YEARLY STATUS REPORT - 2020-2021

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	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**WEST BENGAL STATE UNIVERSITY**
• 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)	https://sreechaitanyamahavidyalaya.ac.in/images/IQAC_NACC/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sreechaitanyamahavidyalaya.ac.in/images/IQAC_NACC/Academic%20Calender%20-2020-21.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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	02	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• 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)

1. It has encouraged the teachers to attend Seminar, Workshop, Training programme throughout the year. The College & it's IQAC have arranged Eight Webinars and other Students' oriented program via 'Online Platform' through 'Google Meet' on different issues regarding the Covid-19 pandemic situation, Students' awareness, Academic activities, etc. 2. It has also encouraged the NSS unit of the college to organize volunteers' Orientation programme, Health awareness camp, Health Check-up camp and social outreach programme throughout the year. 3. It has suggested the students and authorities to observe several International, National days and Birthdays of great persons of our country. 4. It has also monitored the activities of the existing committees and sub-committees of the college for arranging several meetings and discussions throughout the year. 5. The IQAC has collected and analyzed the "Online Students' Feedback Report" in the academic session (2020-21).

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
1) Seminars, Workshops, Special Lectures to be organized.	a) Seminars, Special Lectures in different departments of Bengali, English, Science, Commerce have been organized. b) Workshop on Computerized Accounting for B.Com Students. c) Int. Webinar on "Communicating Covid-19 Pandemic) d) Webinar on "Satyajit Roy………." e) Webinar on "Strategy of Stress Management……..." f) National Webinar on "New Method. Of AAA……." g) National Level Webinar on "Issues & Challenges of Mental Health…." h) Int. Conference on "Issues & Challenges of Social Sc…."
2) To increase the number of classrooms	The construction-works have been almost completed.
3) Purchase of new books and journals in the Library.	Several Books & Journals have been purchased in the Library this year.
4) New initiatives to improve the Teaching-learning process	a) Teachers are advised to use more ICT-methods in their teaching-learning process. b) Few teachers (on temporary-basis) have been appointed for the smooth-running of the newly introduced CBCS-curriculum. c) Internal Assessments have been done by the teachers. d) Library Orientation Program, Prize distribution have been organized.
5) Imparting students in different co-curricular activities.	a) Several NSS-Camps, Orientation programme, Health-awareness programme have been organized. b) Observation of 'National Sports Day'. c) 'Matribhasa Divas' has been

	organized. d) Independence Day, Republic Day, Netaji Biirthday have organized. e) Observation of Nutrition Week by the Dept. of Food & Nutrition f) World Environment Day has been observed. g) Observation of World Yoga day by a Webinar.
6) Up gradation of College website.	More web-pages and web-links have been included.
7) Eco-friendly initiatives have to be taken.	Pollution Monitoring Unit, Tree-plantation programme, Herbal Garden, Manuring of flower plants have been maintained.
8) Feedback to be taken from different stakeholders	a) Parent-Teacher Meeting has been organized. b) Students' Feedback has been taken c) Teachers' feedback has been taken.
9) To publish Magazine, Journal, Newsletter, etc.	a) The college has published a Newsletter for the academic year: 2020-21. b) The publication of the college journal "The Impression" is under process.
10) Health Awareness Programme	a) Free Health Check-up Camp has been organized. b) World Yoga day has been observed. c) Several Webinars have been organized focusing the mental health of the students during the Covid-19 Pandemic period.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC, Sree Chaitanya Mahavidyalaya	21/05/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	30/09/2021

15.Multidisciplinary / interdisciplinary

As the CBCS system is already running, most of the students from various departments can choose several Elective Subjects from the other deparments also. In that sense, most of the courses are 'interdisciplinary'.

16.Academic bank of credits (ABC):

17.Skill development:

Skill Enhancement Courses are there in all the Departments in our CBCS system where students have to complete two SEC-Courses of 2-credit each within their 3-year of UG-Degree curriculum.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Students have to complete two courses of 2-credit each in any of the 'Modern Indian Language' within their first two years of study.

We provide Bengali, English and Sanskrit as the 'Modern Indian Language' courses for our students.

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

20.Distance education/online education:

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	**2082**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**1622**
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	**434**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**38**
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	

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**6400000**
4.3 Total number of computers on campus for academic purposes	**40**

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

1. At the beginning of the academic session every department follows the syllabus/CBCS-course-curriculum and allocates assignments to the teaching members of the department.

2. 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.

3. We have an enriched library with open access system for the ease of use of the students.

4. 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) Field works / Educational excursion are carried by some departments

v) Class tests / Surprise tests are also conducted by some departments.

vi) Seminars, Special lectures are arranged in some departments for advanced students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The Academic Calender for the session: 2020-21 has been prepared and uploaded in the college website: http://sreechaitanyamahavidyalaya.ac.in

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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	B. Any 3 of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

25.

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

of students during the year

0

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

0

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

1.3 - Curriculum Enrichment

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

The Institution organized several programmes related toProfessional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum throughout the year.

1. Three Webinars have been organized on "Environment and Sustainability Issues".

2. One Webinar has been organized on "Gender Sensitization programme'.

3. NSS Unit has organized several programmes in this regard.

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	**No File Uploaded**

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

9

File Description	Documents
Any additional information	**No File Uploaded**
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	View File
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

137

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	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	1. https://sreechaitanyamahavidyalaya.ac.in/students_feedback.php 2. https://sreechaitanyamahavidyalaya.ac.in/parents_feedback.php 3. https://sreechaitanyamahavidyalaya.ac.in/alumni_feedback.php 4. https://sreechaitanyamahavidyalaya.ac.in/staff_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

1636

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

892

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

Nil

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
2082	**37**

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 following Student-centric methods have been incorporated:

1. In CBCS curriculum, all of the courses include either 'Practical or Tutorial' classes through out the Semester on compulsory basis.

2. The non-practical based courses have different 'Projects' (paper-wise) to be submitted at the end of the Semester (compulsory).

3. Some of the departments have 'Field-visits' as a part of thie curriculum.

4. Apart from these, there are some other options of participative and experiential learing methodologies also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

maximum of 200 words

1. Teachers have taken several classes in the Smart Class-room using ICT tools throughout the year.

2. In the Covid-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 thorugh Online mode.

4. Several co-curriculur activities have also been conducted through Online mode in this session: 2020-21.

5. Teachers have created several "Online Students' 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.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<u>View File</u>
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

40

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	**No File Uploaded**

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

38

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.

Mechanism of Internal Assessment: During the Covid-19 Pandemic period, internal assessment is done thorugh 'online mode' in the session: 2020-21.

1. The College Examination Committee has conducted all the internal exmainations (semester-wise)

2. Seperate student-group is formed for each depaqrtment and online examinations using e-mail, whtasapp, etc are taken peridoically.

3. Internal evaluation including 'Internal examination, Project-submission, Class-attendance' are conducted regularly in each Semester through 'Online/Offline' mode.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

1. The internal and external exmainations are conducted as per the University-guidelines and Academic Calender, provided by them at the beginning of the session.

2. The college has its own "Internal Complaints Committee" to deal with any type of the students' complaints (Academic/Examination/Administrative) through out the year.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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 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 coming Semester.

3. Students' 'feedback' are taken at the end of the session to collect their overall responses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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.

2. Feedback are analysized by the respective departmental teachers.

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

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

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

418

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	**Nil**

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.ac.in/students_satisfaction_survey.php

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	View File
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

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

10

File Description	Documents
Report of the event	**No File Uploaded**
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

1

File Description	Documents
Any additional information	**No File Uploaded**
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

File Description	Documents
Any additional information	**No File Uploaded**
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

The college and it's NSS unit have organized several programmes in the neighbourhood community and it's adopted village on different social and cultural issues.

File Description	Documents
Paste link for additional information	**Nil**
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

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

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

5

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

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

5

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

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

3

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
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

1

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.

Regarding the infrastructure and facilities available in the college, kindly visit the college website:https://sreechaitanyamahavidyalaya.ac.in/

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

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

Regarding the facilities available in the college, kindly visit the college website:https://sreechaitanyamahavidyalaya.ac.in/

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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

64.0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
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)

1. Library transaction is conducted in automated mode.

2. KOHA- software is implemented in the college-library.

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

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	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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)

0.06

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

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

20

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

4.3 - IT Infrastructure

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

The college has IT-facilities including 'Wi-Fi' system with a capacilty of 100 MBPS.

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

4.3.2 - Number of Computers

57

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	**No File Uploaded**
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)

8.0

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

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.

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.

File Description	Documents
Upload any additional information	<u>View File</u>
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

1454

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

72

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	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://sreechaitanyamahavidyalaya.ac.in/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

`130`

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

`5`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

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

`B. Any 3 of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

5	

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

63	

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
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

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
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)	**No File Uploaded**

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)

Students' representatives are there in several academic and administrative committees, students' council as per the Institute's norms.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/
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

2

File Description	Documents
Report of the event	**No File Uploaded**
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)	**No File Uploaded**

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

The college has a registered 'Alumni Association'.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

The governance of the institution is reflective of and in tune with the vision and mission which are detailed in the college website:https://sreechaitanyamahavidyalaya.ac.in/

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/
Upload any additional information	View File

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

Please visit the college website:
http://sreechaitanyamahavidyalaya.ac.in for further details.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution frames it strategic and perspective plan at the beginning of the year and tries it's level best to deploy with the plan and activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

1. The college strictly follows the 'Rules & regulations' provided by the Department of Higher Education, Govt. of West Bengal and the 'Statute' provided by the affliating University, i.e., West Bengal State University.

2. The college has it's own 'Governing Body' comprising of internal and external members for maintaining the day-to-day 'Academic &

Administrative activities' of the college throughout the year.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
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 has taken effective welfare measures specially for 'Non-teaching staff' as follows:

1. It provide 'Fesival Bonus and advances' to the contractual non-teaching staff.

2. It provides financial support to the 'contractual staff' of the college through out the year.

3. It provides 'technical training' to the staff.

4. 'Festival advances' are also paid to the low-paid substantive staff.

File Description	Documents
Paste link for additional information	**Nil**
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

1

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
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)	**No File Uploaded**

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

1

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
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

A yearly 'Self-Appraisal Report' is collected from the teachers of the institution yearly and it's maintained by the IQAC.

File Description	Documents
Paste link for additional information	**Nil**
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

1. The 'Internal and External Financial Audit' is conducted regularly (on yearly basis).

2. The 'Internal Audit' is conducted by the 'College Finance Committe' first.

3. The 'External Audit' is conducted by the external team members as

when apoointed by the 'Department of Higher Education, Govt. of West Bengal'.

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

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)

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 Institution has taken some initiatives for the mobilization of college-funds and the optimal utilization of the resources.

The college has a 'Development & maintainance committee' to carry out and recommend ways and means for optimum utilization of resources.

File Description	Documents
Paste link for additional information	**Nil**
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 IQAC prepares the quality assurance strategies and action plan for implementing several activities of the Institution throughout the year.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/iqac.php
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

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

Ø IQAC has encouraged the departments to organize Seminar /Workshop/ Special Lecture, etc.

Ø IQAC encouraged the departments to arrange a Parent-Teacher meeting to get the guardians' feedback, Teachers' feedback & Alumni feedback meeting.

Ø It has encouraged the teachers to attend Seminar, Workshop, Training programme throughout the year.

Ø It has also encouraged the NSS unit of the college to organize volunteers' Orientation programme, Health awareness camp, Health Check-up camp and social outreach programme throughout the year.

Ø It has suggested the students and authorities to observe several International, National days and Birthdays of great persons of our country.

Ø It has also monitored the activities of the existing committees and sub-committees of the college for arranging several meetings and discussions throughout the year.

Ø The IQAC has collected and analyzed the "Online Students' Feedback

Report" in the academic session (2020-21).

Ø IQAC has advised the Publication sub-committee to publish Newsletter and College Journal regularly.

Ø IQAC has advised the College authority to take more Green-initiatives.

The College & it's IQAC have arranged Eight Webinars and other Students' oriented program via 'Online Platform' through 'Google Meet' on different issues regarding the Covid-19 pandemic situation, Students' awareness, Academic activities, etc.

File Description	Documents
Paste link for additional information	https://sreechaitanyamahavidyalaya.ac.in/iqac.php
Upload any additional information	View File

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.ac.in/iqac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The process regarding the 'Gender Audit' of the Institution has been initiated.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The college is implementingthemechanisms for the following:

1. Solid waste management

2. E-waste management

3. Waste recycling system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
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 campus

`B. Any 3 of the above`

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:

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	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

`B. Any 3 of the above`

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

The institution takes several steps in providing aninclusive environment i.e., tolerance and harmony towards cultural, regional,

linguistic, communal socioeconomic and other diversities.

For details, follow the college
portal:https://sreechaitanyamahavidyalaya.ac.in

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

Activities conducted for promotion of Universal Values and Ethics

Activity

Duration (from------to-------)

Number of participants

(via Google-meet platform)

Int. Webinar on "Communicating Covid-19….."

01-07-2020

250

Webinar on "Strategy of Stress Management…….."

08-07-2020

100

Independence Day observed

15-08-2020

100

College Foundation Day observed

17-08-2020

80

Observation of "National Sports Day"

29-08-2020

100

National Level Webinar on "Issues & Challenges of Mental Health…."

14-09-2020

80

Birthday of Swami Vivekananda observed

12-01-2021

60

Birthday of Netaji Subhas Chandra Bose observed

23-01-2021

50

Republic Day observed

26-01-2021

50

Int. Conference on "Issues & Challenges of Social Sc…."

19-02-2021

200

International Mother Language Day observed

21-02-2021

100

Observation of 'Rabindra Jayanti' by a Webinar

15-05-2021

100

Observ. Of World Env. Day by a Webinar on "Public Health"

05-06-2021

100

World Yoga Day observed

21-06-2020

250

Int. Webinar on 'World Yoga Day' on 'Yoga & Art of Living'

25-06-2020

100

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	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The institution has celebrated different National and International commemorative days, events and festivals through out the session: 2020-21.

Details are mentioned in the Academic Calender: 2020-21.

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

a) Name: "Almost cent percent occupancy of the classes, even in the event of the absence of the slated faculty."

b) Goal: Steadfastness of the Teaching-Learning process should be a preliminary objective of any educational institution.

c) The 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.

d) Evidence of Success: The Students' Register will substantially
say it all. Even the students, after closely observing the endeavour
of the teachers become proactive regarding the occupancy of the
classes.

Best Practice: 2

a) Name: "Exhaustive concession to the need based students, after
thorough counseling."

b) Goal: To disseminate higher education among the disadvantaged
rural and semi-urban students who hail chiefly from economically
backward echelon of the society.

c) The Practice: After the completion of the admission process,
applications are invited from the students who belong to the
economically backward classes. Students are called for appearing
before the counselling committee for the verification of their
evidence provided in the applications. A listis published after
through counselling for concessions regarding their tuition fees,
exam fees, etc.

d) Evidence of Success: Students' drop-out rate due to economically
backward conditions of their family is arrested.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

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

Area of prioritized performance:

a) Name: "Exhaustive concession to the need based students, after
thorough counseling."

b) Goal: To disseminate higher education among the disadvantaged
rural and semi-urban students who hail chiefly from economically
backward echelon of the society.

c) The Context: Ours is a semi-urban college where most of the students are first generation learners and from economically backward classes. In this context, it is our vision to provide equal opportunity for all the students coming from different socio-economic background.

d) The Practice: After the completion of the admission process, applications are invited from the students who belong to the economically backward classes. Students are then called for appearing before the counselling committee for the verification of their evidence provided in the applications. A list of selected students is published after through counselling for concessions regarding their tuition fees, exam fees, etc.

e) Evidence of Success: Students' drop-out rate due to economically backward conditions of their family is arrested.

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

7.3.2 - Plan of action for the next academic year

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

1. To complete the process of 'Green Audit' of the campus.

2. Up-gradation of the College website 'http://sreechaitanyamahavidyalaya.ac.in".

3. To implement more Academic & Cultural Exchange programme with other institutes.

4. Teachers will be motivated to attend more Seminars and publish more papers.

5. More eco-friendly initiatives have to be taken.

6. Compartmentalization for different departments of the college.

7. NSS Unit is to be encouraged to organize more outreach programmes.

8. To take over more Fund-raising initiatives in future.

9. To collect feedback from all stakeholders.

10. To increase the no. of classrooms and laboratories

11. To work more on the infrastructural deficiencies.

12. To take initiative for including the peer-reviewed college journal in UGC CARE list.

13. To use the Students' Aid Fund optimally for providing books to the poor and meritorious students apart from using the fund for concession.

14. More IT-enabled classrooms to be incorporated.

15. Books may be provided to needy students.

16. Renovation of the old building must be completed.

17. Separate departmental physical infrastucture may be formed for attaining academic integrity.