



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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 own campus	Yes
Phone no/Alternate Phone no.	03216237189
Mobile no.	7003098336
Registered Email	srchma@gmail.com
Alternate Email	scm.principal.sc@gmail.com
Address	P.O. Habra-Prafullanagar, Dist. North 24 Parganas, West Bengal, PIN-743268
City/Town	Habra
State/UT	West Bengal
Pincode	743268

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Pulakesh Sen			
Phone no/Alternate Phone no.		08348820680			
Mobile no.		8348820680			
Registered Email		psendnc2011@gmail.com			
Alternate Email		iqac.scm@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.sreechaitanyamahavidyalaya.ac.in/images/IOAC_NACC/AOAR-SCM-%202018-19.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.sreechaitanyamahavidyalaya.ac.in/images/IOAC_NACC/Academic%20Calendar-%202019-20.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.80	2007	31-Mar-2007	31-Mar-2012
2	B	2.45	2016	05-Nov-2016	05-Nov-2021
6. Date of Establishment of IQAC			16-Apr-2015		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
a) Feedback taken from students	30-Jun-2020 365	401
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
a) Sree Chaitanya Mahavidyalaya	Salary Grant, dated 25.04.2019	Higher Education Dept, Govt. of West Bengal	2019 120	5976184
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. IQAC has guided the departments to arrange a Parent Teacher meeting to get the guardians' feedback. 2. IQAC also emphasized on Teachers' feedback and Alumni feedback. 3. It has also encouraged the NSS unit of the college to organize volunteers' Orientation programme, Health awareness camp, Health Checkup camp and social outreach programme throughout the year. 4. The IQAC has collected and analyzed the "Online Students' Feedback Report" in the academic session (2019 2020). 5. The College and it's IQAC have arranged Eight Webinars and other Students' oriented program via 'Online Platform' through 'Google Meet' on different issues relating to the Covid19 pandemic situation and its impact, Students' awareness, Academic activities, etc.

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

Plan of Action	Achievements/Outcomes
a) Seminars, Workshops, Special Lectures to be organized.	a) Seminars, Special Lectures in different departments of Bengali, English, History, Sanskrit, Commerce have been organized.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	07-Jun-2021

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

14-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college is partially running with the Management Information System as follows: (i) A comprehensive database of students' admission, examination and attendance. (ii) An internal database of financial records is maintained in the office. (iii) The database for books journals is well maintained in the Library. (iv) The authority is planning for a regularized Management Information System.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

words

The college has a well-planned mechanism for curriculum delivery and documentation which can be illustrated as follows: 1. At the beginning of the academic session every department follows the syllabus/CBCS-course-curriculum and allocates assignments to the teacher members of the department. Number of classes for each topic is assigned according to the curriculum and marks for each Subject / Paper etc. The Routine Committee prepares a Routine (separately for Arts, Science and Commerce faculty) for each semester/year under the supervision of the Principal. For PG-course, the respective Departmental Co-ordinator prepare a routine and assign no of classes for each topic/paper as per the allotted marks. 2. We have an enriched library with open access system for the ease of use of the students. Various Teaching-Learning methods based on the specific needs of different subjects as well as different types of students (Slow and Advanced learners) are used to inculcate academic interest of the students such as: i) Chalk and Talk methods ii) ICT enabled Teaching-Learning method iii) Group discussion amongst the students during class-hours for slow learners. iv) Seminars presentations by the students v) Field works / Educational excursion are carried by some departments vi) Class tests / Surprise tests are also conducted by some departments. vii) Seminars, Special lectures are arranged in some departments for advanced students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
00	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali, English, History, Education, Sanskrit (Honours and General)	01/07/2018
BCom	Accounts (Honours and General)	01/07/2018
BSc	Food & Nutrition and Human Development (Honours & General)	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc Nutrition	a) Field visit to the 'Mother Dairy' Factory	18
BSc Nutrition	b) Field visit to the 'Raja Biscuit' Company	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college has an "Online Students' Satisfaction Survey" system and the link is provided in the College-website where reports from the final-year students are collected and analyzed in the following way: a) Students' Feedback form is prepared online and provided to the students through a web-link in the College-website from where the feedback of the final year students are collected before their form-filling process of the Final University Examination. The questionnaires cover various aspects of functioning of the College including the Academic Facilities, Teaching-Learning Environment, Teachers Performance, Co-curricular Activities, Learning to Grow facilities, Examination/Evaluation Process, Computer/Soft Skill Facilities, Learning Opportunities, etc. The feedbacks are taken in 5-point scale having values ranking - Excellent, Very Good, Good, Poor, Very Poor. On the basis of data received from students, the percentages of various aspects are calculated and analyzed. Afterwards, the various strengths and weakness highlighted in the feedback are discussed in academic/administrative meetings and communicated to respective departments / committees. The proposals received by the concerned departments / committees are discussed in the meeting and possible initiatives are taken accordingly. b) Teachers' feedback are taken at the meeting and several matters and difficulties faced by teachers regarding the Teaching-Learning process have been discussed in the meeting of the 'Teachers' Council' in the presence of the Principal and subsequent measures are taken to resolve the issues. c) Parents' feedback are taken at the meeting in the college where guardians have approached the college authority with several issues regarding admission, class-attendance, examination, etc. d) The college has an Alumni Association (Registered) comprising of more than one hundred members who assist the Institution by providing several support, guidance. Feedback is regularly collected from the meeting of the said association.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	B.A. Honours in Bengali	100	72	25

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1959	12	13	0	8

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	38	50	4	2	2

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

The College organizes Orientation Program for newly admitted students during the first week of first semester (Semester – I) courses under the newly introduced CBCS-system in the college. In this programme the Principal addresses fresh students by giving them basic information about the college so that fresher can adjust easily in the new environment. Apart from that the departmental teachers, Librarian of the college also give them introduction about their departments and new CBCS-Course structures (subject-wise as well as paper-wise). Teachers help them by giving books, suggestions, reading materials, etc and also call guardians to discuss about their performance and attendance. Students who are weak in solving different problems, teachers always help and guide them. Department of Library organizes Orientation Programme on how to use Library Resources including e-resources.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1971	13	1:152

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	12	3	4	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	00	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG Courses (111)	Part-III	01/10/2020	31/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal Evaluation System persists for each batch of students before their final University examinations in terms of Class Test, Written Test, Practical Tests and Viva-voce. In addition, several departments

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar related to Examinations and other related matters is provided by the University. The college has to comply with the Academic Calendar in toto.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.sreechaitanyamahavidyalaya.ac.in/images/IOAC_NACC/PO-CO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A. Honours	BA	B.A. Honours in Bengali	47	47	100
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2.7 – Student Satisfaction Survey

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

http://www.sreechaitanyamahavidyalaya.ac.in/images/IOAC_NACC/Feedback%20analysis-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	Nill	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	00	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	00	Nill	Nill	Nill
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	Nill	Nill	Nill	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Sanskrit Commerce	5	1.26
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Not available	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	15	10	5
Presented papers	1	4	2	1
Resource persons	0	1	1	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS Volunteers Camp	NSS Unit	10	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	00	00	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Unnat Bharat Abhiyan	Sree Chaitanya Mahavidyalaya	Awareness among students for using	5	42

Arogya Setu
mobile app and
Immunity
Boosting
Measure for
self care

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	00	00	Nil

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Field visit for Final Year Project Work	Students' Field Visit to 'RAJA Biscuits' Factory' for 'Project Work'	a) Raja Biscuit factory, Kolkata	06/08/2019	13/11/2019	15

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

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

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
42.25	45.2

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Partially automated	Partially	Null	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29423	1690711	824	187385	30247	1878096
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
a) Dr. P. Chattopadhyay (For details, see the web-link: http://www.sreechaitanyamahavidyalaya.ac.in/study_materials.php)	ENGA_Semester-6: Post Colonialism Literatures-	College Website	18/05/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	1	22	1	0	1	15	100	1
Added	3	0	3	0	0	0	0	0	0
Total	57	1	25	1	0	1	15	100	1

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
web-portal	https://sreechaitanyamahavidyalaya.ac.in/study_materials.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
42.25	45.2	Nil	Nil

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A. Physical facilities for students in the Institution: 1. The college has a large land area of 6.41 acre in the above mentioned address. 2. It has a three-storied Academic Building in the front side (i.e. the road side) and a two-storied Boys' Hostel in the back. 3. It has a Girls' hostel attached to the main building. 4. It has a large play-ground behind the main building. 5. It has a 100-meter long pond beside the play-ground. 6. It has a 'Herbal Plant Garden' in the front side. 7. It has a Computer Lab in the main building. 8. It has a well-furnished Library including Reading-room in the annex-building. 9. It has an well-furnished Auditorium (AC) with 200 seating capacity. 10. It has a Meeting Room (AC) in the ground floor. 11. It has separate well-furnished rooms for Principal, Bursar and IQAC-Cell. 12. The Office is situated in the ground floor of the main building. **B. Academic facilities for students in the Institution:** 1. It has 20 class-rooms (among which 3 are ICT-enabled) and five laboratories in the main building. 2. It has a Gymnasium (with multi-gym facilities) behind the main building. 3. Adequate tables, chairs, benches for seating and electric-equipments including lights, fans, etc are available in the above-mentioned classrooms and laboratories. 4. Separate 'Kitchen Lab' for 'Food and Nutrition' department is available. **C. Support facilities for students in the Institution:** 1. It has a 'Bus-stand-shed' in front of the main gate. 2. It has a Cycle-stand beside the main gate. 3. Two common-rooms (for Boys and Girls) are there in the campus. 4. A subsidized canteen is running in the campus. 5. A medical room and a NSS-room are there in the main building. 6. Students can access 'Students' Health Home' facilities also. 7. Separate sufficient number of 'Wash-rooms' are available for Teaching Staff, Office Staff and Girls and Boys students of the college. 8. 100-MBPS Broadband Internet 'Wi-Fi' facilities are available in the campus. 9. Students can opt for different 'Government and Non-Government Scholarship Schemes for their financial support. 10. The college also provides 'Students' Free-ship Scheme' in the 'Merit-cum-Means' basis. 11. The college has 'Anti-ragging Cell, Women Cell, Internal Complaints Committee' for the sake of the students. 12. Moreover, different Committees and Sub-committees are working together for the smooth-running of the activities of the Institution.

<http://sreechaitanyamahavidyalaya.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	Nil	0	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling Cell	40	100	10	7
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	10	B.Com	Commerce	WBSU/Sree Chaitanya Mahavidyalaya	M.Com
2020	6	B.Sc	Science	WBSU	M.Sc
2020	22	B.A	Arts	WBSU	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
'INTER COLLEGE STATE SPORTS GAMES CHAMPIONSHIP' -	University Level	35
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	FOOTBALL, HANDBALL, WRESTLING, YOGA, ATHLETICS, TAEKWONDO CHAMPIONSHIP: 2019-20	National	16	2	NOT AVAILABLE	ANNEXED
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students representative is there in Governing Body who is elected through Students Union.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Regd. No. 57142 of 2015-16

5.4.2 – No. of enrolled Alumni:

55

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association held one meeting in 2019-20.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500

words)

1. Students representative participates to the Governing Body and Different decisive matters are regularly discussed with the Students representatives. 2. Feedback are taken regularly from different stakeholders.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	1) Sree Chaitanya Mahavidyalaya is one of the first institutions under the West Bengal State University to implement online admission process both for UG and PG levels which was initiated in 2015 is successfully running till date. 2) Online admission is to different courses are made strictly on the basis of merit. 3) Strict observations are kept to obey the University Govt. Rules for Reserved Categories. 4) All payments related to the Admission are collected through Bank and Online Payment gateway.
Human Resource Management	1) Motivating and facilitating the faculty members to participate in Refresher Orientation courses. 2) Providing on-duty leave to the teachers for attending seminars, symposia, workshops and invited lectures and study leave for advanced study/research. 3) Providing infrastructure facility and financial support to the teaching staff for academic and socio-cultural activities 4) Maintenance of Grievance Redressal Cell, Anti-Ragging Cell (Online complaints are taken), Sexual Harassment Redressal Cell, etc. 5) Appointment of a doctor, who visits the college every Wednesday for facilitating the health check-up of the students, teaching and non- teaching staff.
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure / Instrumentation: a) The college library is fully automated. b) The college is planning about digitisation of rare old books and manuscripts present in the library. c) The college office is partially automated. d) The college has four ICT enabled classrooms for the students as well as the faculty e) Provision for

free Wi-Fi facility in the campus for use of the e-learning resources. f) The college has a fully ICT-enabled Auditorium and Computer Laboratory.

Research and Development

Research activities are encouraged in the institute among the teachers continuously. A minor research project is running in Commerce department. Teachers are encouraged to attend Seminars, Workshops, Training Programmes and Symposia throughout the State and the Country. Library, ICT and Physical Infrastructure / Instrumentation: a) The college library is fully automated. b) The college is planning about digitisation of rare old books and manuscripts present in the library. c) The college office is partially automated. d) The college has four ICT enabled classrooms for the students as well as the faculty e) Provision for free Wi-Fi facility in the campus for use of the e-learning resources. f) The college has a fully ICT-enabled Auditorium and Computer Laboratory.

Examination and Evaluation

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

Teaching and Learning

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

Curriculum Development

In the UG level, the college does not have the liberty to devise curriculum as it is affiliated to the West Bengal State University although some of our

teachers are the members of the Board of Studies at the UG curriculum of the university, hence they are the part of the UG curriculum designed by the university. This year, the University has implemented the CBCS-curriculum and our college has adopted it. In the post graduate level the college with the help of other university nominees (as members of PG Board of Studies) design curriculum with utmost need of young scholars of modern world.

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

E-governance area	Details
Finance and Accounts	HRMS/IFMS is implemented.
Student Admission and Support	Online Admission is implemented since 2016.
Examination	Online Examination is implemented in Pandemic situation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Refresher Course in Commerce, Academic Staff	1	07/11/2019	20/11/2019	14

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	Advance Ex-gratia for NTS	Concession for needy students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial Audit has been done by the G. Kankani Associates externally up to 2019-20.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Nil
Administrative	No	Nil	Yes	Nil

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

Feed Back from Parent-Teachers Meeting held on 06-03-2020 at the College-Auditorium: 1. The parents present in the meeting, dated 06/03/2020 are briefed about the progress of the newly adopted CBCS-system introduced by the University (WBSU) with its semester-wise programme schedule. 2. The teachers informed the parents about the academic results of their warden. 3. The members unanimously resolved that the attendance of the students in both theoretical and practical classes should be enhanced. 4. It is resolved by the members that the students should be more enthusiastic in participating seminars, workshops, special lectures, sports and cultural activities regularly organized by different departments and/or by the college under the guidance of IQAC. 5. The guardians present in the meeting have appreciated the initiative of the college to call upon parents . to get their feedback. 6. The Principal suggested all the guardians to remain in touch of the day-to-day activities of their warden sincerely. The meeting ended with a vote of thanks.

6.5.3 – Development programmes for support staff (at least three)

NIL

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

a) Solar Power Plant Project (5 KWP) has been implemented. b) More ICT-enabled classrooms have been made available. c) Students' Feedback has been collected (online) and analyzed thoroughly. d) Existing courses have been extended and new courses have been introduced. e) Financial assistance, Building Grants are allotted from the WBHED, West Bengal. f) Construction of new building has been initiated. g) Teachers are encouraged to attend OP/RC/Training courses for their professional developments. h) NSS unit has organized more social outreach programmes/activities throughout the year. i) Career Development Cell has organized several programmes and regular course works. j) Several Seminars, Workshops, Special Lectures have been arranged by different departments.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	a) Feedback taken from students	30/06/2020	01/07/2019	30/06/2020	401

[View File](#)**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

A 10 KWP Grid-Solar Power Plant has been installed in the Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Ramp/Rails	Yes	6
Scribes for examination	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	06/08/2019	1	Students' Seminar on 'New Career Avenues in Computerized Environments'	Upgradation of Students' awareness on Computer	90

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
College Foundation Day observed	17/08/2019	17/08/2019	250

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

i) Solar Power Plant (5 KWP) has been installed. ii) Tree plantation and adoption in different places of the campus. iii) Plantation and manuring of flower-saplings in the campus. iv) Installation of LED lights in new classrooms and laboratories. v) The campus is made a Plastic free zone. vi) The campus is made a Tobacco free zone. vii) Herbal garden is maintained by the NSS-Unit. viii) Rain water harvesting system has been installed.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice: 1 a) Name: "Almost cent percent occupancy of the classes, even in the event of the absence of the slated faculty." b) Goal: "Almost cent percent occupancy of the classes, even in the event of the absence of the slated faculty." c) The Context: Ours is a semi-urban college where most of the students are first generation learners. Moreover, in the prevalent socio-politico-cultural contexts it is very difficult to make a student class bound. d) The Practice: Scheduled classes are mandatorily taken by the teachers. In the event of absence of any teacher, other subject teacher compulsorily fills the gap. In this process all the concerned teachers physically and mentally contemplate towards the optimum allocation. e) Evidence of Success: The Students' Register will substantially say it all. Even the students, after closely observing the endeavour of the teachers become proactive regarding the occupancy of the classes. Best Practice: 2 a) Name: "ICT-enabled tools for

effective teaching and learning process" b) Goal: In addition to chalk and talk method of teaching, the college has taken positive initiatives to expose the students for advanced knowledge and practical learning through the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources. c) The Context: The college is situated in a semi-urban location where most of the students are not capable to grasp the latest technological advancement for their studies. In this context, it is our vision to provide a level playing field for all the students coming from different socio economic background. d) The Practice: Few Classrooms are fully furnished with LCD/Computers, Laptops. Most of the faculties use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work. e) Evidence of Success: The inertia of the students as well as teachers regarding the use of latest technological know-how has been dispelled to a considerable extent. This endeavour became highly effective during the COVID-19 pandemic situation where online mode of classes and webinars etc. is still continuing in a full fledged manner.

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

<http://sreechaitanyamahavidyalaya.ac.in>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

For details, please see our college portal:
<http://sreechaitanyamahavidyalaya.ac.in>

Provide the weblink of the institution

<http://sreechaitanyamahavidyalaya.ac.in>

8.Future Plans of Actions for Next Academic Year

1. To initiate the process of 'Green Audit' of the campus.
2. Up-gradation of the College website '<http://sreechaitanyamahavidyalaya.ac.in>'.
3. To implement Academic Cultural Exchange programme with other institutes.
4. Participation in NIRF-Ranking, ISO-Certification, etc. from this session.
5. Teachers will be motivated to attend more Seminars and publish more papers.
6. Rain-water Harvesting process already installed to be made fully functional.
7. More eco-friendly initiatives have to be taken.
8. Compartmentalization for different departments of the college.
9. NSS Unit is to be encouraged to organize more outreach programmes.
10. To take over more Fund-raising initiatives in future.
11. To collect feedback from all stakeholders.
12. To increase the no. of classrooms and laboratories
13. To work more on the infrastructural deficiencies.
14. To take initiative for including the peer-reviewed college journal in UGC CARE list.
15. To use the Students' Aid Fund optimally for providing books to the poor and meritorious students apart from using the fund for concession.
16. More IT-enabled classrooms to be incorporated.
17. Books may be provided to needy students.
18. Renovation of the old building must be done.
19. Separate departmental physical infrastructure may be formed for attaining academic integrity.
20. To work more on the issues of utmost concerns.