



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	SREE CHAITANYA MAHAVIDYALAYA
• Name of the Head of the institution	DR. SUBRATA CHATTERJEE
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03216237189
• Mobile No:	07003098336
• Registered e-mail	srchma@gmail.com
• Alternate e-mail	iqac.scm@gmail.com
• Address	P.O. Habra-Prafullanagar
• City/Town	Habra
• State/UT	West Bengal
• Pin Code	743263
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College under West Bengal State University (WBSU)
• Type of Institution	Co-education
• Location	Semi-Urban

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **West Bengal State University (WBSU)**
- Name of the IQAC Coordinator **DR. PULAKESH SEN**
- Phone No. **03216237189**
- Alternate phone No. **08348820680**
- Mobile **08348820680**
- IQAC e-mail address **iqac.scm@gmail.com**
- Alternate e-mail address **psendnc2011@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

http://www.sreechaitanyamahavidyalaya.ac.in/images/IQAC_NACC/AQAR-2021-22-Report.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://www.sreechaitanyamahavidyalaya.ac.in/images/IQAC_NACC/Academic%20Calender-2022-23.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.80	2007	01/07/2007	30/06/2012
Cycle 2	B	2.45	2016	01/12/2016	30/11/2021

6. Date of Establishment of IQAC

16/04/2015

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	0	0	0	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

The University (WBSU) has already taken the initiatives and the Institution has implemented NEP-2020 in its curriculum from 2023-24 session with the help of IQAC.

IQAC in collaboration with different academic departments have organized Faculty Development Program, Seminar/Webinar, Day-observation program, Students' activity program, etc through Online/Offline mode.

Under the supervision of IQAC, the college has signed Sixteen 'MOUs' with different other institutions for academic exchange; to organize socio-cultural programme, seminars/webinars, etc. throughout the year.

The IQAC has completed several Audit process including the Academic & Administrative Audit (AAA) internally and externally, Gender Audit, Energy Audit and Environmental Audit in this session.

The IQAC has collected the feedback, analyzed it and the Action Taken Report (ATR) has been uploaded in college-website for the "Online Students' Feedback Report" in the academic session (2022-23).

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To implement NEP-2020 credit & curriculum Framework from the next session	The University (WBSU) has taken the initiatives and the NEP-2020 has already been implemented this year from 2023-24 session.
To organize different academic and extracurricular Seminars/Webinars & Workshops and Day-observation programmes	IQAC in collaboration with different academic departments have organized Faculty Development Program, Webinar, Day-observation program, Students' activity program, etc through Online/Offline mode.
To collect, analyze and to prepare the Action Taken Report for the "Online Students' Feedback Report" in the academic session (2022-23)	The IQAC has collected, analyzed and the ATR has been uploaded in college-website for the "Online Students' Feedback Report" in the academic session (2022-23).
To organize career-oriented activities including development of Soft-skill, Communication skill, development of reasoning capability, etc	The CDC (Career Development Cell) has run several programmes regarding development of Soft-skill, Communication skills in this session under the guidance of the IQAC.
To appoint Internal Auditors for Finance-Audit for 2021-22 & 2022-23	As the Govt. has not yet scheduled any Auditors List, the Principal has appointed internal auditors for this purpose.
To collaborate with other Institutions by signing 'MOUs' for academic exchange programme, organize socio-cultural programme, seminars/webinars, etc.	Under the supervision of IQAC, the college has signed Sixteen 'MOUs' with different institutions for academic exchange; organize socio-cultural programme, seminars/webinars, etc. throughout the year.
To initiate and complete the AAA, Environmental Audit, Gender Audit, Energy Audit in this year	The AAA, Gender Audit, Environmental Audit, and the Energy Audit have been completed in this year.

To manage wastes & e-wastes in the campus	Two agreements have been signed with Ashoknagar Municipality and Hulladek Recycling Pvt. Ltd. for these purposes.
To complete the process of the University validation of the peer-reviewed college journal 'The Impression'	The University (WBSU) has approved the college-journal 'The Impression' on 05.01.2023 and the validation has been done.
To take 'Green Initiatives' in this session 2022-23	The process of labeling the plant & trees in the campus is already completed. Also, a Vermi-Compost pit is constructed behind the main building.
To prepare for the NAAC-assessment for Cycle-III	The IQAC and the NAAC-Steering Committee are working together to collect all the documents and prepare for the NAAC assessment process as early as possible.

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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Name	Date of meeting(s)
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14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	09/01/2023
15. 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.

16.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. Credit Bank: The ABC system functions as a credit bank, allowing students to borrow academic credits to complete their degree requirements. Credit Transfer: ABC allows students to transfer credits earned from one institution to another, providing a seamless and efficient process for transferring academic credit. Credit Accumulation: Students can accumulate credits earned from various institutions and programs, allowing them to build a more comprehensive academic portfolio. Credit Validation: The ABC system validates the credits earned by the students, ensuring that they meet the required academic standards. 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.

17.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 2022-23 Youth Employability Programme (YEP) (offline) TATA CONSULTANCY SERVICES 2 2022-23 Short-term Software Training Programme - E-content Development, Adv. Excel, Computerized Accounting (offline) ICA EDU SKILLS (P) LTD. 3 2022-23 Field Visit & Survey Works for Students at Bengal Global Trade Expo 2023, Kolkata (offline) CONFEDERATION OF WEST BENGAL TRADE ASSOCIATIONS 4 2022-23 MAHINDRA sponsored Career Counselling & Training (offline) NAANDI FOUNDATION 5 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 6 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.

18.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.

19.Focus on Outcome based education (OBE):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.

20.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.

Extended Profile**1.Programme**

1.1 25

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1840

Number of students during the year

File Description	Documents
Data Template	View File

2.2

772

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

458

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

15

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

17

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	25
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1840
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	772
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	458
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	15
File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	39
Total number of Classrooms and Seminar halls	
4.2	60.1
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	51
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution with all its departments is actively involved in curriculum delivery including its effective planning in the following ways:

- Every teacher prepares an individual lesson plan in compliance with the academic calendars which is reflected in the Learning Management System (LMS).
- Moreover, as regards the designing of curriculum, some teachers are active members of the Board of Studies of different Under Graduate departments.
- Alongside, the institution runs an autonomous Post Graduate department in Commerce, i.e., M.Com. and so a separate Board of Studies acts in a full-fledged manner.
- 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.

- ICT based lectures, project works, educational tours and industry visits are also arranged for improving the application base of the students.

1. Lesson Plans of different departments (LMS)
2. Academic calendar
3. Prospectus
4. Master Routine (online and offline)
5. MCQ Portal for students
6. Faculty exchange programme as part of MOU
7. Teachers as members of UG & PG Board of Studies of WBSU
8. Documents for Students Attendance Register
9. Documents of Continuous Internal Assessment

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/curriculum-planning.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. The Academic Calender for the session: 2022-23has been prepared and uploaded in the college website- "http://sreechaitanyamahavidyalaya.ac.in". 2. The affliating University (WBSU) also provides a tentativeAcademic Calendar for the conduct of regular classes as well as the external and internal examinations in the beginning of the session in the University Portal - "https://wbsu.ac.in/web/" 3. The college follows the time-duration for the 'Internal & External examinations' provided by the University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/1_1_1_6_INTERNAL_ASESSMENT_2018-19_TO_2022-23.pdf

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>A. All of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="76 683 523 757">File Description</th> <th data-bbox="523 683 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 757 523 936">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="523 757 1394 936" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 936 523 1003">Any additional information</td> <td data-bbox="523 936 1394 1003" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
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<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
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Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>17</p>									

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1793

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1793

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics has been a part of the curriculum of the department of Commerce of SreeChaitanyaMahavidyalaya. 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 and teachers on the topic. A special workshop on ICT in Learning and Evaluation has also been undertaken. The Institutional Social Responsibility being one of the best practices of the College, Human Values becomes an essential component to be taken care of 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. The college addresses the issue of Gender Equality through its different curricular and 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. 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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

729

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sreechaitanyamahavidyalaya.in/web_apps/feedback.php

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
1701	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
329	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>1. Teachers assesses the learning levels of the students in their respective classes and take some special initiatives for 'advanced learners' and remedial initiatives for 'slow learners' respectively. 2. Most of the departments arrange 'special lectures' by inviting external expert and faculties also, mainly for the advanced learners. 3. Most of the faculties take 'Extra classes/Tutorial classes' even after the completion of the syllabus of their respective subjects mainly for the slow learners.</p>	
File Description	Documents
Link for additional Information	https://sreechaitanyamahavidyalaya.in/mcq_portal/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1840	13

File Description	Documents
Any additional information	View File

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

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 26 MoU 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 charts or posters for awareness programmes which are interesting for them. They are able to nurture their communicative skills.
- Every year the students of our college participate in a National and Inter-Zone Level competition
- 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.
- Wall Magazines & e-blog writing are maintained by the students of many departments.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/2_3_1_DOCUMENTS.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

For effective Teaching-Learning process, the following initiatives have been taken: 1. Teachers have taken several classes in the Smart Class-room using ICT tools/methods throughout the year. 2. In the Post-Pandemic situation, teachers have taken "Online Classes" via Google-Meet platform through out the session. 3. In this situation, the Evaluation Process (Internal & External examinations) have also been conducted thorough Online mode. 4. Several co-curricular activities have also been conducted through Online mode in this session: 2022-23. 5. Teachers have created several "Online Students' Group/Whatsapp Group" for each of the Courses to run the process through online effectively. 6. Students have been communicated through out the year regarding any of the Academic/Teaching-Learnig/Administrative purposes through online/offline mode. The college is used a dedicated Library Management Software (LMS)(e-sikha) 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 internet facility with LAN and also WiFi enabled facility.
- Google meet platform as well as whats-app used for online classes in pandemic time.
- The college provides ICT based class-room. In our institution ICT based classroom number is 5 and 2 large computer laboratories where students can easily access.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/4_3_1_IT-Infrastructure1.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

334

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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. It also helps the students 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.

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.

- In the first introduction of students' orientation day, students are demonstrated about the mechanism of internal/ external assessment system to inform them the procedure and transparency regarding the system.
- The institution has a distinct examination sub-committee for each academic session. Each session examination sub-committee is formed with teaching and non-teaching staffs to maintain the examinations smoothly 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/2_5_1_Evaluation_Process-Documents1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- In the first introduction of students' orientation day, students are demonstrated about the mechanism of internal/ external assessment system to inform them the procedure and transparency regarding the system.
- The institution has a distinct examination sub-committee for each academic session. Each session examination sub-committee is formed with teaching and non-teaching staffs to maintain the examinations smoothly 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.
- Grievance redressal system: After the declaration of results, both internal and external examination, any problem or grievance from student's end would be solve by the college examination committee and university exam committee accordingly with care.
- The College has a dedicated examination related grievance

portal (<https://sreechaitanyamahavidyalaya.in/grievance/exam-grievances-register-page>), through which students can register and put their examination related grievance via online.

File Description	Documents
Any additional information	View File
Link for additional information	https://sreechaitanyamahavidyalaya.in/grievance/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

1. A "Course/Programme Orientation Programme" is organised at the beginning of the session. 2. Students with their departmental teachers join the programme to discuss the "Programme Outcome & Course Outcome" for the forthcoming Semesters. 3. Students' 'feedback' are taken at the end of the session to collect and analyse their overall responses.

3. PO and CO are stated to the students through classes and Orientation programme at the begging of the session for each of the courses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/PO-CO-ALL.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Regarding the "Attainment of Programme outcomes & course outcomes", the following measures are taken:

1. Students' 'feedback' are taken regularly at the end of the session.

2. Feedback are analyzed by the respective departmental teachers.

3. Programme and course outcome are evaluated by the department/institution thereafter.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/PO_CO_Mapping_and_Attainment.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

364

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/2_6_3-Result_Summary.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sreechaitanyamahavidyalaya.in/feedback_system/

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

20

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

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:

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:

E-Waste Management:

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

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/Index_-3_4_3_1_after_query.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

10

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1336

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

27

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

27

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/4_1_1Physical_Facilities.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

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

- Authorized subscription for Google Meet for conducting online events/meetings/classes etc. and dedicated YouTube channels for record and transmission.
- A Public Address System for addressing all staff and students of the college at once
- Health Check-up Centre (RED CROSS UNIT), NSS UNIT, and Health-Diet Counseling Centre for continuous monitoring of student's health and nutritional issues.
- Students can access 'Students' Health Home' facilities

also.

- 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.
- 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
- It has a Gymnasium (with multi-gym facilities) behind the main building.
- Hostel facility also available for girl's students.
- We also have Pollution control monitor (in front), Vermi-compost pit (at behind).
- Newly installed Digital Notice Board.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/4_1_1Physical_Facilities.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/4_3_1_IT-Infrastructure1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

23.27

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

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 well 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 also continued 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. 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..

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://scm-opac.kohacloud.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.46

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

38

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- 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 enhanced from 2 Mbps to 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 now provides 8% to 10% 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.
- 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. Now, Computers of Accounts Department are supported by a 40 mbps LAN and college computers have 300-user capacity Wi-

Fi system.

- 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.
- New computers were installed to upgrade IT facilities in last five years.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/4_3_1_IT-Infrastructure1.pdf

4.3.2 - Number of Computers

53

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.32

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. The college has a in-built mechanism for maintaining the 'physical, academic and support facilities like Laboratories, Library, Sports ground, Play ground, Gymanasium, Computers in several departments and classrooms, etc. 2. The college has a 'Development & Maintainance Sub-committee' for the above perpose. The committee monitors the activity related to development and maintainance of all physical assetsof the institution. 3. The college has a 'Purchase sub-committee' to monitor the all types oforders and purchases regarding academic/infrastructural developments(by Tender/Non-tender).

4. The Finance committee with the guidance ofthe Governing Body of the college takes the decisions regarding the above matters.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1242

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

94

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://sreechaitanyamahavidyalaya.in/naac_c_dvv/assets/naac_document/5_1_2_B-ICT_Report.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1824

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1824

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

46

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

61

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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 year****5.3.1.1 - 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 year.**

36

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1. Students' representatives are there in several academic and administrative committees, students' council as per the Institute's norms. 2. Though there is no 'Elected Students Council' in the college, a 'Students Council' is formed by selecting some students from different semesters & departments to represent various bodies/committees. 3. Students take part actively in all co-curricular/extra-curricular activities regularly held in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

84

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

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.

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 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 Events
2. Organizing Blood Donation & Health Check-up Camps
3. Organizing Cultural Programmes
4. Celebration of World Environment Day
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

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/5_4_1_Documents_on_Alumni_Association.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission

of the institution

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.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/6_1_1_compressed.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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 Body and 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.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/6_2_1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/6_3_1_compressed2.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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: 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: The posts 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 the non-teaching Staff are duly forwarded to DPI, Government of West Bengal and benefit is given after fixation from the DPI.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/6_2_1.pdf
Link to Organogram of the Institution webpage	http://www.sreechaitanyamahavidyalaya.ac.in/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

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 to the 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	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/List_of_teachers_receiving_financial_support.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

12

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal System for Teaching Staff 1.
360-Degree Teachers' Performance Appraisal: 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 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 nonteaching 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.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/6_4_1_compress_ed2.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College undergoes two types of audits. Internal Audit: The Governing Body of the college appointed a Chartered Accountant as an Internal Auditor of 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 arise after 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, Mahabirasthan, Siliguri-734004 for 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	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/Audited_statement_of_account.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.41

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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 college tries 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 building has been constructed by the college with the fund of Rs. 92,57,000/- sanctioned by the Department of Higher Education, Government of West Bengal. by adding additional funds from the college. 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.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/Institutional_expenditure_statements_for_the_heads_of_e_-_governance.pdf
Upload any additional information	No File Uploaded

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

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.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/5_Link_to_minute_of_IQAC.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

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. Green Audit and Environmental Audit were conducted upto 2022-23 by the college. The college also conducted Energy Audit valid upto 2026. The institute also has quality management system ISO

9001:2015 valid upto 12.01.2025 During the annual Academic and Administrative Audit (AAA) IQAC plays a pivotal role. At first internal AAA is performed by Senior Teachers, Academic sub-committee convener and IQAC coordinator. Next the Principal after physical verification of the documents authenticates it followed by External Audit by external members. IQAC looks after the documentation of various programmes/activities leading to quality 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	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/6_5_1.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sreechaitanyamahavidyalaya.in/naac_dvv/assets/naac_document/3_NIRF_AAA.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. **Gender Audit:** The Women's Cell has got the Gender Audit, for all the 5 years under the assessment period, done by three external auditors.

2. **Gender Sensitisation Plan Annual Gender Sensitisation Plans** are drawn and published.

3. **Measures for promotion of gender equity:** We took up the issues like health hazards, especially among the girl students. 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. 'Kanyasree' Scholarship Scheme exclusively for female students. Various leave benefits like Maternity Leave and Child Care Leave are also granted. Students' bodies also maintain gender equity in their representations.

Facilities available:

- The college has a Girls' common room with amenities for sports and recreation.
- Sick room for female teacher/students.
- The college has installed a sanitary napkin vending

machine.

- CCTV cameras are installed that helps in monitoring the safety of girl students.
- The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell and Women Cell.
- Mahindra & Mahindra's Placement Initiatives for Girl students.
- College tries to provide equitable educational opportunities to girls, regardless of their socioeconomic or cultural roots.

File Description	Documents
Annual gender sensitization action plan	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/7_1_1_B_Gender_Sensitization_Plans.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sreechaitanyamahavidyalaya.in/nacc_dvv/assets/naac_document/7_1_1_C_Gender_Equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

A Green campus is a place where environment friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The Green Campus concept offers an institution the opportunity to take the lead in redefining its

environmental culture and developing new paradigm by creating sustainable solutions to environmental, social and economic needs of the mankind. The institute also promotes clean campus through adopting, practicing and promoting environment friendly practices among the students and staffs.

GREEN CAMPUS POLICY:

1. RESTRICTED ENTRY OF VEHICLES
2. BAN ON USE OF PLASTIC
3. PAPERLESS OPERATING PROCEDURE
4. PUBLIC FRIENDLY BUS STOP
5. BINS FOR SOLID WASTE and E-WASTE

The college pays dedicated focus to see minimal waste generation in the campus. Solid wastes are segregated as dry and wet waste and kept separately in two different allotted bins provided by the municipality and handed over to Ashoknagar-Kalyangarh municipality as a part of Swachh Bharat initiative as well as clean campus initiatives.

Similarly, e-waste is also collected in a separate bin provided by Hulladek Recycling Land Scaping with trees and plants:

Tobacco Free Campus: As an initiative to make our college campus completely smoke and tobacco free, smoking and chewing of tobacco is strictly prohibited in the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://sreechaitanyamahavidyalaya.in/nac_c_dvv/assets/naac_document/Geotagged_Photos.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the

A. Any 4 or all of the above

campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

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. These provide a chance for kids to showcase their cultural history and build a sense of solidarity and respect. Additionally, the National Service Scheme (NSS) unit arrange 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- **Independence Day:** The Independence Day of India, which is celebrated religiously throughout the Country on the 15th of August every year, holds tremendous ground in the list of national days, since it reminds every Indian about the dawn of a new beginning, the beginning of an era of deliverance from the clutches of British colonialism of more than 200 years. Our College celebrates this day with great enthusiasm
- **Republic Day:** Students of our College participated in March Past held in the University on the occasion of Republic Day
- **Safety week Celebration:** NSS team in collaboration with

IQAC o organizes an awareness programme on Road Safety to make students, teachers and non-teaching aware about the safety rules to be followed in road on the eve of National Safety week.

- o National Voters' Day is observed for promoting the knowledge and awareness among the students.
- o Many other National Days and Commemorative days are observed every year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Name of Event

Date

World Yoga day

21.06.2022

No Plastic Day

04.07.2022

World population Day

11.07.2022

Quit India Movement

09.08.2022

Teacher Day

05.09.2022

National Nutrition Week

14.09.2022

World Alzheimer's Day

21.09.2022

National Education Day

11.11.2022

National Youth Day

12.01.2023

International Language day

21.02.2023

World Consumer Rights Day

15.03.2023

World Forestry Day

21.03.2023

World Water Day

22.03.2023

Anniversary of B.R Ambedkar

08.05.2023

World Environment Day

05.06.2023

World Yoga Day

21.06.2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice : 1

Title of the Practice: Student Profile Mapping

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.

The Practice:

- 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.

Best Practice : 2

Title of the Practice - 360 Degree Appraisal of Teachers

A 360-degree feedback also known as multi rater feedback is an online process through which employer evaluates employee's performance from as many sources as possible.

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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Title: "Nurturing Inclusive Education"

Introduction

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.

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

Activity of the teachers regarding taking of classes

Special Activities by the Department of Physiology and Microbiology

Special Activity by the Department of Food & Nutrition

Activity by the NSS Unit

Activity by the Department of Human Development

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

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 advanced laboratories
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