram Panchayet** approved for the adoption of the Khosdelpur Village by the NSS unit of Sree Chaitanya Mahavidyalaya on and from 24.01.2022 under its jurisdiction. The Panchayet and the local municipality have always cooperated the extension activities undertaken by the College through Certificates of Appreciation.
5. **Hulladek, ISO certified company, Green Audit Certificate and Energy Audit Certificate**, Certificate of appreciation for E-Waste Recycling, to the college for the session 2022-23.
6. Best paper award in an international seminar, Red Ribbon Club Award, award from Nehru Yuva Kendra Award and inter college champion award are received from various recognized body.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 39

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	14	00	04	09

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 26

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Physically college has a large land area of 6.82 acre, at present time building area covers 18898.85 SFT, which is sub-divided into three different blocks (buildings) namely Academic Building in the front side (i.e. the road side), New Annex Building (road side) and Boy's hostel (back side). Financial support was received from State Government aided fund that is 92 lacks and 57 thousand rupees for the new annexed building. All the blocks are interconnected, that ensure uninterrupted and smooth teaching-learning process. The institution provides a number of physical facilities for an effective ambience in curricular, co-curricular and administrative activities.

The institution also ensures facilities to the students such as uninterrupted electricity supply, sufficient lights and fans, well-furnished classrooms, well equipped sitting arrangements etc. Few of the departments have their own departmental library and all science departments equipped with well maintained laboratories.

The college ensures an optimal level of infrastructural and physical facilities for teaching- learning:

Teaching – learning, viz., classrooms, laboratories, computing equipment etc

- Thirty nine Well-ventilated and well-equipped classrooms, seven laboratories in entire college campus.
- Four conference and seminar halls with audio visual facility, air-conditioning system, cordless microphones, collar microphone and power point slider.
- The College library is resourced with 32175 books (PRINTED COPY), 7752359 E-Books along with approx. 6293 online journals (N-LIST) etc.

ICT-enabled facilities such as smart class, LMS, Entry-in-Service, etc

- Computers and internet facilities for academic, administrative and official purpose.
- Smart classrooms- one consisting smart board with Wi-Fi connectivity, and another with software enabled
- Online LMS-Portal, Entry in Service, Grievance-Redressal Portal are available for the students
- 100-MBPS Broadband Internet 'Wi-Fi' facilities are available in the campus
- 10 KW Solar Power panels for eco-friendly renewable energy source and two power generators

(diesel) 10 KW and 15 KW (Digital Generator) for uninterrupted teaching and learning process.
- Authorized subscription for Google Meet for conducting online events/meetings/classes etc. and dedicated Facebook and Youtube-blog channels for record and transmission.

Cultural and Sports activities, Yoga Centre, Games, etc

- Our college Sports Scholarship aims to promote and encourage sports activities both within WBSU, as well as throughout the country. And our college also encourage talented sportsmen and sportswomen by providing a multitude of sports-centric facilities.
- It has a Gymnasium (with multi-gym facilities) and Yoga-centre behind the main building.
- A big playground behind the main building.
- Hostel facility also available for girl's students.

Other facilities

- Rain Water Harvesting System for conservation of water.
- A well maintained Kitchen-garden for departmental practical classes
- Medicinal Plant Garden for traditional therapeutic use and research
- We also have Pollution Control Monitor, Vermi-compost pit.
- Newly installed Digital Notice Board.
- Twenty four fire safety mechanisms and Thunder arrester also.
- Toilet, wheel chair for differently-able person.
- CCTV cameras for all around surveillance of the campus with a display at the Principal's office.
- It has a 'Bus-stand-shed' (in front) and a Cycle-stand (beside) the main gate.
- Health Check-up Centre, NSS UNIT, and Yoga Centre for continuous monitoring of student's health and nutritional issues.
- Students can access 'Students' Health Home' facilities also.
- Two common-rooms (for Boys and Girls) are there in the campus.
- A subsidized canteen is running in the campus.
- A sick-room for the women

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 58.32

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
21.89	12.95	99.26	66.50	10.29

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Sree Chaintanya Mahavidyalaya Library is an open access library equipped with ILMS and act as a nerve centre for all academic activities of the institute. It is located at the first floor of south- west side of the main college building. There are two rooms in the library spreading over 3373.48 sq. ft.

The first room comprises of reading room section with reading books, e-resource zone, circulation counter, OPAC area, Journals & news paper display board and reprographic. The second room consists of mainly stack area along with reading room for faculty members. The sitting capacity of reading room is about 40 readers. The Library premises have Broadband network connection with LAN along with wireless i.e., Wi-Fi facility. Users are able to connect the library computers as well as their own mobile/ laptop through the library network.

The library services are partially computerized with **KOHA (Version 3.16.2),** the online open source LMS .OPAC facility is available through campus network. The library run with partially automated system and side by side manual circulation and cataloging systems are alsocontinued due to frequently power shortage and poor network services in order to provide smooth and hassle-free services to its users.

The library security surveillances system is equipped with modern CCTV cameras. The library has rich collections of national/ international books and journals in the related fields of curriculum subjects.

Besides these library materials, this library also posses various types of reference books like dictionary, encyclopedias, career guidance books, rare books, fictions etc. Now the collection of this library is more than 32000 books in the financial year 2022-2023.

It is a member of NLIST consortium of INFLIBNET through which the members of the library can access 6000+ e-journals and 7722000 + e-books in different subject fields. The library has the browsing opportunities for students with 3 computers and 2 computers for OPAC purpose. One computer is fully dedicated for faculty members at their readingdesk.

There some best practices adopted by this library are given below:

1. Every year library orientation programme is occurred for newly admitted students.
2. Reprographic and print-out services are provided to the students with a minimal cost.
3. Synopsis of purchased journal articles.
4. Bound volume back journal are also kept systematically.
5. Display of new arrival of books.
6. Newspaper clippings (for CAS/SDI) services.
7. Best library award given to the student in every year.
8. Record of newspaper containing central and state budget separately.
9. External membership is offered to the ex- students
10. Purified drinking facility and Toilet facilities are present in this library premises.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Sree Chaitanya Mahavidyalaya has adequate ICT facilities that are frequently updated. There are 57 Desktop Computer in the college and 06 Laptops for teachers and office staff, which are updated as and when required. The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level. The description of the same is provided below:

- The campus has been enabled with internet service of 100 Mbps bandwidth on 24x7 supports,

providing anytime anywhere access to knowledge and learning resources, keeping in line with demand from students and faculties.

- The internet bandwidth is 100 Mbps over last four years, so that the academic and research activities can be handled with better connectivity.
- New computers were installed to upgrade IT facilities in last five years.
- The institution provides a sizable amount of the annual budget for the up gradation of IT facilities in the campus. The institutional website is maintained and updated regularly by a dedicated committee so that the stakeholders can access information and circulars seamlessly.
- Wi-Fi routers have also been augmented with high configuration after previous accreditation and Wi-Fi network facilities were deployed across the campus to enable stakeholders to get maximum benefits out of ICT facilities for their normal academics, projects and research works.
- LAN and network connections are duly monitored by technical assistants.
- All the modules used for admission, examination, accounts are supported by high-speed internet facility.
- College has a dedicated Learning Management System (LMS, G-suite),dedicated Departmental MCQ portal for continuous Internal evaluation, online student Profile mapping portal for identifying slow and advance learners.
- College has an online Feedback mechanism for stakeholders like student, teachers, alumni and employers.
- College has 360-Degree Performance Appraisal System.
- College has an entry in service portal for competitive examinations.
- College has ERP portal for students' support and service and transparent stand alone online admission portal since 2016-17.
- College has an upgraded financial accounting software (Tally ERP-9 (A) 4.91)
- 26 CCTV cameras are installed for surveillance in total campus area, supported by Wi-Fi connectivity.
- The college purchased two domains (sreechaitanyamahavidyalaya.ac.in) and (sreechaitanyamahavidyalaya.in) and software during pandemic for maintaining academic and administrative facilities. Computers, reprographers, water purifiers and cooler, LCD projectors, Public Address System and CCTV, Laptops, ACs are maintained/upgraded based on annual maintenance contract (AMC). Technical support for smart classrooms and the audio-visual room, fire-extinguishers, electric appliances is provided by dedicated staff.
- College has three ICT enabled dedicated class rooms, two auditorium (one for PG students and another for UG students).
- Initiation of automated circulation services, introduction of bar-coded library cards for students and teachers of the college and issuance of Library Clearance Certificate from KOHA are continuing from the session 2017-2018.
- Question papers of University Semester Examination have been digitized and student can freely access them from the College website from the session 2020-21.
- Provision of Web-OPAC services in other words, searching of library catalogue at anytime from anywhere through cloud hosting of KOHA is continuing from 2021-22.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 33.35

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 51

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 38.5

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
33.29	22.53	13.41	32.73	37.25

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 90.95

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1242	2492	2386	501	656

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 55.38

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2116	1825	281	92	117

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 40.92

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
107	192	108	106	307

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
364	559	408	372	301

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 6.84

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
23	10	12	4	32

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 5

5.3.1.1 *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 wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	5	1	4	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Sree Chaitanya Mahavidyalaya Alumni Association was registered under the West Bengal Societies Registration Act 1961 in 13th June 2016 vide Legacy Registration No. S/2L/57142 at North 24 Parganas with its registered office at Sree Chaitanya Mahavidyalaya campus at Prafullanagar-Habra, North 24 Parganas, Pin 743268, West Bengal, India.

Vision : Aims to create a beneficial bond between present students and alumni.

Mission :

(i) To promote exchange of academic and other experiences with the present students;

(ii) To advice and conduct activities motivating skill of the students;

(iii) To provide career guidance to present students by notable alumni.

The primary objective is to establish and maintain relationship amongst the present and former students of the so as to maintain a developmental atmosphere in the College. The Association therefore aims to organize reunions of ex-students; arrange for cultural and sports programs, and to collaborate with NSS by way of voluntary participation and contribution in social activities that facilitates social welfare - all financed by way of generous donations collected by the members.

The Alumni Association is the mirror of the college that reflect the professional and personal achievement of the students, and contributes significantly to the development of the institution. Distinguished Alumni members regularly share their expertise on key development areas such as soft skill development, career growth, etc. and are actively involved in advising the Career Development Cell of the college.

The number of registered Alumni members presently stands at 69.

Some of the salient activities of the Alumni Association over the last five years may be classified as below:

1. Organizing Sports and Yoga Events
2. Organizing Blood Donation & Health Check-up Camps
3. Organizing Cultural Programmes
4. Celebration of World Environment Day, Youth Day, etc
5. Active participation in Relief Programmes during COVID-19 pandemic period
6. Donation of Books to BPL Students and Departments of the College
7. Members' Meets

8. Contribution to the new Computer Centre
9. Several other social outreach programme

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision:

"?????????????????????" (Sarvam Jnanam Mayi Vidyate) - All that I have to learn is within me

The College aims to impart liberal education pervaded by moral value-based teaching and learning to produce intellectually sound, socially oriented able bodied persons to be dedicated for service to the nation.

Mission:

"**Education is the manifestation of the perfection already in man**" – Swami Vivekananda

- To ensure higher education to the students in general and also from backward and down trodden section of the society and make them equipped for the ever changing demand of the world.
- To coordinate all the stakeholders for overall development of the institution through strategic action plan and e-governance, effective leadership and participative decision-making process.
- To emphasize more on the sports and cultural activities for all round development of the students.
- To inculcate value based education, social and environmental awareness among the students for making them responsible citizen for the society.

The institution follows a democratic and actively participatory mode of governance with all stakeholders in its administration in view with the vision and mission. This procedure is particularly evident in the implementation of the NEP-2020, sustained institutional growth, decentralization efforts, and active participation in governance.

Implementation of National Education Policy- 2020:

- The IQAC has taken an endeavour to orient the faculty members about the policies of NEP 2020 and its implementation by arranging a seminar entitled "National Education Policy 2020 in HEIs: Provisions and Implications"on 29.04.2023.
- The college modifies its curriculum in accordance with the NEP, introducing Major, Minor, and Multidisciplinary Courses, Value Added Courses, Skill Enhancement Course and scope for research works.

Sustained Institutional Growth:

- **Teaching-Learning, Research and Innovation:**

The college provides up-to-date teaching learning facilities including ICT and encourages faculty and students to engage in research and innovative activities through IIC and an incubation cell.

- **Physical Infrastructural Development:**

The college constructed a new one storied building to enhance the number of classrooms along with a well-equipped computer laboratory and upgraded the existing classes, library, sports facilities and a gymnasium.

Decentralization Efforts:

- Different departments and Sub-committees assist in managing diverse aspects of the college operations including admissions, academics, administration and extracurricular activities including sports.
- Students' exposure through collaboration with other institutions, organizing faculty exchanges and hosting talks by experts.

Participation in Institutional Governance:

The institution has three levels of governance:

1. **At the top level**- The Governing Body is the policy-making authority resolving various policies for all round development of the college.
2. **At the execution level** – The Principal and Secretary of the Governing Body remains responsible for day to day administration and execute the policies adopted by the Governing Bodyand other statutory bodies.
3. **At the functional level**– The IQAC, statutory committees, various sub-committees, and Teachers' Council assist the Principal in executing the academic, financial and other allied functions of the college.

Short-term and Long-term Perspective Plan:

Short-term

To disseminate higher education among the students who hailed from disadvantaged and economically backward section of society and to improve innovative learning and teaching quality for the students.

Long-term

College aims to be a hub of academic excellence and cultural heritage by expanding infrastructure, collaborations with different institutions. College plans to facilitate research and development activities for the faculty members.

File Description	Document
Upload Additional information	**View Document**
Provide Link for Additional information	**View Document**

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The Governing Body of the college is responsible for effective and efficient management of institutional strategies, perspectives and development plansby following the Statute of the West Bengal State University and the G.Os. of the Department Higher Education, Government of West Bengal.

- The Principal executes smoothly the academic and administrative activities of the college.
- The quality parameters are effectively framed by the IQAC.

The Management of the Institution is visionary and committed. In short, the Management monitors thefollowing processes:

- **Teaching-Learning Process**? The Academic Sub-Committee frames policies involving all the teachers related to teaching-learning process and recommends it to IQAC of the college.

- **Appointment**?

1. The substantive posts of teaching faculty are filled up by the recommendation of the West Bengal College Service Commission after following the requisite steps devised by the Govt. of West Bengal. Thereafter, Principal issues the appointment letter which is approved by the Governing Body.
2. Vacancy may be filled up through General Transfer method recommended by the Higher Education Department, Government of West Bengal and the college follows the rules of Higher Education Department in this regard as per G.O.No. 795-Edn (CS), dated 07.05.2019.
3. The appointment of non-teaching staff is done through an interview process conducted by the college with the approval of the Department of Higher Education, Government of West Bengal.

Appointment and service rules of the institution are guided by West Bengal State University Act and Statute and the Department of Higher Education,Government of West Bengal.

- **Career Advancement Scheme (CAS) of teachers**?

- The IQAC verifies the eligibility of the concerned teacher.
- IQAC being satisfied suggests for the preparation of the proposal for availing CAS.

- The CAS papers are then verified and evaluated by the Subject Expert/s from the University and the DPI Nominee.
- The proposal is forwarded to the DPI for the fixation.

- **Promotion and 10/20 years' benefit of Non-teaching Staff?**

- Theposts of Head Clerk, Accountant and Cashier are filled up through the existing non-teaching staff on promotional basis if suitable candidates are available.
- The documents of 10/20 years' benefit of thenon-teaching Staff are duly forwarded to DPI, Government of West Bengal and benefit is given after fixation from the DPI.

- **Freedom for Academic Development?** The institution follows a democratic and participatory mode of academic development with all the Head of Departments and faculties.
- **Financial Support**? The financial policies are formed and financial decisions including budgetary allocations are done by the Finance Sub-Committee comprising the internal and external members of the Governing Body of the college.
- **Role of Sub-Committees**? The decisions taken by the Purchase Sub-Committee and Development Sub-Committee in their meetings are forwarded to Finance Sub-committee and finally to the meeting of the G. B.
- **Various other committees and sub-committees** look after academic, administrative, co-curricular, sports and extension activities of the college. The College has a Grievance Redressal Cell, Internal Complaints Committee and Anti-Ragging Committee to redress the grievances, complaints etc.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Performance Appraisal System for Teaching Staff

Teachers' appraisal is based on three approaches

Career Advancement Scheme (CAS):

Career Advancement Scheme for all teachers who become eligible for the different stages of promotion. Academic performance of each individual teacher comes under serious scrutiny by IQAC and recommended to the Governing Body for approval and finally forwarded to the DPI, Govt. of West Bengal

360-DegreeTeachers' Performance Appraisal: (Quadrilateral Lateral Assessment of Teachers)

The objective of the 360-degree appraisal of teachers is to acquire a better understanding of their relative strengths and weaknesses for the purpose of their qualitative development.

Appraisal is sought from all stakeholders through

- Self-appraisal
- Online feedback o of students
- Principal's appraisal
- External expert's assessment

Teachers' Online e-diary

- Sree Chaitanya Mahavidyalaya has developed an online system to maintain a systematic, retrievable record of duties discharged by teachers.
- The teachers can record their daily academic, administrative and co-curricular activities.
- It also has the provision of online leave requests and sanctioning.
- The Teachers' e-diary provides an insight into a teacher's own assessment of effectiveness of teaching and involvement in both academic and administrative activities and is an effective mechanism for self-appraisal.
- This ICT-based method for documentation is convenient for administration in monitoring as well as teachers for career advancement.

Performance Appraisal System for Non-Teaching Staff

- For the Performance Appraisal of non-teaching staff the Principal of the institute gives a report based on the evaluation and appraisal of the general performance, conduct and character of non-teaching staff.
- The report of any unpleasant incident involving a non-teaching staff, if any, is also included.
- The Principal is responsible for the Appraisal of the non-teaching staff.
- Library staffs and Laboratory attendants are also appraised by the Principal after information received from the Librarian and respective Head of the Departments.

Welfare Measures

The college facilitates all the teaching and non-teaching staff through the following welfare measures:

1. Financial assistance is provided to teaching staff for attending conferences/ seminars/ workshops/ FDP and MDP.
2. Provident fund is well maintained for the employees of the college and loan against Provident Fund is allowed to the employees, if necessary.
3. There is a provision for providing Festival Advance to teaching and Non-teaching staff.
4. Puja Relief is also provided to all the Casual employees of the college.
5. The college smoothly makes provision for Bonus given by the Government to the teaching and Non-teaching staff.
6. The college has taken endeavour for Medical Insurance facility provided by the Govt. of West Bengal.
7. Puja Holidays are provided to both teaching and non-teaching staff following the order issued by the Higher Education Department, Govt. of West Bengal.
8. Casual leave, medical leave, study leave, child care leave, maternity leave are provided as per Government norms.
9. Compensatory leave for teachers and non-teaching staff working on holidays and Sundays is also provided.
10. There is also a provision of duty leave given tothe faculty for attending seminars, conferences, Faculty Development Programme, Refresher Course, Orientation Programme,
11. There is a provision for Study leave is for advanced study and research works.
12. College provides RO based water purifier for drinking water.
13. There is a canteen facility that provides nutritious and hygienic food.
14. Gymnasium and Yoga facilities are provided.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 16.3

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
15	4	1	1	1

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	14	16	16	17

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The college adopts the following strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations):

- **Financial Budget** is prepared by the Finance Sub-Committee and approved by the Governing

Body of the college before the starting of the financial year.
- The collegetries to enroll more students to mobilize its own resources. The college regularly submits proposals before the State Government, MP and MLA for sanctioning funds for the developmental works of the college.
- In 2019-20, a one storied buildinghas beenconstructed by the college with the fund of Rs. 92,57,000/- sanctionedby the Department of Higher Education, Government of West Bengal.by addingadditional fundsfrom the college.
- All the major financial decisions regarding academic expenses and administrative expenses are taken by the FinanceSub-Committee and Governing Body by following the recommendations of the Development and Maintenance Sub-Committee and Purchase Sub-Committee.

The following are the ways in which the institute follows the proper utilization of resources and funds:

- Fees received from the students are the main sources of revenue income of the college.
- Leasing of college pond is another source of other income.
- Fees structures are reviewed every year.
- The main expenditures are incurred for running and maintaining the academic programmes of the institute which include salary of the casual staff, General overheads, General maintenance, Library and Database etc.
- For any purchase of Rs.10000 and above College follows open tendering process.
- E-Tendering is followed for tender value of Rs. 1 Lakh and above.
- Development and Maintenance Sub-Committee and Purchase Sub-Committee looks after the tendering process for technical and financial evaluations.Work Order is given to the eligible bidder with lowest rate. Payment is done by Crossed A/C Payee Cheque/NEFT transfer after successful completion of work.

The College undergoes two types of audits.

Internal Audit: The Governing Body of the college appointed a Chartered Accountant as an Internal Auditorof the college to verify the books of accounts and income and expenditure of the college. The internal auditor reports to the college authority if any discrepancies ariseafter verifying the books of accounts.If, the Internal Auditor is satisfied with the books of accounts,he certifies the financial statements of the college and issues Auditors' Report. The college authority has completed the internal audit by the internal auditor for the Financial Year 2020-21, 2021-22 and 2022-23.

External Audit: The Department of Higher Education, Government of West Bengal,appoints Auditors as the Statutory Auditor who is entrusted with the audit of the Financial Accounts and funds received and disbursed by the College.

External audit has been completed by the Statutory Auditor, Govardhan Kankani, Partner G.Kankani & Associates, C/o Balkishan Madanlal,Mahabirsthan, Siliguri-734004for the year 2015-16, 2016-17, 2017-18, 2018-19, 2019-20. The Department of Higher Education, Government of West Bengal, not yet recommended the Statutory Auditor for the Financial Years 2020-21, 2021-22 and 2022-23 for External audit.

File Description	Document
Upload Additional information	<u>View Document</u>
Provide Link for Additional information	<u>View Document</u>

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) of the institution has contributed various quality assurance strategies in order to enhance the quality of the institution in all spheres:

- The teaching-learning process as per CBCS pattern is monitored and reviewed regularly to ascertain the degree of attainment of the Programme Outcomes (POs) and Course Outcomes (COs).
- With the introduction of the National Education Policy (NEP), 2020, there are active engagements of faculty members to ensure proper implementation of the new Course Structure.
- A seminar entitled "National Education Policy 2020 in HEIs: Provisions and Implications" organized by Knowledge Resource Centre and IQAC was arranged on 29.04.2023.
- Faculty members participated in a seminar entitled "One day State Level Seminar on Higher Education in Context of NEP 2020: Prospects and Challenges" organized by Dinabandhu Mahavidyalaya on 01.08.2023.
- Teachers from various departments participated in the workshops relating to the framing of syllabus under NEP 2020 conducted by WBSU.
- Faculty members actively participate in UG-BOS meetings for framing of syllabus under NEP 2020.
- Participation and Accreditation: NIRF & AISHE
- Orientation/Induction program before commencement of classes for the newly admitted students.
- Parent-Teacher Meetings are arranged.
- With the intention of enhancement of quality of teaching, the faculty members are encouraged to participate in Orientation, Refresher Courses, Faculty Development Programmes, Workshops, Seminars and Conferences related to the teaching-learning process and research.
- The non-teaching Staff is also encouraged to participate in administrative training programmes.
- IQAC reviews the activities of the Career Counselling Cell. Tata Consultancy Service (TCS) conducted Employability Training Programme for passed-out students of the college from 15th January to 15th March, 2021 and from 7th September to 26th September 2022. Mahindra Pride Class Room for the female students was conducted by the college from 13th to 18th March, 2023.
- Few skill enhancement ability courses along with Certificate / Add-on Courses have been introduced for various subjects and students are free to choose as per their will.
- Research Methodology Workshops are regularly arranged that promotes Research among faculty

members.

- IQAC holds regular meetings under the Chairmanship of the Principal and all the members of IQAC offer suggestions for improvement and better implementation of curriculum.
- Green Audit and Environmental Audit were conducted upto2022-23 by the college. The college also conducted Energy Audit valid upto 2026.
- The institute also has quality management system ISO 9001:2015 valid upto12.01.2025
- During the annual Academic and Administrative Audit (AAA) IQAC plays a pivotal role. At first internal AAA isperformed by Senior Teachers, Academic sub-committee convener and IQAC coordinator. Next the Principal after physical verification of the documents authenticates it followed byExternal Audit by external members.
- IQAC looks after the documentation of various programmes/activities leading toquality improvement, upgradation of IT infrastructure and support facilities/services.
- Gender Audit was done upto 2022-23.
- 27 (Twenty seven) MoUs have been signed by the college with different institutions for collaborative activities regarding academic, administrative, cultural, and environmental upgradation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The Institution has taken tye following initiatives regarding the Gender Audit, measures for the promotion of gender equity during the last five years.

Gender Audit: The Women's Cell has organised the Gender Audit, for all the last five years under the assessment period, done by internally and by three external auditors.

Gender Sensitization Plan: The following Annual Gender Sensitization Plans are drawn.

During the Orientation Programme meant for the freshers, i.e. the First Semester entrants, the comprehensive Gender Sensitization plans are thoroughly disseminated. The Womens' Cell and Internal Complaints Committee are very dynamic and work relentlessly for the greater common good of the female students and staff members of this college. Besides the College has separate timings for gymnasium especially for female students.

Measures for Promotion of Gender equity:

Sree Chaitanya Mahavidyalaya took up the issues like health hazards, especially among the girl students. Consequently, the Women Cell played a pioneering role in installing a sanitary napkin vending machine in the college. The Cell also took initiative to set up a ladies' common room for the girl students and a separate sick room for the female staff with attached toilet. Adequate number of toilet blocks for women, both students and staff have been constructed.

The Annual Sports is held every year to engage the students in all extracurricular activities. Various leave benefits like Maternity Leave and Child Care Leave are also grantedto the staff members of the college. Students' bodies also maintain gender equity in their representations.

Facilities available:

- Sick room for female teacher/students.
- The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell (ICC) and Women Cell.
- Mahindra & Mahindra's Placement Initiatives taken for Girl students

Sensitization programs:

Gender balance means the existence of a fair ratio of male and female representation within the institution in terms of number of students as well as within the staff structure.

In November, 2021 the college formed Women's Cell to organize regular sessions on gender and society which included members from both teaching and non-teaching communities. Championing the cause of the women, the college observes International Women's Day. The Women's Cell and NSS make endeavours to foster a progressive attitude towards gender equality. The members of Women's Cell from wide-ranging departments like Bengali, Human Development, Food & Nutrition and English coordinate with the students to carry out a number of activities to root ideas of gender awareness in real-time actions. On this occasion the Women Cell organized a **seminar on 8th March, 2022** on '**Gender Based Violence: Shifting Perspectives**' with eminent speakers like Prof. (Dr) Abha Chauhan (Prof., Dep. of Sociology, University of Jammu and Hon'ble President of Indian Sociological Society) and Prof. (Dr) Biswajit Ghosh (Professor, Dep. of Sociology, University of Burdwan) who delivered lectures on the topic. Another **seminar** was organized by the Cell **on 26th June, 2022** on '*International Day against Drug Abuse & Illicit Trafficking*'. Dr. Aniruddha Choudhury, an eminent sociologist delivered lecture on **'Drug Addiction – A Social Problem'** and Smt. Tanusree Biswas (Nag) HOD, Dep. of Human Development, Sree Chaitanya Mahavidyalaya discussed on exploitation and human trafficking.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The Institution has taken efforts/initiativs in providing an inclusive environment regarding the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens which can be mentioned as follows:

A. INCLUSIVE ENVIRONMENT:

- The College has adopted a comprehensive policy aimed at establishing an inclusive environment for all individuals. This policy incorporates several areas of college life.
- One significant event is the celebration of Communal Harmony Day, which serves as a forum to promote understanding and harmony among individuals from different origins.
- The college actively invites students from varied cultural, linguistic, and religious backgrounds to participate in observing events such as Independence Day and Republic Day.
- The Communal Harmony Week is observed every year, where clothes are collected for donation and funds raised. In 2022, A Campaign Week and Flag Day was observed on 19/11/2022-25/11/2022.
- This National Integration and Communal Harmony Week Celebration was organized where the Principal staff and the students pledged to work with dedication to preserve and strengthen the freedom and integrity of the nation
- These provide a chance for students to showcase their cultural history and build a sense of solidarity and respect. Additionally, the National Service Scheme (NSS) unit arranges activities and parades that promote unity, and solidarity to provide service to underprivileged segments of society.
- Recognizing the importance of equal opportunity, the college offers scholarships and financial aid to students from different areas.
- These events not only celebrate diversity but also develop a spirit of inclusivity and appreciation for diverse cultures. To assist accessibility, the college has erected ramps and Divyang (differently abled) bathrooms, ensuring that those with impairments can navigate the campus with ease.

The institution endeavours to provide an inclusive environment in tune with the heritage of our country to promote tolerance and cultural, regional, linguistic, and communal harmony through varied activities.

Other Programmes organized by the college include -

1. Blood Donation Camp: The College with IQAC and NSS organized blood donation camp in to create awareness and generate sense of responsibility towards society through teamwork.

2. International Mother Language Day: The Institute celebrates International Mother Language Day every year on 21st February to create awareness about Mother Language of each linguistic community. This showcases the linguistic plurality of our country.

3.Yoga Day Celebration The International Yoga Day (21st June) in every year is celebrated by the

students and teachers in Institute.

4. Cultural Competitions Every year the college and students arrange Fresher's Welcome and College Social. These programs are held regularly including Teachers Day celebrations and Childrens Day celebration organised by NSS.

5. Programmes are undertaken to promote communal harmony like rallies, poster competition, quiz, debate, etc.

6. Health check up camp and Thalasaemia and Dengue-awareness programme for the students and local citizens.

7. Several Day-observations including Birthdays of Great Personalities, World Environment Day, Science Day, International Mother Language Day, National Youth Day, etc have been celebrated and observed every year successfully.

8. A Covid-Vaccination camp for students and alumni members was organized during the pandemic period.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice : 1

Title of the Practice – 360 Degree Appraisal of Teachers (Quadrilateral Assessment of Teachers)

A 360-degree feedback also known as multi rater feedback is an **online** process through which the stakeholders such as students, employers, faculties, the HOI evaluate employee's performance from as many sources as possible. The College has developed this anonymous teachers' performance review process known as **"360-degree appraisal system (Quadrilateral Assessment of Teachers**)" to monitor the scope, strength and weakness of the teachers for qualitative development.

The Context

The process of completing 360-degree feedback provides assessor with greater insight and understanding to formulate their own expectation and achieve the ultimate success.

The Practice

360-degree appraisal has four integral components-

- Students' appraisal on teachers
- Self-appraisal
- Principal's appraisal
- Peer appraisal

Evidence of Success

The appraisal ultimately led to an overall assessment of performance of the teachers. When successfully implemented 360-degree feedback initiates and facilitates a vast positive change among the teachers. Work relations improve which leads to increase in productivity among the faculty. It opens an environment rich in teaching, research work and efficiency enhancement. It opens the channels of communication with the learners which ultimately widens the scope of work and allows problems to be addressed and resolved.

Problems Encountered and Resources Required

Initially setting up of the system was a challenge for the college authority following through with an action plan created by the IQAC; this was finally implemented by the institution and running sucessfully.

Best Practice : 2

Title of the Practice: Student Profile Mapping (Demographic and Skill-Strength Tracking)

Objectives:

To determine the socio economic background of students in an objective and quantifiable manner and identify the slow, average and advanced learners so that appropriate support can be provided by the institution.

The Context:

Students often face diverse challenges with respect to their skill attributes: while some may belong to economically backward families and have access to limited resources; some may be intellectually bright or slow irrespective of their economic status; others may have different skills, emotions and behaviour. A systematic assessment of these attributes of the students may help improvising an insight into their strengths and weaknesses. The profile mapping exercise enables the institution to hone the students' strengths and overcome their weaknesses.

The Practice:

- Students need to login to the dedicated portal with their login ID and password and answer an online questionnaire.
- Scores on 'General Quotient (gQ)' and 'Empowerment Quotient (mQ)' are calculated on the basis of the answers provided. The General Quotient comprises of Academic score, Intelligence score and Knowledge score. The Empowerment Quotient assesses different types of abilities. It also makes a comparison of the particular student in comparison with his/her peer group. Finally, a weighted average of gQ and mQ gives the final score, which represents the capability of the student.

Evidence of success:

- The manual method of psychometry test or profile mapping is too engaging and time consuming, whereas the online mapping is fast, accurate and error-free.
- Marks obtained in class/internal tests are not always reflective of the students' ability; external factors may affect their time spent on studies, understanding of the subject and answer writing skills. However, online mapping appraises their innate capabilities.
- Often, teachers depend on students' class performance or behaviour to gauge their level of knowledge or aptitude. However, this method is suitable only for articulate students. Online mapping is equally effective for shy and introvert students.
- The teachers assert that their assessment about the students matches with the profile mapping results, which confirms to the authenticity of the mapping mechanism.

Problems Encountered and Resources Required:

- The existing computer infrastructure is below optimum so that online profile mapping takes longer than usual time.
- The students, mostly from poor families have limited access to high-speed data connection.
- Often the students are unable to understand the questions, and so need the guidance of teachers for filling the questionnaire.
- The resources required are continuous availability of competent software developer to implement the entire idea of online profile mapping along with adequate computer infrastructure.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctness:

Title: "Nurturing Inclusive Education"

Introduction:

Since its establishment in 1965, Sree Chaitanya Mahavidyalaya (erstwhile Sree Chaitanya College of Commerce) is worth trying to spread the education among the society especially to cater the priority sector and weaker section of the vicinity which are reflected in the vision and mission of the college It is precisely to be mentioned here that considering the erstwhile extreme need of primary education in the surroundings, the college extended its benevolent hands resulting with a primary school namely, Gandhi Centenary B.T. College Modern School which came into existence and decided to pay tribute to its founder and show its commitment to the realization of an equitable society by bestowing every possible manner.

The college allowed the school to use its premises and other infrastructure for holding the classes and other activities beyond the college hours as the school had no premises on its own during that period. Even for a considerably long period the college paid the electricity bills of the school and a representative remained present in the school managing committee. The idea behind such engagement is not only to remain true to the Vision and Mission of the college, but also to take small steps towards a more holistic education.

Later, the college has donated a plot of 10 cottas of land adjacent to the college main building (Plot No. 5860, SL Dag No. 135/1102/109 under Tapaberia Mouja) for construction of own school building. At present the said school is running smoothly from their own two storied school building.

On request of the management of the school regarding grooming of the students by our teachers on different aspects, the college initiated to depute faculty members to the school for academic counseling and other allied matters.

Our Activities to the School

The college regularly does different types of welfare activities to develop the educational and mental health of the children.

Activity of the teachers regarding taking of classes:

Since the inception of the school the college has remained devoted towards nurturing the learning system of the students of the school. The college has been continuously making provision for grooming the primary school students by the teachers of the college. Later on, following the advice of the Peer Team of previous NAAC assessment the college records the schedule of classes taken by the teachers.

Special Activity of Department of Physiology and Department of Microbiology:

The Department of Physiology and Department of Microbiology of our college have jointly organized a Free Health Check up Camp consisting of Height, Weight, BMI, General Eye Check up, Oxygen

percentage and Pulse Rate measurement to the students of Gandhi Centenary B.T. College Modern School at the school premised on 18.11.2022 on the occasion of Children's Day celebration.

Special Activity of Department of Food & Nutrition

The students of Department of Food & Nutrition of our college visited the school on the occasion of National Nutrition Week Celebration. The students of Semester 3 participated in teaching programme on importance of locally available foods, seasonal foods as a school Tiffin of class 1 to 4 on 14.09.2022.

Activity of the NSS unit:

On January 16 to 18, 2017 (11 a.m - 4.00 p.m.)

A Special Winter Camp was organized at G.C.B.T.C. Modern School, Habra which includes

- Meditation Camp, Distribution of education kits, sit & draw contest for children
- Workshop on Personal Hygiene & Balanced Diet, P.T. Class
- Health Check-up Camp & distribution of food packets

Activity of Department of Human Development: An Awareness programme regarding hygiene and cleanliness was organized on 12.09.2017. Teachers and Students of the department visited the school. The students prepared a picture book/ story book, educational toys and poster on hygiene/ cleanliness. They presented it in front of the students in this school.

Future Plan:

The college has a mission to get involved with the regular curriculum as has been proposed by the school. The college also plans to depute Physical Education teachers at the time of their annual sports. Students of the GCBT College Modern School will be facilitated health check up by the Doctor of the college on regular basis.

In addition, college with its limited infrastructure has committed to stand beside them for a holistic development of every child of the school.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Considering the paradigmatic shift in socio-economic scenario of the world during and after world-wide pandemic and the resulting rampant unemployment of the youth, the main focus of aninstitution towards its students is on activities that *promote livelihoodof the students*. We project the under-mentioned agenda that can practically be implemented by the departmental faculty members, taking the help of all the distinguished patrons established in their respective fields and willing to share their valuable knowledge, experience and advice to our students.

1. To get affiliation for new subjects
2. To get sanction for new teaching and non-teaching posts
3. To construct more ICT-classrooms and more advancedlaboratories
4. To mobilize more resources both internally and externally for the development of college
5. To introduce more skill-oriented and job-oriented courses
6. To construct separate modules for each of the departments
7. To provide more no. of computers to the students
8. To strengthen the activities of the existing Alumni Association
9. To make the Institutional Innovation Cell and Incubation Cell more active and vibrant
10. To Strengthen the Research and Development Cell activities to encourage the research orientation

Concluding Remarks :

The Internal Quality Assurance Cell (IQAC) of the institution has contributed much for quality assurance strategies in order to enhance the quality of the institution in all spheres. The teaching-learning process as per CBCS pattern is monitored and reviewed regularly to ascertain the degree of attainment of the Programme Outcomes (POs) and Course Outcomes (COs). With the introduction of the National Education Policy (NEP), 2020, there are active engagements of faculty members to ensure proper implementation of the new Course Framework.

The Participation and Accreditation of NIRF & AISHE is already being done. The college aspires to get ranked through NIRF.

According to NEP 2020 the college emphasizes on Research and Development activities. In this regard college has established a R & D Cell as per guideline of the UGC. Moreover, the college has an intention to give thrust on industry-institution linkage to create more opportunities to the students for employability. Though 27 collaboration have been made with different institutions, the college has a focus to broaden the horizon to the national level in terms of coverage and scope of issues.

Apart from a distinctive practice of frequent taking care of the students of Gandhi Centenary B.T. College Modern School in our college campus, we have a plan to extend this practice in nearby local schools. Last but not the least, inspite of the weaknesses and the challenges that the institution is facing, the institution intends to overcome the same to emerge as a vibrant entity.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**
	
	    Answer before DVV Verification :
	    Answer After DVV Verification :22
	    Remark : DVV has made changes as per the report shared by HEI.

1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
1793	1483	753	726	0 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
1168	928	0	0	0	 Remark : DVV has made changes as per the report shared by HEI.

1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**
	
	    1.3.2.1. **Number of students undertaking project work/field work / internships**
	    Answer before DVV Verification : 729
	    Answer after DVV Verification: 705
	
	    Remark : DVV has made changes as per the report shared by HEI.

1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*
	
	    Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website
	    Answer After DVV Verification: B. Feedback collected, analysed and action has been taken

	and communicated to the relevant bodies 　　Remark : DVV has made changes as per the report shared by HEI.
3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** 　　3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** 　　　Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
10	07	03	10	13

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	1	2	6

Remark : DVV has made changes as per the report shared by HEI.

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

　　3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
18	22	03	04	09

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	14	00	04	09

Remark : DVV has made changes as per the report shared by HEI.

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

　　Answer before DVV Verification :
　　Answer After DVV Verification :26
　　Remark : DVV has made changes as per the report shared by HEI.

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at

University / state/ national / international level (award for a team event should be counted as one) during the last five years

5.3.1.1. *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 wise during the last five years*

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
39	2	0	12	9

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	0	0	0

Remark : DVV has made changes as per the report shared by HEI.

| 5.3.2 | **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** |

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
92	25	1	33	27

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	5	1	4	7

Remark : DVV has made changes as per the report shared by HEI.

| 6.2.2 | *Institution implements e-governance in its operations*

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : DVV has made changes as per the report shared by HEI. |

| 6.3.2 | **Percentage of teachers provided with financial support to attend conferences/workshops and** |

towards membership fee of professional bodies during the last five years

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	0	1	2	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

Remark : DVV has made changes as per the report shared by HEI.

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
24	27	1	25	01

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
15	4	1	1	1

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11	14	16	16	17

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
11	14	16	16	17

Remark : DVV has made changes as per the report shared by HEI.

7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. Any 2 of the above Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
1840	2041	1974	1791	1561 | Answer After DVV Verification: | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
1701	1613	1613	1613	1461	
2.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
74.60	52.18	128.08	115.07	62.84 | Answer After DVV Verification: | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
58.69	37.26	113.94	101.96	49.74	