

2015

# Self Study Report



*Sree Chaitanya Mahavidyalaya*

# Self Study Report

**FOR  
RE-ACCREDITATION  
[ CYCLE 2 ]**

SUBMITTED TO  
NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL (NAAC)

**December 2015**



**Sree Chaitanya Mahavidyalaya**

**P.O. HABRA – PRAFULLANAGAR, DIST. NORTH 24 PARGANAS, PIN 743268**

**[www.scmhabra.org](http://www.scmhabra.org)**

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# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

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[www.scmhabra.org](http://www.scmhabra.org)

Ref. No. :

Date :

To  
The Director,  
National Assessment and Accreditation Council (NAAC),  
P.O. Box No. 1095, Nagarbhavi,  
Bangalore -560072.  
India.

Sir,

Having acceptance of LOI from your end, it is a great pleasure for us to present this Self Study Report, 2015 for 2<sup>nd</sup> Cycle assessment and accreditation of the College by your office.

I look forward for your approval to inspection of our college by your Peer Team.

Thanking you,

Yours faithfully,

**Dr Chintaharan Sengupta**

***Principal***

# Preface



Sree Chaitanya Mahavidyalaya (formerly known as Sree Chaitanya College of Commerce) which was established in 1965 has traversed its journey through Golden Jubilee year. Since its establishment it was affiliated to University of Calcutta, now it is under West Bengal State University from 2008. The motivating spirit of the founders was the felt need of providing higher education to the people of this area. A proactive and dedicated faculty with sincere assistance from other staff is making determined endeavours to prevail over the infrastructure and other limitations. With the changing time and global scenario the college introduced certain subjects in sync and tries to cope with this predicament. The introduction of new subjects prompted us to rechristen our college to Sree Chaitanya Mahavidyalaya from its former avatar of Sree Chaitanya College of Commerce.

In spite of the fact that this college caters to the students belonging largely to economically underprivileged rural and semi-urban communities, their performance in the final examination of the University have been proved commendable.

National assessment and Accreditation Council (NAAC) visited our college in 2007 for 1<sup>st</sup> cycle accreditation. In its report the visiting Peer Team highly appreciated the overall performance of the college and graded 'B' in its evaluation scale.

It is a great pleasure for us to present this Self Study Report for 2<sup>nd</sup> cycle assessment and accreditation of the College by the National Assessment and Accreditation Council. This will provide us the opportunity to measure the magnitude of our strength, efficiency and effectiveness and also to realise our weaknesses and shortcomings.

Place: Habra  
December 2015

**Dr. C.H.Sengupta**  
Principal

# A.1 Executive Summary

## I. Curricular Aspects

Sree Chaitanya Mahavidyalaya, formerly known as Sree Chaitanya College of Commerce finds a distinct place in the district as a Commerce college since 1965. Now, it has opened several need-based courses in Arts and Science stream (Honours and General) which cater to the need of students coming from economically weaker and underprivileged section of the society even first generation learners. During last four years the college has introduced two honours departments in English and History, two general subjects in Sanskrit and Education and one Post graduate course in Commerce. Students have wide scope to take their elective subjects from different departments which indicates academic flexibility of the college. The under-graduate curriculum is designed and developed by the West Bengal State University. Some of the teachers of the college perform the assignment as the members of different Board of Studies of the University. The Principal of the college being the chairman of the Board of Studies in Commerce of the University plays an active role in this regard. The College has a regular well structured mechanism to obtain feedback from students. The college has a practice to coordinate all the stakeholders for its overall development through strategic action plan, schedule for future development, effective decision-making process with proper planning and implementation. The college has a plan to implement its aims and objectives for the betterment of its academic and administrative environment in future.

## II. Teaching-Learning and Evaluation

The college always gives emphasis on the teaching-learning and evaluation process and implements adequate inbuilt mechanisms in achieving the desired set of objectives. The college conducted a transparent merit based online admission process from this session. The college strictly follows the rules and regulation and directives of

the Government of West Bengal and West Bengal State University regarding the candidates belonging to SC/ST/OBC and differently-abled sections during admission. The college organizes special classes for slow learners as well as advanced learners and inspires them in order to enhance their performance and competency in academics. Financially deprived students are provided scholarships of Central and State Govt. and concession of fees from the college. The college facilitates its students through well equipped laboratories, well equipped library, spacious and airy class rooms, and computers with internet facility and audio–visual teaching aids. Teachers follow basically chalk and talk method using black board and white board. They also use ICT-based tools in teaching. The college conducts College Level, State Level and National Level Seminars, Workshop, etc. Faculty members are encouraged to attend Orientation, Refresher and Short-Term courses and to take up Minor Research Projects funded by the UGC. The teaching and learning process is followed as per the academic calendar provided to the students with the Prospectus at the beginning of each session. Beside the University Examinations, the college arranges Mid-term Examination and Annual Test Examination before filling up of the Forms for the final university examinations. The evaluated answer scripts are shown to the students for necessary correction for their better preparedness and learning. The IQAC, after its formation, meets regularly and discusses various matters relating to curriculum changes and developments to the current needs. It also plans for introducing more teaching aids to improve the teaching-learning process. The library of the college provides internet facility to the students and faculty members through NMEICT. It has joined NLIST programme through INFLIBNET where a large number of e-journals and e-books can be accessed through this programme. Besides academic activities, the students are also involved in different co-curricular and extracurricular activities i.e. sports, quiz, debate and other cultural activities. The vision of our college is to provide effective teaching-learning and evaluation process which leads the students to experience an all-round comprehensive development.

### **III. Research, Consultancy and Extension**

The college has different under-graduate courses and a post-graduate course in commerce discipline. It promotes research culture through an active Research Sub-committee comprising of senior members of

the faculty and IQAC representing all the streams. The committee looks after the smooth functioning of the research activities and the ethical issues associated with the same. The committee informs the teachers about various research projects of UGC and other agencies as well as motivates to apply for the same. The College organizes seminars and workshops on diverse topics with a focus on capacity building and promoting research culture among the teachers and students. As part of the postgraduate curriculum, the students prepare and submit their projects. The college also provides adequate infrastructural support, computer with internet connection, well equipped library, etc. which help the faculty members to promote research activities. Teachers from different faculties have publications in varied forms. College publishes a yearly journal on multi-disciplinary studies named 'Impression-The Journal' (having ISSN No. 2278-2699). They also take part in different seminars and workshops to enrich themselves. Extension and outreach programmes are conducted through the NSS unit of the College. Health awareness camps on thalassemia, blood donation, etc. have been conducted as a social commitment.

#### **IV. Infrastructure and Learning Resources**

The campus area of the college is 25,940.5 sq. mtr having its built-up area 5,055 sq. mtr. It has a well-equipped computer laboratory with advanced audio-visual and multi-media facilities like LCD Projectors, Laptop and Desktop Computers with internet connections. There are also two laboratories for Chemistry and two for Food and Nutrition departments. The laboratories are upgraded with advanced laboratory equipments and have enough space to carry out the practical classes effectively. The college has ICT-enabled smart classrooms and it has an herbal garden inside the campus. It has a gymnasium and a yoga centre for its students and an auditorium to organize seminars, workshops and other programmes. The college has already spent Rs. 71, 95,100 to develop its infrastructural facilities in the last four years. There are one boys' and one girls' hostel for the residential students. It has a subsidized canteen and provision for purified drinking water for the staff and the students in the campus. Two high capacity generators always back-up the electric facilities.



## **V. Student Support and Progression**

The college always tries to disseminate higher education among the disadvantaged rural and semi-urban students who hail chiefly from economically backward echelon of the society. It offers different demand-based UG-courses and also PG-course in Commerce. The college helps the students to receive different Government and other grants and provides concessions to the poor but meritorious students after proper scrutiny. The results of various departments are quite satisfactory, even the rate of success of some departments is worth praising. Besides curricular activities, there are some co-curricular and extra-curricular activities. According to the UGC guideline, the college has formed different cells like Anti-ragging cell, Grievance Redressal Cell, Women's Cell, Prevention of Sexual Harassment Cell etc to solve different issues regarding the cited matters. The college authority analyzes the feedback taken from different stakeholders and remedial measures are taken accordingly. The alumni association of the college supports the authority regarding various academic and social issues side by side. It has a strong students' union that always cooperates with the college authority in various academic and administrative matters and motivates the students to participate in various curricular, co-curricular activities held in the college.

## **VI. Governance, Leadership and Management**

The Governing Body and staff of the college are devoted to make this institution a vibrant educational destination of the State. Academic and administrative plans and programmes are framed by the Governing Body and the same are resolved after consultation with the faculties, non-teaching staff and in some cases with the students' union of the College. Different sub-committees headed by faculty members of the college are responsible for implementation of its quality policy and plans. Interaction with all the stakeholders is done by the college and their valued opinions and ideas are considered while framing future plans. The departmental heads coordinate with the teachers and students and consult with the Principal on various academic issues as and when required. Students' feedback is used in execution of the strategic plans. The College has constituted an Internal Quality Assurance Cell (IQAC) according to the recommendation of UGC-NAAC. The Cell monitors the teaching-learning, research and various departmental activities. It also makes

constructive analysis of the feedback regarding teaching, infrastructural facilities and other amenities of the College from the students. The college authority and the Principal inspire the faculty members to get involved in rigorous academic activities in general and research in particular. The college has one NSS Unit under the supervision of West Bengal State University and run by a Programme Officer. The village *Putia* under *Banspole* Gram Panchayet of Habra Block II has been adopted under the unit. The college authority always tries to make all aware that the culture of excellence is to be maintained and be preserved with great attention and care.

## **VII. Innovations and Best Practices**

The college authority has initiated to make the campus a plastic and smoke free zone to make it environment-friendly. The college also maintains valuable medicinal and nice flower gardens. The college authority has several plans such as installation of solar energy system, to put in more low power consuming electric gadgets, to manage the e-wastes generated, etc in coming sessions. The college has definitely innovated several matters regarding its academic and administrative issues such as online admission process, office and library automation and update, construction of an auditorium and a smart class room, opening of new subjects, conducting seminars in different departments, taking parents' feedback, collecting students' feedback, etc. The college has at least two best practices such as (i) almost cent percent occupancy of the classes even in the event of the absence of the assigned faculty and (ii) exhaustive concession to the needy students after thorough counselling.

## A.2 SWOC Analysis of the College

### Strength

- Sree Chaitanya Mahavidyalaya has metamorphosed over half a century as one of the highly regarded centre of a pretty large hinterland. Currently it is a very impressive institution providing education to an odd 2000 plus students. Its regional setting has enhanced its implication as a centre of excellent Teaching-Learning process and thereby ensuring the economic viability of this college.
- As the college began its odyssey in 1965, there was no land crunch. The area owned by the college is very large and only about 6.54% of the area currently forms the built up area. Hence there is no dearth of space for further expansion of infrastructure. The lush green spacious environment provides a beautiful and peaceful ambience which is conducive to concentration and learning. Moreover sufficient space for playing is a priceless asset.
- The college was originally affiliated to the University of Calcutta and was later shifted to the West Bengal State University. Under both the Universities the academic performances of the students have been pretty exemplary and all the current parameters indicate that for most of the years the result of the students of the college is better than the average for the University and many other colleges.
- There is an excellent bonhomie between the teachers and students, which is worth to be lauded.
- The college is playing a significant role in inclusive education by catering to the needs of education for the economically weaker sections of the society coming from the suburban or rural areas. This is an explicit and professed mission of the college.
- Though research by teaching staff has been a strength of the college for a long time, but formal participation in research has improved substantially since the introduction of various motivating ventures by the Governmental agencies, mostly by the University Grants Commission. The expressed encouragement of UGC and the State Government is creating increasing emphasis on funded research and publication as discussed in the subsequent chapters. Research projects and peer reviewed publications both in national and international journals are indicative of

increasing contribution in higher academic field leading to healthy participation in the process of quality education.

- As the college has General courses for the comparatively less meritorious students it is also playing an important role in the process of universalization of education.
- The long voyage over time has ensured the gradual building up of a large and highly enriched library with many rare publications.
- There has been a well concerted endeavour to upgrade the technological components in the institute with active participation of the teaching and non-teaching staff in the process. The zealous venture for adoption of updated technology in the form of computerization of admission, office administration and library as well as in the departmental activities, in the form of faculties embracing PPT, smart classes etc. is a healthy and progressive sign which can promote more modernization.
- One of the institution's greatest strengths is its aspirational students, who despite their inhibiting home milieu, desire to free themselves from socio-economic fetters.
- There is a strong focus on extra - curricular activities and community work through NSS.

### **Weakness**

- As the institution has no autonomy, the college cannot contribute substantially to the designing, framing and modification of the curriculum.
- Lack of built-up infrastructural facilities along with dearth of sufficient faculty strength acts as a deterrent to deliver the desired outcome to the students in particular and the community in general.
- Poor administrative staff strength to student / faculty ratio acts as a hindrance to the smooth running of the administrative affairs of the college.
- Currently the institution offers Post Graduate course in one subject (M.Com), and received affiliation for M.Sc in Food and Nutrition, yet

there exists a considerable demand for the introduction of other subjects too, chiefly in Bengali and English.

- Further technological upgradation is required.
- Rectification of most of the abovementioned weakness requires more Governmental support in the form of enhanced funding.

### Opportunities

- Ample space exists for expansion of the college building.
- Establishment of the IQAC post the first cycle of NAAC and its activities has sensitized the departments regarding quality control, record maintenance, utilization of funds, academic expansion, etc.
- Further expansion of P.G. courses will benefit this area as the demand for studying different subjects in the P.G. level is extremely high and the affiliating University, W.B.S.U. is pretty far from this area and located in a far-flung locale.
- Introducing institutional concession of fees /free-ships for those meritorious and economically backward students not receiving financial assistance from other sources.
- Value education and health awareness programmes for students including seminars, workshop and NSS activities in village areas with women and children inculcate a sense of responsibility in them. The NSS Unit of the college has adopted a village in the vicinity of the college and various awareness campaigns are going on with full fledge.
- Career Counseling Cell of the college organizing various workshops in collaboration with MSME, DDE etc. is opening up newer vistas of sundry job-opportunities to the students.
- Proposals of initiating new Honours courses in Human Development, Sanskrit and Education as well as General Courses in Physics, Microbiology and Physiology have been forwarded to the West Bengal State Higher Education Council and to the concerned University for consideration. If introduced we would be able to offer these subjects with very high demand of the students.

- Hostel facilities for both the Boys' and the Girls' are available, so that the students coming from remote areas can live within the college premises and can continue their studies in an unperturbed way.
- We have a large auditorium that can accommodate a large number of audiences, hence organizing seminars; symposia etc. are now a hassle free affair.

### Challenges

- Though LAN and internet facilities exist in different parts of the campus, they need to be integrated into a more comprehensive way covering the entire campus. A high speed broadband facility through optical-fibre networking and Wi-Fi requires to be installed in a war footing basis.
- Little scope for introducing innovative teaching, learning techniques due to constraints in syllabi and annual academic schedule designed by the parent University which also limits the number of teaching days.
- The vacant posts of faculties in different departments and administrative staff need to be fulfilled as early as possible to handle the massive workload.
- Our academic planning is exclusively dependent on the West Bengal State University, a more upgraded status and a little bit of autonomy would be a welcome thing though it seems untenable in the present socio-legal periphery. However the State Government, MHRD, Govt. of India and the affiliating university always welcome positive/constructive suggestions.
- Transition of all administrative activities from paper-based work to paper-less, computer based handling is challenging.

## B. Profile of the College

### 1. Name and address of the College:

Name :	SREE CHAITANYA MAHAVIDYALAYA		
Address :	Vill & P.O- Habra-Prafullanagar, Dist- North 24 Parganas.		
City :	Habra	Pin: 743268	State: West Bengal
Website :	www.scmhabra.org		

### 2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Chintaharan Sengupta	O: 03216-237189 R:	09674616284		srchma@gmail.com
Vice Principal	N.A				
Steering Committee Co-ordinator	Dr. Ashoke Kumar Mondal	O: 03216-237189 R:	08902781236		ashoke.scm@gmail.com

### 3. Status of the Institution:

- Affiliated College
- Constituent College
- Any Other (Specify)

### 4. Type of the Institution:

- a. By Gender
- i. For Men
- ii. For Women
- iii. Co-education
- b. By Shift
- i. Regular
- ii. Day
- iii. Evening

### 5. Is it a recognized minority institution?

- Yes
- No

**6. Sources of funding:**

Government	<input type="checkbox"/>
Grant-in-aid	<input checked="" type="checkbox"/>
Self-financing	<input type="checkbox"/>
Any other	<input type="checkbox"/>

7. a. **Date of establishment of the college:** **17/08/1965** (dd/mm/yyyy).

b. **University to which the college is affiliated:** West Bengal State University

c. **Details of UGC recognition:**

Under Section/Clause	Date, Month & Year	Remarks (If any)
i. <b>2 (f)*</b>	<b>12/12/2003</b>	<b>Vide Letter No. 1-9/2003 (CPP-1)</b>
ii. <b>12 (B)*</b>	<b>12/12/2003</b>	<b>Vide Letter No. 1-9/2003 (CPP-1)</b>

\*Certificates of recognition u/s 2(f) and 12(B) of the UGC act are enclosed.

d. **Details of recognition / approval by statutory / regulatory bodies other than UGC**

(AICTE, NCTE, MCI, DCI, PCI, RCI, etc.): **Not applicable.**

**8. Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes  No

**9. Is the College recognized**

a. By UGC as a College with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition:.....(dd/mm/yyyy)

b. For its performance by any other governmental agency?

Yes  No

**10. Location of the campus and area in sq.mts:**

Location	Semi-Urban
Campus area in sq.mts.	<b>25,940.5</b>
Built up area in sq.mts.	<b>5055</b>

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities, provide information on the facilities covered under the agreement.**

➤ Auditorium/Seminar complex with infrastructural facilities	<input checked="" type="checkbox"/>
➤ Sports facilities	<input checked="" type="checkbox"/>
✳ Play ground	<input checked="" type="checkbox"/>
✳ Swimming pool	<input checked="" type="checkbox"/>
✳ Gymnasium	<input checked="" type="checkbox"/>



➤ Hostel

\* Boys' hostel

- i. Number of hostels:
- ii. Number of inmates:
- iii. Facilities (mention available facilities):

01  
05

Canteen, Drinking water,  
Common room

\* Girls' hostel

- i. Number of hostels:
- ii. Number of inmates:
- iii. Facilities (mention available facilities):

01  
08

Canteen, Drinking water,  
Common room

\* Working women's hostel

- i. Number of inmates:
- ii. Facilities (mention available facilities):

NA

NA

➤ Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise): Nil

➤ Cafeteria: Nil

➤ Health centre

* First aid:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
* Inpatient	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
* Outpatient	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
* Emergency care facility	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
* Ambulance	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

\* Health centre staff:

- i. Qualified Doctor  Full time  Part time
- ii. Qualified Nurse  Full time  Part time

\* Facilities like Banking, Post office, Book shops:

\* Transport facilities to cater to the needs of students and staff

\* Animal house

\* Biological waste disposal

\* Generator or other facility for management/regulation of electricity and voltage

\* Solid waste management facility

\* Waste water management

\* Water harvesting

**12. Details of programmes offered by the College (Give data for current academic year):  
2015-16**

Sl. No	Programme Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
1.	Under-Graduate	Bengali (Hons.)	3 Yrs.	H.S/(10+2)	Bengali	78	78
		English (Hons.)	3 Yrs.	H.S/(10+2)	English	63	55
		History (Hons.)	3 Yrs.	H.S/(10+2)	English	59	33
		Accountancy (Hons.)	3 Yrs.	H.S/(10+2)	English	291	116
		Food & Nutrition (Hons.)	3 Yrs.	H.S/(10+2)	English	111	29
		B.A. (Gen.)	3 Yrs.	H.S/(10+2)	Bengali	400	429
		B.Sc (Gen.)	3 Yrs.	H.S/(10+2)	English	80	48
		B.Com(Gen.)	3 Yrs.	H.S/(10+2)	English	146	46
2.	Post-Graduate	M.Com	2 Yrs.	B.Com	English	25	09
3.	Integrated Programme /PG	-					
4.	M.Phil	-					
5.	Ph.D	-					
6.	Certificate courses	-					
7.	UG Diploma	-					
8.	PG Diploma	-					
9.	Any other	-					

**13. Does the College offer self-financed Programmes?**

Yes  No

If yes, how many?

**14. New programmes introduced in the College during last five years, if any?**

Yes	No	Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05

**15. List of the departments:**

Faculty	Departments	UG	PG	Research
Science	Food & Nutrition (Hons.) and B.Sc (General).	02		
Arts	Bengali (Hons.), English (Hons.), History (Hons.), B.A (General).	04		
Commerce	Accountancy (Hons.) and B.Com (General).	02		
Any other	PG (M.Com)	-	01	

**16. Number of Programmes offered under:**

a. Annual system	08
b. Semester system	01
c. Trimester system	X

**17. Number of Programmes with:**

a. Choice-Based Credit system	X
b. Inter-Multidisciplinary Approach	X
c. Any other	X

**18. Does the College offer UG and / or PG programmes in Teacher Education?**

Yes  No

**19. Does the College offer UG and / or PG programmes in Physical Education?**

Yes  No

**20. Number of Teaching and Non-teaching positions in the Institution:**

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		Male	Female	Male	Female
	Male	Female	Male	Female	Male	Female				
Sanctioned by the UGC/ University/State Government- <i>Recruited</i>	01 Principal	-	02	01	07 01 PTT	01 03 CWTT	15	02	-	-
<i>Yet to recruit</i>	-	-	-	-	02	-	04	-		
Sanctioned by the Management/ Society or other authorized bodies - <i>Recruited</i>					06 Guest	10 Guest	04	-	-	-
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-

**21. Qualifications of the Teaching Staff:**

Highest qualifications of Permanent Teachers	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>D.Sc/D.Litt.</b>							
<b>Ph.D.</b>	<b>01 (Principal)</b>	-	<b>02</b>	<b>01</b>	<b>03</b>	-	<b>07</b>
<b>M.Phil.</b>	-	-	-	-	<b>02</b>	<b>01</b>	<b>03</b>
<b>PG</b>					<b>02</b>	-	<b>02</b>
<b>Temporary Teachers (Guest)</b>							
<b>Ph.D.</b>				<b>01</b>			<b>01</b>
<b>M.Phil.</b>			<b>01</b>	<b>01</b>			<b>02</b>
<b>PG</b>					<b>05</b>	<b>08</b>	<b>13</b>
<b>Part-time Teachers (PTT)</b>							
<b>Ph.D.</b>							
<b>M.Phil.</b>							
<b>PG</b>					<b>01</b>	-	<b>01</b>
<b>Contractual Teachers (CWTT)</b>							
<b>Ph.D.</b>							
<b>M.Phil.</b>					-	<b>01</b>	<b>01</b>
<b>PG</b>					-	<b>02</b>	<b>02</b>

**22. Number of Visiting Faculty / Guest Faculty engaged with the College:** 16

**23. Furnish the number of students admitted to the College during the last four academic years:**

Categories	2011-2012		2012-2013		2013-2014		2014-2015	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	<b>37</b>	<b>28</b>	<b>86</b>	<b>60</b>	<b>106</b>	<b>47</b>	<b>116</b>	<b>86</b>
ST	<b>01</b>	<b>02</b>	<b>05</b>	<b>01</b>	<b>01</b>	-	<b>03</b>	<b>03</b>
OBC	<b>19</b>	<b>06</b>	<b>34</b>	<b>11</b>	<b>48</b>	<b>23</b>	<b>57</b>	<b>30</b>
General	<b>272</b>	<b>125</b>	<b>467</b>	<b>233</b>	<b>431</b>	<b>211</b>	<b>416</b>	<b>217</b>
Others(PH)	-	-	-	-	-	-	<b>01</b>	<b>02</b>
<b>Total</b>	<b>329</b>	<b>161</b>	<b>592</b>	<b>305</b>	<b>586</b>	<b>281</b>	<b>593</b>	<b>338</b>

**24. Details of the Students' enrolment in the College during the current academic year:  
2015-16**

Type of Students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	860	09			869
Students from other states of India	-	-			-
NRI students	-	-			-
Foreign students	-	-			-
Total	860	09			869

**25. Dropout rate in UG and PG (average of the last two batches):**

UG  PG

**26. Unit Cost of Education: For the F.Y-2013-2014**

a. Including the salary component   
 b. Excluding the salary component

**27. Does the College offer any programme / s in distance education mode (DEP)?**

Yes  No

**28. Provide Teacher-student ratio for each of the programme /course offered: 2015-16**

Sl.No.	Programme/Course	Teacher : Student
1.	Bengali (Hons.)	1 : 42.5
2.	English (Hons.)	1 : 53
3.	History (Hons.)	1 : 33.5
4.	Accountancy (Hons.)	1 : 43
5.	Food & Nutrition (Hons.)	1 : 10
6.	B.A. (Gen.)	1 : 49.8
7.	B.Sc (Gen.)	1 : 14.8
8.	B.Com(Gen.)	1 : 29
9.	M.Com	1 : 1.3

**29. Is the college applying for:**

Accreditation: Cycle – 1  Cycle – 2  Cycle – 3

Re-Assessment:

**30. Date of accreditation:**

Cycle – 1 :  ( dd/mm/yyyy), Accreditation Outcome/Result:

(Copy of accreditation certificate enclosed and peer team report attached as an annexure).

**31. Number of Working days during the last academic year:**

**32. Number of Teaching days during the last academic year:**

**33. Date of establishment of Internal Quality Assurance Cell (IQAC):**

IQAC:  (dd/mm/yyyy)

**34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC:**

AQAR (i): 10/11/2008 (dd/mm/yyyy) of the year: 2007-2008

AQAR (ii): 11/08/2015 (dd/mm/yyyy) of the year: 2008-2009

AQAR (iii): 25/08/2015 (dd/mm/yyyy) of the year: 2009-2010

AQAR (iv): 29/08/2015 (dd/mm/yyyy) of the year: 2010-2011

AQAR (iv): 11/09/2015 (dd/mm/yyyy) of the year: 2011-2012

AQAR (iv): 15/10/2015 (dd/mm/yyyy) of the year: 2012-2013

AQAR (iv): 15/10/2015 (dd/mm/yyyy) of the year: 2013-2014

AQAR (iv): 17/10/2015 (dd/mm/yyyy) of the year: 2014-2015

**35. Any other relevant data (not covered above) the college would like to include:**

## **C. Criteria-Wise Analytical Reports**

**Criterion I Curricular Aspects**

**Criterion II Teaching, Learning and Evaluation**

**Criterion III Research, Consultancy and Extension**

**Criterion IV Infrastructure and Learning Resources**

**Criterion V Student Support and Progression**

**Criterion VI Governance, Leadership and Management**

**Criterion VII Innovations and Best Practices**

# Criterion-I

## Curricular Aspects

### **1.1 Curriculum Planning and Implementation**

#### **1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders**

**Sree Chaitanya Mahavidyalaya** (formerly **Sree Chaitanya College of Commerce**) was established in 1965. Located in a semi-urban area, this co-educational college chiefly caters to the need of students hailing from economically weaker and underprivileged section of the society even first generation learners. The motivating spirit of the founders was felt need of providing higher education to the people of this area.

#### **Vision:**

We envision a vibrant institution that emerge as a centre of excellence in the field of higher education and research, that strive to contribute to the academic and social requirements for a contemporary human-value-based and industry-relevant education, in an innovative learning and teaching environment, so as to provide higher education which develops potentiality, adaptability and sense of peace, harmony, brotherhood, social justice and nationalism amongst the students.

#### **Mission:**

The college has the overall mission to coordinate all the stakeholders for overall development of the college through strategic action plan for future development, through effective leadership and participative decision-making.

#### **Objectives:**

The following plans, programmes and activities reflect the aims and objectives of the college:

- **To** disseminate higher education among the disadvantaged rural and semi-urban students who hail chiefly from economically backward echelon of society.
- **To** have a special relationship with, and be accountable to the students of Sree Chaitanya Mahavidyalaya.
- **To** address to the needs and aspirations of the students in a changing world by way of contemporary human-value-based and industry-relevant education.



- **To** provide an innovative learning and teaching environment through practice in innovative teaching learning methods for the students to initiate their thinking-learning ability.
- **To** support and facilitate research and development activities of the faculty in their research-learning teaching initiatives to enhance the quality of their educational services.
- **To** maintain self integrity through transparent practices of principled action and ethical decision-making.
- **To** link the long term goals of consistent institutional developments with dynamic management practices.
- **To** participate in community development programmes and social services.
- **To** develop as intellectually mature, morally upright, socially responsible and spiritually inspired youth leaders to serve the society.

**Communicated to different stake holders in the following manner:**

- Students: Prospectus and Orientation Programmes, Value Education Programmes, Contact Sessions with Teachers.
- Teachers, Non-Teaching Staff and Parents: Interactive Sessions and Meetings.

**1.1.2 *How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).***

- The Institution implements the curricula set by the affiliating university, West Bengal State University in all its UG Courses.
- It has structured its internal evaluative system in a vital, need-based manner with reference to the broad guidelines of the University. It organizes class tests regularly examining the receptivity of the students in terms of setting unit based questions. This ensures assessment of awareness of details but does not stress out the young minds.
- Mid-term and annual tests are held in all three years to expose students to comprehensive pattern of examination they are likely to face at terminal points.
- Practical and demonstrative teaching is undertaken in laboratories and through educational visits.
- In science subjects extensive e-literacy and use of e-resources are recommended.
- In non-lab based subjects like English, workshops on adaptation of texts in other media, e-learning and usage of e-resources are encouraged. Lectures are delivered through PPT presentations in many lab-based and non-lab- based subjects.
- Students are encouraged to present papers, write articles in in-house journals and numerous students seminars and also give talks in Seminars and Colloquiums, Conferences held in and outside the College.

**1.1.3 *What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?***

- The University disseminates information regarding changes in curricula through periodic circulars/missives.
- It invites teachers of affiliated colleges to participate in workshops before taking a deep plunge on a new syllabus.
- It must be stated that the UG syllabus in some subjects have undergone a great deal of modifications regarding prescribed texts and pattern of questions. The teachers of Sree Chaitanya Mahavidyalaya always keep themselves updated and adhere to the modifications introduced.
- However in general there is little scope to introduce too many suggestions in the UG syllabus because all affiliated colleges are not of uniform standard.

**1.1.4 *Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.***

The College has taken following initiatives to ensure effective delivery and transaction of the curriculum:

- Academic Sub-Committee of the college looks after overall academic affairs such as preparation of academic calendar, class routine, monitoring of examinations, result publication etc.
- Faculty members are advised to plan their teaching, coaching and evaluation process.
- Heads of the Departments regularly monitor the process to facilitate the effective curriculum delivery and transaction.
- Class tests and periodical tests are taken to evaluate the progress of the students and to identify the gifted as well as the slow learners.
- In the Parent-teacher meetings, the issues of poor attendance and results are discussed for better cooperation from the parents.
- For motivation, financial assistance is done to the students on the basis of their results. There is provision for punishment for poor result by way of retest and guardian calls.
- Science laboratories have been furnished with modern equipments and instruments.
- The central library of college is equipped with sufficient number of text books, reference books, journals and periodicals.

- The students can participate in seminars, debates, group discussion and cultural programmes organized by different departments, students union and NSS unit of the college.
- The students, especially, the ones from the Department of Food & Nutrition are taken out for educational field study and survey work for having firsthand knowledge.
- Special classes are also taken by the faculty members for the benefit of the slow as well as the gifted learners.
- Computer and internet facilities have been made available to the students to orient them with better information.

**1.1.5 *How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?***

- Departments, chiefly Food and Nutrition collaborate with industry, research bodies by organizing visits, and participate in seminars and workshops organized by different Universities, Schools of Studies in order to implement and substantiate the syllabus.
- UGC sponsored Orientation Programmes / Refresher Courses also add extended dimension to the curriculum.

**1.1.6 *What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.***

- A number of faculty members are selected as the members of Undergraduate Board of Studies. There are representatives from Commerce, and Bengali. The existent PG department- Department of Commerce have their most of the Faculty serving as PG Board of Studies members.
- The staff members of the institution actively participate in the process of development of the curriculum by West Bengal State University. Faculty members are in BOS to forward suggestions for designing the UG syllabus. In this connection, it is imperative to mention that the Principal of our college is the Chairperson of one BOS. Moreover, almost all the faculty members perform important assignments regarding the university examinations. As stated above, whenever workshops are held on syllabus the College always sends the concerned Faculty members with suggestion and propositions.
- Student feedback is taken regularly and analyzed in the meeting of IQAC.

**1.1.7** *Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.*

- There is no scope under the present system to function outside the purview of the affiliating university (West Bengal State University in this case) in matters concerning the UG syllabus except as stated in 1.1.4.
- However in case of the PG course which enjoy academic autonomy as stated in 1.1.4 the curricula are developed with reference to 'need assessment'. This will be borne out from 1.1.4. Modern teaching methods like PPT, Project works have been introduced in PG, however it must be kept in mind that constraints of infrastructure prevailed.

**1.1.8** *How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?*

Many students of our College pursue higher education (PG) and engage in research activities which is a strong evidence of the fact that the objectives of the curriculum have been achieved. It is noteworthy that many former students of our College hold prestigious positions in the society through employment and entrepreneurship.

## **1.2 Academic Flexibility**

**1.2.1** *Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.*

Being a Government-aided College affiliated to the West Bengal State University there is rather no scope for academic flexibility. However, the college has organized several training programme on computer software skill developments.

**1.2.2** *Does the institution offer programmes that facilitate twinning/ dual degree? If 'yes', give details.*

No. There is no provision for dual degree under the regulations of West Bengal State University.

**1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:**

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses
- Range of Core /Elective options offered by the University and those opted by the college

The College has Core options at the UG level in B.A., B.Sc., & B.Com as well as in the P.G. in Commerce.

**A: Honours Courses: SUBJECT COMBINATION**

Programmes offered with Bunching Restriction and Intake

Select any two Gen. Subjects.

<i>Honours Subjects</i>	<i>Selective Subjects offered</i>
Bengali	CMSG, SANG/ENGG, EDCG/PEDG, HMDG/HISG
English	CMSG/BNGG, SANG, EDCG/PEDG, HMDG/HISG
Commerce	Accounting and Finance Group
History	CMSG/BNGG, SANG/ENGG/EDCG/PEDG, HMDG
Food & Nutrition	CEMG, MTMG, CMSG, HMDG, PEDG

**B: General Courses: SUBJECT COMBINATION**

Programmes offered with Bunching Restriction.

Select any three Gen. subjects.

<i>General Subjects</i>	<i>Selective Subjects offered</i>
B.A.	BNGG, SANG/ENGG/ EDCG/PEDG, HMDG/HISG
B.Sc. (Pure)	CEMG, MTMG, CMSG, HMDG, PEDG
B.Sc. (Food & Nutrition)	FNTG, CEMG, MTMG, CMSG, HMDG, PEDG
B.Com	Accounting and Finance Group

### C. Post Graduation in Commerce

<i>Subject</i>	<i>Selective Subjects offered</i>
M.Com	<b>Accounting and Finance Group (divided into four semesters)</b>

- **Choice Based Credit System and range of subject options** – The West Bengal State University does not allow choice-based credit system. The range has been explained in its operational reality in the previous point. – The college has introduced choice based credit system in the autonomous PG course from the session 2015-17.
- **Courses offered in modular form** – The College introduced modular form courses at the UG Level as structured by the University. The PG syllabus is all in modular form.
- **Credit transfer and accumulation facility** – West Bengal State University does not allow transfer of credit and accumulation between institutions or courses between institutions in U.G. level. It maybe stated though that all the PG mark-sheets are framed according to international comprehensibility with SGPA and CGPA and letter plus numerical credit mode in place. So students have no difficulty in enrolling at international institutions with reference to the said mark-sheets.
- **Lateral and vertical mobility within and across programmes and courses** – This is not permissible under the existing norms for affiliated colleges in the West Bengal State University. The College takes initiative to have open ended seminars encouraging students of other disciplines to attend and take part in interactive sessions. This is an initiative to disseminate a wider range of knowledge despite the restrictions of the University.

**Enrichment courses** – A pretty number of programmes have been organized by the college on Career Development, Software & Entrepreneurship Skills, and Seminars/Talks on health and hygiene.

**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes. The college offers following self financed courses:

1. **U.G. section- Food and Nutrition [both Honours and General]**
2. **P.G. course in Commerce (M.Com)**

- Admission in Food & Nutrition and M.Com. (P.G.) is conducted as per University norms and guidelines.
- Curriculum is also followed as framed by the West Bengal State University.
- Fees structure is framed by the guideline of the Governing Body.
- UGC qualification is maintained in both the disciplines. However, visiting faculty is selected having UGC qualification and excelled in their academic performances.
- Remuneration of teachers in both the disciplines is framed by the governing body.
- U.G. in Food & Nutrition: Divided into three years.
- Post Graduation in Commerce (M.Com ): Divided into four semesters.
- Course fee: Food & Nutrition (Honours) Rs.9500/- per semester.
- Course fee: Food & Nutrition (General) Rs.7500/- per semester.
- Course fee: Post Graduation in Commerce (M.Com ): Rs.6000/- per semester.
- In house faculty members willingly sacrifice any sort of honorarium/ salary for teaching P.G. course in Commerce. Only the outside faculty members are paid honorarium.

***1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.***

A good number of programmes have been organized by the college on Career Development, Software & Entrepreneurship skills, and seminars & talks on health and hygiene. The Career Counseling Cell of the College also arranged Career related Seminars to act as bridge between syllabus and job requirements.

***1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?***

No. Teaching in the institution is intimately tangible learner-centric.

### ***1.3 Curriculum Enrichment***

***1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?***

The Institution organizes various co-curricular and extra-curricular programmes. The institution concentrates on the student friendly approach for the all round development. The faculty members try their best not only to cover the syllabus framed

by the university but also try to integrate the goals of the institution. These are some areas :

- i) Organization of state and national level seminars;
- ii) Publication of college magazine;

For example the participation of the students in seminar, social works through NSS unit, their involvement in organizing annual sports and annual social function and so on ensure the execution of academic programmes on one hand and accomplishment to reach the broader goals and objectives of the Institute on the other.

### ***1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?***

- West Bengal State University, though somewhat impeded by varying teaching standards of higher education institutions affiliated to it, has gradually been encouraging unit based functional courses and concise presentation. This is an attempt to orient young minds to sharpen focus, select targets and sustain focus. These are the skills needed in the employment world. The College nurtures these qualities in its teaching methodology while maintaining careful regard for pure research.
- The PG syllabus of Commerce department makes use of the autonomous format and by thus a plan is offering to introduce bridge courses which are especially guided by employment needs.
- The Career Counseling Cell of the institution organizes a number of workshops so that the students can relate the course material to market needs.
- Visits within academic framework and viva voce also prepare students to adapt academic knowledge to pragmatic needs.
- The Career Counseling Cell of the institution organized and has a plan to organize in future as well the courses on Spoken English to facilitate the students.

### ***1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT, etc., into the curriculum?***

- Gender studies and related issues are integral to UG English Honours Courses. Gender Studies have been taught informally in the course of teaching curriculum. Faculty members attend workshops and seminars of the Gender related issues and sensitization programme. Value Education programme is an annual fixture that exposes students to human rights, gender and environmental issues.



- ICT based teaching is the norm in most of the departments and extensive use of LCD Projector is commonplace. Extensive use of the Internet is also common place with regard to teaching and learning.
- Computers are the normal mode for all research presentation by students.
- Environmental Studies are part of the structured UG Syllabus and the students have to appear for an Examination conducted by the University in the Part-I as a mandatory sensitizing effort.

**1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

- *moral and ethical values*
- *employable and life skills, better career options*
- *community orientation*
- Moral and ethical values- value education, sensitivity programmes on social and political role and justice are held in the College.
- Employable and life skills- various workshops and seminars on entrepreneurship, self employment as career option. Awareness programme on job opportunities and career planning are also held.
- Community orientation- NSS activities, Organization of Seminars on Nutrition and public health & College fest are simulation spaces for training.

**1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

- There is no formal feedback system for stakeholders for specifically enriching curriculum in deference to the norms of the affiliating University.
- However the College holds regular interactive parent-teacher meets in each year to discuss areas of concern and collectively resolve the arising problems.
- The College students are to come out with any personal problems standing in the way of their development, it encourages them to avail free, informal overall counselling by the members of faculty, and parents are kept notified in discreet fashion to minimize stress upon the ward.
- The Disciplinary Committees, Students' Grievance Redressal Cell, Anti-Ragging Cell, Womens' Cell of the College respond to any report on the students' conduct and performance and immediately assemble to address the problem.
- Round the clock attendance is taken by the Superintendent in the hostel. The Principal always holds meetings whenever situation demands with parents, teachers and boarders.

- All the above steps are taken to uphold a stress free learning system where the student is never allowed to feel isolated, nor posed with any hazard that s/he cannot cope with the University determined syllabus.

### ***1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?***

- The Departments are personally acquainted with each student of the Major programmes and is specially watchful when the student is challenged in any way.
- The IQAC and the GB (Governing Body) are always sensitive to the various enrichment programmes running in the College and always watchful of gaps and ready with suggestions of improvement.
- The Grievance Redressal Cell and a box to receive the grievances of the students are in place.
- NSS and other outreach programmes and community activities like “Saraswati Puja”, “Banamohatsav” and “Bhasha Dibas” etc are organized. Departmental Project work like Science Day Programmes provide opportunity to monitor the quality of enrichment programmes.

## **1.4 Feedback System**

### ***1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?***

A number of teachers being members of the Under Graduate Board of Studies in different subjects have given concrete and valuable suggestions on designing and development of the curriculum. Teachers from Commerce discipline being members of the Post Graduate Board of Studies in Commerce actively participate in the design and development of the PG curriculum. Apart from these, participation of teachers in different Syllabus and Curriculum related workshops contributes to the development of the curriculum prepared by the University.

### ***1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?***

The College has a regular well structured mechanism to obtain feedback from students. Formal students’ feedback is taken at each year when the student is in a position to

render concrete opinion about the academic ambience. The part related to academic matter is communicated to the University by the members of the Board of Studies in academic meetings. Principal being a former member the highest body of the University played an active role in this regard. So far as the other stakeholders like parents are concerned, they are called upon in a meeting at least once in a year to discuss on different issues pertaining to the ongoing academic programmes.

**1.4.3 *How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?***

1. Post Graduation in Commerce (M.Com) introduced in 2011
2. English (Honours)-Introduced in 2012
3. History (Honours)-Introduced in 2012
4. Education (General)- Introduced in 2012
5. Sanskrit (General)- Introduced in 2012

***Rationale for introducing new courses***

The College is well known for its U.G. programme in commerce for a long time, and attends the academic need of the serious students who pursue higher education in the field of 'commerce'. The College also has the required infrastructure and qualified faculties having research experience to conduct higher level courses. It is felt that the introduction of P.G. level course in the commerce stream would benefit the U.G. level students to get the flavor of integrated course.

In view of the good scope of job opportunities in school teaching and archive-related career and dearth of scope of studying the subjects in the UG level because of excess demand compared to the available seats in the area, it would be beneficial for the students who aspire to study the subjects like English, History, Education and Sanskrit. The number of seats available in the colleges of our vicinity is not sufficient to cater to the need of the aspiring students of our locality. At present, the Humanities stream of our college has grown up to a considerable extent.

## Criterion - II

# Teaching-Learning and Evaluation

## **2.1 Student Enrollment and Profile**

### **2.1.1 How does the college ensure publicity and transparency in the admission process?**

- The College makes the admission process public by notification hosted on college notice board and website of the college i.e. [www.scmhabra.org](http://www.scmhabra.org). The notification contains detailed information about number and range of seats in each course, eligibility, process of admission and academic as well as support facilities.
- The Admission committee conducts the admission procedure according to the norms of the university. Transparency is ensured in every stage in the process right from the notification of the admission procedure in the college website as well as on the college notice board to the completion of the process, ensuring egalitarianism. Complete list of applicants according to merit is displayed on college notice board and website. The lists of selected candidates are also displayed indicating total marks and reservation category as per the order of the Govt. of West Bengal and norms of the affiliating university, i.e. West Bengal State University.

### **2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

The college adopts the following process regarding admission:

- Admission in First Year is made online from 2015.
- Prospectus of our college is displayed in our college website. Details of admission process regarding time schedule and fees required are given in the website.
- The prospective students apply online and there is no provision for direct issuance of admission application form from the college.

- The applicants can keep a tab on the Merit List and know their ranks and position.
- Merit List is prepared by the Admission Sub-Committee strictly on the basis of the score point which is total marks in top four subjects in Higher Secondary or Equivalent examination added with the marks in the in the subject applied for Honours . In case of General stream, the total marks in the top four subjects are taken into account.
- Students have to face the counselling regarding the choice of the elective subjects.
- After counseling they deposit the requisite fees in the college specified bank and thus finally get admitted.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

- **Post Graduation in Commerce**  
A candidate having passed B.Com (Honours) is eligible to apply for Post Graduation studies in Commerce. List is being prepared according to the Merit.
- **Undergraduate**  
The prospective applicant must pass the Higher Secondary (10+2) or its equivalent examination to be eligible to get admission to the 3-years B.A., B.Sc., B.Com courses of studies.
  - A minimum of 50% marks in the aggregate and 45% marks in the subject or related subjects at the previous qualifying exam; OR 55% marks in the subject or related subjects in the previous exam and qualifying marks in English, for SC/ST candidates 40% in aggregate and 40% in related subject and qualifying marks in English.
  - The process of admission is conducted under the supervision of Admission Sub-Committee and University norms are followed in all respects.
  - As far as the question of comparison is concerned, most of the seats in almost all courses are filled up within the stipulated dates of admission.

**Table 2.1 Comparison of marks with other colleges of the affiliating University within the district (2014-2015)**

Maximum percentage of marks for admission at entry level (Aggregate %)			
Department s	SCM	Other college	Other college
Bengali Honours	84.8		
English Honours	80.6		
History Honours	79.6		
Accountancy Honours	89.6		
Food & Nutrition Honours	79.8		

Minimum percentage of marks for admission at entry level (Aggregate %)			
Department s	SCM	Other college	Other college
Bengali Honours	48.4		
English Honours	49.6		
History Honours	52		
Accountancy Honours	54.4		
Food & Nutrition Honours	64.8		
<b>KEY:</b> SCM: Sree Chaitanya Mahavidyalaya <b>OTHER COLLEGES:</b> Data not found			

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?**

- Yes, the admission Sub-Committee reviews the process of admission and reviews the students' profile meticulously and takes necessary steps for qualitative improvement accordingly in the admission process.
- The admission process has been made smooth and time bound. Not only that as the total process is made online, there is no question of lack of transparency.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

The college adopted the policy and procedure of admission and its student profiles reflect according to the national and state commitment for the following categories of students:-

- a) **ST/SC/OBC** : Seats are reserved for SC, ST and OBC candidates according to norms laid down by the Govt. of West Bengal and West Bengal Higher Education Department.

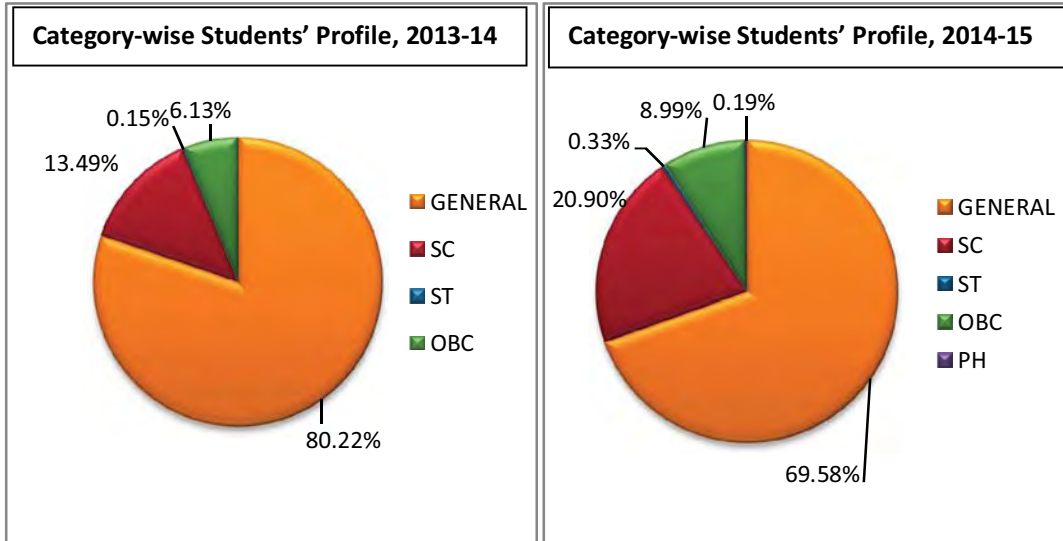
**Table 2.2 Social profile of students of the years (2013-14) and (2014-15)**

Students Social Profile: 2013-2014					
<i>Stream</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Total</i>
B. A.	789	140	1	59	989
B. Sc.	236	50	1	25	312
B. Com.	533	71	1	33	638
M.Com.	12	5	-	3	20
Total	1570	266	3	120	1959

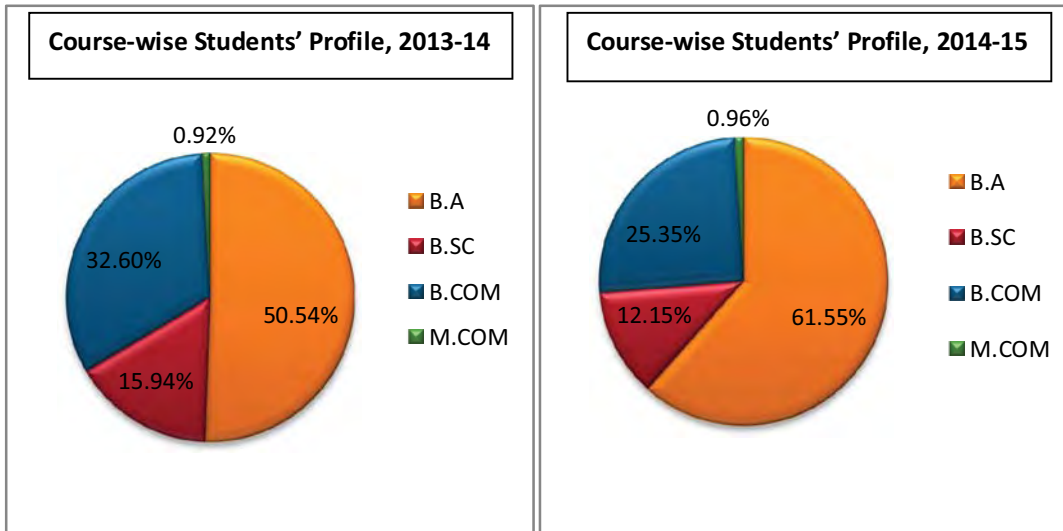
  

Students Social Profile: 2014-2015						
<i>Stream</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>PH</i>	<i>Total</i>
B. A.	839	328	6	110	4	1287
B. Sc.	158	50	1	45	-	254
B. Com.	444	57	-	29	-	530
M.Com.	9	4	-	4	-	17
Total	1450	439	7	188	4	2088

**Figure 2.1 Category-wise students' profile for the years 2013-14 and 2014-15**

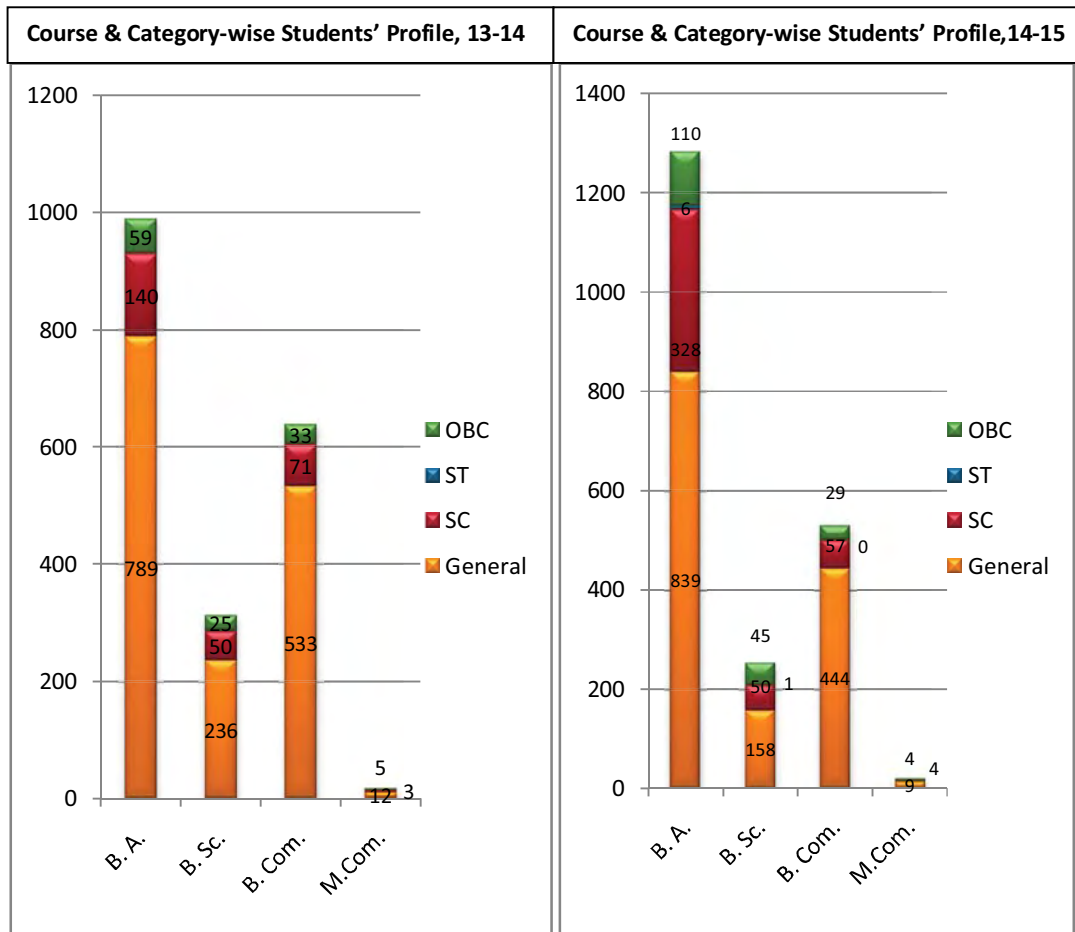


**Figure 2.2 Course-wise students' profile for the years 2013-14 and 2014-15**





**Figure 2.3 Course & category-wise students' profile for the years 2013-14 and 2014-15**



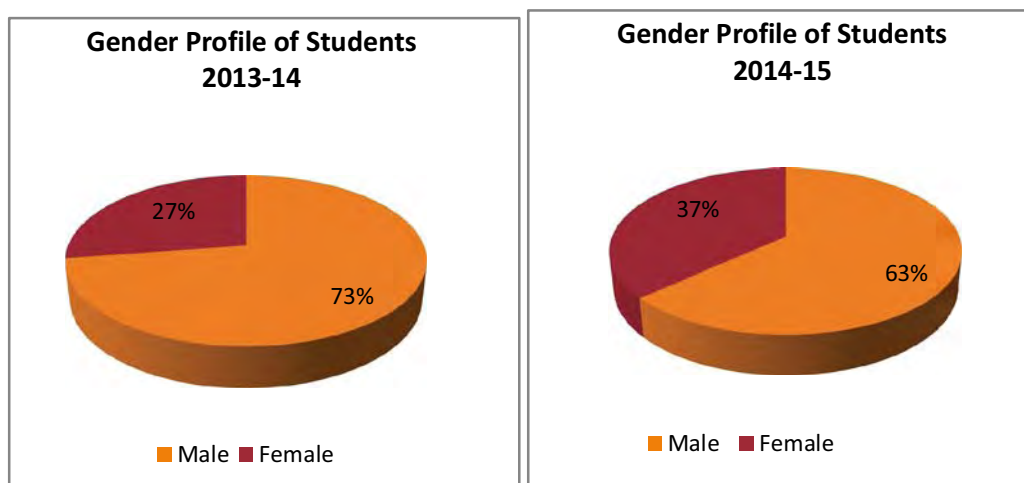
**b) Women :**

- In conformity with the Govt. rules and regulations, the college does not provide any special reservation policy for admission for women in particular but equal opportunities are provided to the women category. The college provides separate hostel facility to the female students. Special attention is given to the female students as far as the question of security and their personal hygienic need is concerned. A full time lady faculty member takes charge as superintendent in girls' hostel and other staff of the girls' hostel takes care of its inmates.
- An active women's cell has been working since 2011 on issues relating women questions.
- The college is keen to highlight the importance of higher education of female students. As a result the number of female students in some departments is more than the number of male students. It indicates the success of the strategy adopted by the college.

**Table 2.3 Gender profile of students of the years (2013-14) and (2014-15)**

Gender Profile : 2013-2014		
	Male	Female
B.A.	676	313
B.Sc.	145	167
B.Com.	584	54
M.Com.	16	4
<b>Total</b>	<b>1421</b>	<b>538</b>
Gender Profile : 2014-2015		
B.A.	709	578
B.Sc.	118	136
B.Com.	481	49
M.Com.	12	5
<b>Total</b>	<b>1320</b>	<b>768</b>

**Figure 2.4 Gender profile of students of the years (2013-14) and (2014-15)**



**c) Differently-abled:**

The college is yet to have any structured facility to cater the needs of differently-abled students. At the time of examination college makes separate arrangement in ground floor and also individualized attention is given by faculty members as far as the class work is concerned.

**d) Economically-weaker sections :**

It is the practice of the college that economically weaker students are granted concessions and part payment facilities. Moreover, the deserving students get the scholarships / stipends bestowed by the Government of India and Government of West Bengal and best possible endeavour is done by the college to ensure that no students, who are in the purview of the scholarship /stipend are deprived (details have been displayed in AQARs). The college extends its co-operation to economically weaker students in order to bring more students within the ambit of higher education. In such cases, the question of result is also considered.

**e) Minority community :**

The college is in a semi urban area where demographic picture is mixed in nature. A significant number of students come from minority categories. Govt. of West Bengal provides some grants for those students which are processed, documented and provided to the students by the college.

Overall trend in admission is satisfactory due to availability of qualified and sincere faculty members, infrastructural facilities, student-centric teaching-learning process, transparent and good governance.



**Test Examination of under-graduate students**

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase/ decrease and actions initiated for improvement.

**Table 2.4 Details of various programmes and Demand ratios**

Programmes		Number of applications				Number of students admitted				Demand ratio			
UG Level		2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15
<b>B. A. (Honours)</b>													
1.	Bengali	193	237	255	261	55	61	64	69	3.5 :1	3.9 :1	4:1	3.8 :1
2.	English	-	122	129	135	-	45	53	58	-	2.7 :1	2.4 :1	2.3 :1
3.	History	-	40	17	30	-	36	14	28	-	1.1 :1	1.2 :1	1.1 :1
<b>B. Sc. (Honours)</b>													
1.	Food & Nutrition	85	72	21	33	83	67	19	28	1:1	1.1 :1	1.1 :1	1.2 :1
<b>B. Com. (Honours)</b>													
1.	Accountancy	151	147	133	89	142	138	122	76	1.1 :1	1.1 :1	1.1 :1	1.2 :1
<b>B. A. (General)</b>													
1.	B. A. (General)	101	385	393	501	96	378	385	490	1.1 :1	1:1	1:1	1:1
<b>B. Sc. (General)</b>													
1.	B. Sc. (General)	22	38	78	61	19	36	74	58	1.2 :1	1.1 :1	1.1 :1	1.1 :1
<b>B. Com. (General)</b>													
1.	B. Com. (General)	91	123	123	109	85	119	118	104	1.1 :1	1:1	1:1	1:1
<b>PG Level</b>													
<b>M.Com</b>		10	17	18	20	10	12	8	9	1:1	1.4 :1	2.3 :1	2.2 :1

### **Reasons for decrease and actions initiated for improvement:**

- The student strength of Food & Nutrition (Hons.) has been reduced heavily because of the imposition of restriction by WBSU from 2013-14 that Chemistry must be a compulsory subject in XII-th level for taking admission in the said course.
- The student strength of History (Hons.) has been reduced because of the lack of permanent full-time faculty in the college. The college has taken initiatives regarding this.
- The demand for Accountancy (Hons.) is being reduced due to the dropping job opportunities (both in Government and Private sectors) in this area in last four years.
- To cope up with the problems, the college has applied for introducing new courses with more exposure to job market.

## ***2.2 Catering to Student Diversity***

### ***2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?***

- At the time of admission the college gives due attention as per the norms of the Govt. of West Bengal and MHRD, Govt. of India. The college does not have the facilities to cater to the needs of differently-abled students. But the academic committee makes separate arrangement in ground floor during examination and also individualized attention is given by faculty members as far as the class work is concerned.
- The college authority makes significant arrangement for differently-abled students during the time of examinations. Faculty members also take special care for such students who cannot attend classes due to their physical problem.

### ***2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.***

- At the time of Final admission in Part-I we make counselling to the students regarding subjects by the senior faculty members.
- After admission we allow the students to change their course from Honours to General and vice-versa and even from one Honours subject to another (if all the criteria are fulfilled).

- Again, we allow the students to change their combination of elective subjects and provide time for at least one month, i.e. up to the date of sending the students' details to the University for Registration.
- Before the commencement of academic programme, the faculty members organize counselling sessions with the students at the time of admission. Each and every department interacts with the students to understand the knowledge base and skills of the students.

***2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add- on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?***

Following steps have been adopted by the institution to bridge the knowledge gap of the enrolled students and to enable them to cope up with the programme of their choice:

- Slow learners are identified.
- Bilingual explanations in classroom lectures and discussions.
- Books that are easy to understand are recommended to them.
- Special classes are arranged for them as and when required.
- Problems of the slow learners are identified and addressed in and out of the class room.

***2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?***

- The women cell has been working in our college since 2008 and addresses issues relating gender sensitization with the women staff and students. The cell tries to empower the female students in all aspect and render them the responsibility to make others (in the village and locality) aware of social menace faced by them.
- NSS unit of our college organizes blood donation camp and takes up different social awareness programmes in the adopted villages.
- Tree plantation and campus cleaning programme are regularly done by NSS volunteers. They give adequate attention to issues of environmental awareness.

***2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?***

- It is not possible for us to arrange for special classes for the advanced students. But we always insist them to come to the Teachers' Room and meet the concerned teachers for betterment of their knowledge and clear doubt in the concerned area.

- The college has a well equipped central library with internet facility to which the advanced learners can have easy access.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The information is collected in different ways, for instance, by way of checking the Class Attendance Registers and Examination Attendance Sheets. Academic performance of students at risk of dropout is analyzed and problem areas are identified. Immediate steps are taken on the basis of such information to check and minimize the dropout rate among students of disadvantaged sections.

- Scholarship of West Bengal Govt. and concessions of tuition fees are provided.
- Personal, academic and social counselling.
- Scholarship for students' welfare from the Central and State Government and financial assistance by way of concession is also provided.
- Special attention is given to the slow learners in and out of the class room.
- The issues like poor attendance, poor performance etc. are discussed in the parent-teacher meetings.

## **2.3 Teaching-Learning Process**

**2.3.1 How does the college plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The College plans and organizes the Teaching-Learning and Evaluation schedule in the following way:

**Academic Calendar:** The Academic calendar is prepared by the college authority scientifically according to the curriculum framed by the West Bengal State University containing the number of classes to be required for each subject. The examination schedule for the mid-term test, annual test and other internal assessments of the students are informed here.

**Teaching Plan:** At the commencement of the session, faculty members of all departments inform the students about the number of lectures to be delivered for each topic (subject-wise) concerned.

### **Evaluation blue print:**

- Academic sub-committee prepares time frame for conducting exam like mid-term test, test examination, evaluation schedule and marks submission schedule. This enables the faculty members and examinees to know about the time frame for completion of the process of evaluation and results.
- Academic sub-committee as a whole and each department in particular evaluate the performance of the students after mid-term test and take suitable steps for the improvement of performance of the students.
- At the very beginning we provide the Academic Calendar to the students. Teaching-learning process continues on that basis. Beside university Examination we take Mid-term Examination and Test Examination before sending the students up for the final university examination. The students have to score at least 30% of the total marks in the intermediate (Mid-term and Annual Test) examinations. The evaluated answer scripts are shown to the students for necessary improvement of their performance. The students who do not appear or fail to score the above mentioned qualifying marks have to appear in the Supplementary Examinations held shortly after the publication of the results. The results of the Test examination are also shown in the Parent-Teachers' Meetings which are usually called in the month of February each year.

### ***2.3.2 How does IQAC contribute to improve the teaching –learning process?***

The college has ten departments under undergraduate course consisting of B.A., B.Sc. and B.Com Honours and General and One Post Graduate Course in Commerce. There are qualified and efficient teachers in these departments who are continuously trying their best to benefit the students of the college.

The following plans are adopted by IQAC for quality improvement in teaching and learning:

- The IQAC meets regularly and discusses various matters relating to curriculum changes and the current needs, and the mechanism to meet the needs.
- IQAC plans for introducing more teaching aids to improve the teaching- learning process.
- It encourages students to participate in seminars, inter –discipline interaction, workshops etc. to increase awareness on social and academic issues.
- It arranges the system of teacher's evaluation by students aiming at the improvement of overall quality of education in the college.
- It always recommends ways for improving infrastructural facilities in terms of space, equipment, laboratories etc.



- It organizes parent teacher meetings for exchange of ideas relating to teaching-learning process.

***2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?***

- Faculty members are always trying to adopt a student centric approach both inside the class room and outside it from the beginning of each session. Every student is guided, inspired and motivated for channelizing his or her energy in the positive way. Concessions, aids, awards, tutorials etc. are some of the important aspects in the support system. Along with this professional attitude, some basic Human values are inculcated in them to make them morally sound and socially responsible human resource of tomorrow.
- Teachers are provided with the academic calendar, instructional materials like projector and computer-based teaching learning aids, computerized library, laboratories with advanced equipments for experiment and practical classes to facilitate the faculty members to deliver their best to the students.
- Organization of National level seminars, lectures by renowned personalities and interactive sessions with them helps the students to develop independent thinking which in turn helps develop their personalities and a degree of self -confidence.



***Seminar deliberations in the auditorium***

***2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?***

- The college concentrates on making the students as original thinkers. The college provides open access to educational and life-long learning opportunities by inculcating healthy habits like discipline, leadership, co-operation and sharing. We always try to make the student independent so for as the thinking process is

concerned. We believe in free expression of independent ideas and thoughts of the students rather than imposing from above. This would create an urge for knowledge among the students which would make them a creator rather than an imitator.

- Different departments regularly organize Educational tour, field surveys, workshops etc. to provide a space where exchange of opinion in a scientific manner can take place. Practical labs and computer labs are meant routinely for completing syllabus but also for generating a scientific spirit among the students. All faculty members are very sincere in this respect.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

- The use of modern multimedia teaching aids like OHP, multimedia projections, Internet enabled computer system are usually used for effective teaching.
- The students are given opportunities to avail themselves of internet facilities in the library.



**Students' Workshop in the Smart Class**

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

- National and state level seminars are organized on regular basis where students and faculty members get the opportunities to interact with resource persons and thereby enhance their knowledge level.
- Food and Nutrition department organizes field work and visits the farms every year which help the students and teacher to improve the skills and capabilities.
- Students are encouraged to take part in wall magazine, college magazine published by 'Students Union' which enhance the creative skills of the students.

- The Library of the college subscribes various journals (including e-journals) relating to different fields of subjects, which provides information not only about subjects but also about socio-economic issues.

**2.3.7 *Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/ academic advise) provided to students?***

- Special classes are arranged for slow learners and attentions are given to the students outside the classrooms.
- Counselling those who are basically the first generation students.
- Financial help is provided by way of concessions to the needy students.
- Career guidance is given by teachers of concerned departments. A Career counselling cell has been working to guide the students about job opportunities, professional courses and higher studies.

**2.3.8 *Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?***

- Our faculty members have tried to adopt alternative method of teaching using Audio-visual aids, PPT, etc by taking the help of computers and internet when they feel necessary.
- Science students are being made more interested in experiments and thus enriched in knowledge.
- Field work, survey, participation in debates etc. function as reinforcement and make the students interested in the subject.
- Teachers are giving stress on interactive approaches so that the knowledge –base of the students is developed.
- In ‘drama’ classes of literature subjects – Bengali & English, our teachers teach through acting, and students enjoy it very much.
- Teachers also use smart class room and projector whenever required and the students get much interest in these classes.

**2.3.9 *How are library resources used to augment the teaching- learning process?***

- Books, journals, magazines & new papers are subscribed by the library in regular basis for knowledge up-gradation. Beside text & reference books, library also provides encyclopedia, career guidance books, year-books for career development,
- Question papers of university examinations are kept in an organized way to cater to the students.

- To augment the teaching- learning process & to keep up with latest advancement in a particular subject, library provides internet access facility to the students & faculty member through NMEICT.
- The Library has joined NLIST programme through INFLIBNET. A large number of e-journals & e-books can be accessed through this programme.
- The library has installed Z39.50 compatible library management software KOHA. This has helped in better acquisition, circulation, cataloguing, book reservation, book searching, and bibliography service, etc.
- The library uses various ICT tools like photocopier, scanner for help to students.



***Reading rooms in the Central Library***

***2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.***

- Since our college is situated in a semi-urban area and a large number of students are first generation learners, we are very careful and sincere to address the problems faced by those students.
- Our institution faces a challenge in completing the curriculum within the time frame; one of the main reasons behind it is that our affiliating University, i.e. West Bengal State University always selects our college as center of University (U.G.) examinations.
- This examination process starts usually at mid-April and continue up to the end of July /August. So class room teaching is hampered for a long period. To compensate it to some extent we take special classes in the gaps between two examinations. This year we were exempted from conducting Part-I Examination because of the earnest request by our Principal to the Controller of Examinations.
- However, teachers do try sincerely to complete the syllabus within the time frame by taking additional and tutorial classes.



### ***2.3.11 How does the institute monitor and evaluate the quality of teaching learning?***

- The IQAC monitors and evaluates the quality of teaching learning regularly. The IQAC gets information on such issues from stakeholders and on the basis of such feedback the institution takes suitable steps.
- Teachers are given specific suggestions for qualitative improvement of teaching.
- Students evaluate the teacher and the feedback of the students is analyzed by IQAC for improving teaching-learning process.
- The Principal of the college meets regularly the heads of the departments for improving teaching-learning process.



***Staff Activities in Central Library***



***Student Activities in Nutrition & Chemistry Labs***



***Extra Curricular Activities of Students***

## 2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

**Table 2.5 Highest qualifications of Teachers (Position-wise)**

Highest Qualification	D.Sc. /D.Litt		Ph.D		M.Phil		Post Graduate		TOTAL
	M	F	M	F	M	F	M	F	
<b>Professor/ Principal</b>			<b>01</b>						<b>01</b>
<b>Associate Professor</b>			<b>02</b>	<b>01</b>					<b>03</b>
<b>Assistant Professor</b>			<b>03</b>		<b>02</b>	<b>01</b>	<b>02</b>		<b>08</b>
<b>CWTT(Govt. of W.B. approved)</b>						<b>01</b>		<b>02</b>	<b>03</b>
<b>PTT (Govt. of W.B. approved)</b>							<b>01</b>		<b>01</b>
<b>Guest Teachers (not approved)</b>				<b>01</b>	<b>01</b>	<b>01</b>	<b>05</b>	<b>08</b>	<b>16</b>
<b>TOTAL</b>			<b>06</b>	<b>02</b>	<b>03</b>	<b>03</b>	<b>08</b>	<b>10</b>	<b>32</b>

- Permanent full time faculty members including Principal are recommended by West Bengal College Service Commission (West Bengal Act XII of 1978) as per UGC norms and appointed by the Governing Body of the college according to the service rules of Govt. of W.B.
- Part time teachers are appointed by the college (Where faculty position lie vacant due to retirement of any teacher) according to the norms framed by the Govt. of West Bengal (Higher Education Dept).
- Sometimes, the college also has to appoint guest teachers in need based areas following the norms of Dept of higher education, Govt. of W.B.

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

- Subjects like Biotechnology, I.T., and Bio Information are not taught in our college. However, the college has submitted proposal to the affiliating University and the State Council of Higher Education for the approval of the opening of new subjects, like, Honours in Sanskrit, Education, Human Development and Microbiology, Physiology, Physics, etc in the coming session.

**Table 2.6 Details of subjects introduced and teachers appointed (subject-wise)**

<b>Year</b>	<b>Subjects introduced</b>	<b>Name of the Teacher Appointed</b>	<b>Qualification</b>	<b>Position</b>
<b>2012-13</b>	Honours in English	Shreyoshi Bhattacharya	M.A	Guest Teacher
	Honours in History	Debarati Das	M.A	Guest Teacher
	Education	Satabdi Chakroborty	M.A, B.Ed	Guest Teacher
	Sanskrit	Madhubanti Roychoudhury, Dibyendu Roy	M.A, B.Ed M.A, B.Ed	Guest Teacher
<b>2013-14</b>	Nil			
<b>2014-15</b>	<b>Subjects applied for:</b> Honours in Sanskrit, Education and Human Development; and new subjects: Microbiology, Physiology & Physics.	To be recruited.		

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

**a) Nomination to staff development programmes Academic Staff Development Programmes Number of faculty nominated**

***b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching learning***

*\* Teaching learning methods/approaches*

*\* Handling new curriculum*

*\* Content/knowledge management*

*\* Selection, development and use of enrichment materials*

*\* Assessment*

*\* Cross cutting issues*

*\* Audio Visual Aids/multimedia*

*\* OER's*

*\* Teaching learning material development, selection and use*

***c) Percentage of faculty***

*\* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies:*

*\* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies*

*\* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies*

The college has sent the following number of faculty for enhancing the quality in the Faculty development programmes during the last four years:

***Table 2.7 (a) Nomination to staff development programmes***

<b><i>Academic Staff Development Programme</i></b>	<b><i>Number of Faculty Nominated</i></b>			
	<b><i>2011-12</i></b>	<b><i>2012-13</i></b>	<b><i>2013-14</i></b>	<b><i>2014-15</i></b>
<b><i>Refresher courses</i></b>	-	-	<b><i>02</i></b>	<b><i>03</i></b>
<b><i>HRD programmes (Short Term Courses)</i></b>	-	-		<b><i>02</i></b>
<b><i>Orientation programmes</i></b>	<b><i>02</i></b>	-	-	-
<b><i>Staff training conducted by the university</i></b>	-	-	-	-
<b><i>Staff training conducted by other institutions</i></b>	-	-	-	-
<b><i>Summer / winter schools, workshops etc</i></b>	-	-	-	-



## **(b) Faculty Training Programmes:**

- ***Teaching learning methods/approaches***

- Teachers follow basically chalk and talk method using black board and white board. They are also using ICT-based method.
- Regarding the improvement of Teaching Learning methods the college sends the faculties to attend Orientation Programmes/Refresher Courses, allows them to participate National and International Seminars, workshops, etc. Besides, all such issues are taken up by the department and they informally discuss these issues for orienting teachers.

- ***Handling new curriculum***

Before the introduction of new curriculum the University arranges workshops for faculties from different colleges in order to orient the teachers with the new syllabus.

- ***Content/knowledge management***

NA

- ***Selection, development and use of enrichment materials***

The college authority is trying their best to provide the staff members with latest technological equipments and always encourage the faculties to take their classes through power point presentation.

- ***Assessment***

Final assessment of the students is done by the West Bengal State University under its control. However, internal assessment of the students is made regularly through mid-term test and annual test examination. Evaluation of the Teachers' is also made by the students to promote healthy teaching learning process.

- ***Cross cutting issues***

- Social awareness programmes are regularly taken up by the NSS units
- The Women's Cell is authorized to deal with the issues relating to gender sensitization.

- ***Audio Visual Aids/multimedia***

Some departments are using audio visual aids in the classes.

- ***OER's***

The library of our college provides e-books and e-journals and internet facilities to the students.

- ***Teaching learning material development, selection and use***

NA

**Table 2.8 Percentage of faculty-participation**

Faculty	Percentage (%)			
	2011-12	2012-13	2013-14	2014-15
<i>invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies</i>	13	-	-	7.7
<i>participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies</i>	21.7	8.1	7.7	-
<i>presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies</i>	17.4	5.4	5.1	-

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

- The college always encourages research aptitude among the teachers and students in all possible ways.
- Faculty members are always encouraged to take Minor/Major Research Project funded by the UGC.
- The college provides necessary infrastructure and all sorts of help to organize national and state level seminars and lectures.

**Table 2.9 Grant and leave taken by teachers**

Last three years- report	No. of Beneficiaries		
	2012-13	2013-14	2014-15
No. of Faculty availed research grant & study leave	02	01	Nil
Grant to present research oriented paper in international Seminar	Nil	Nil	Nil
Study leave Research Work	Nil	Nil	Nil

Leave	Name of the Faculty	Year
Grant to present research oriented paper in international Seminar	Nil	
Study leave Research Work (Ph. D. work)	Nil	

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

No such award has received by any of our faculties during last four years.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

#### **Evaluation by the students**

- The college has introduced a feedback system by the students for the evaluation of teacher. A questionnaire is given to each student (department-wise) and is requested to rank the individual teacher in a 10-point scale.
- These evaluated sheets are placed in the meeting of the IQAC for self analysis. Such analytical report is intimated to the faculty members for improvement and encouragement, if required. The Principal of the college takes the initiative if required to serve the purpose.

#### **Evaluation of external peers**

- University experts and representatives of the State Government (D.P.I.) come to the college at the time of CAS/Promotion and interact with the respective faculty members. Moreover, external peers in the form of visiting professors and experts come in the college for taking PG (M.Com) classes as well as during national and state level seminars organized by the college and interact with the faculty members. The feedback of their experience is conveyed to the Principal. This leads to an informal evaluation of teachers by the external peers.
- This process of evaluation results in qualitative improvement of teaching-learning process in the sense that a teacher comes to know his /her strength and short comings and prepares himself/herself likewise.

## **2.5 Evaluation Process and Reforms**

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

- Schedule of Internal assessment and examination is given in detail in the prospectus at the time of admission in the beginning of each session.
- Actual date and time of mid-term test, test examination and publication of results are notified in due time in the college website as well as in the notice board.

Faculty members guide the students about the pattern of questions and process of evaluations.

- In this way, students are made aware of the evaluation process. So they prepare themselves very well for the examinations to have better results.

***2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?***

- The college is now affiliated to West Bengal State University since 2008 (previously it was affiliated under the University of Calcutta). Changes in syllabus for UG courses are applicable to the college. The examinations for 3-year degree course (Part I,II,III) are now held after completion of each year as Part-I , Part-II and Part-III examinations.
- The college has no right to implement any examination reform according to present statute of the University, although few faculty of our college are the members of the Board of studies (Principal of our college is the Chairman of the same in the Dept. of Commerce); they put their suggestions in the respective meetings which in turn help the University authorities to reshape the syllabus and evaluation system.
- The college has initiated a few reforms in PG department in respect of implementation of curriculum and evaluation process.

***2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?***

- The college implements the changes in the evaluation system introduced by the University and reshapes the syllabus and evaluation system accordingly.
- The college has initiated a few reforms in PG department in respect of implementation of curriculum and examination process.
- Actual date and time of internal examination and publication of results are notified in due time in the college website and in the notice board.

***2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.***

**1. Formative evaluation approaches**

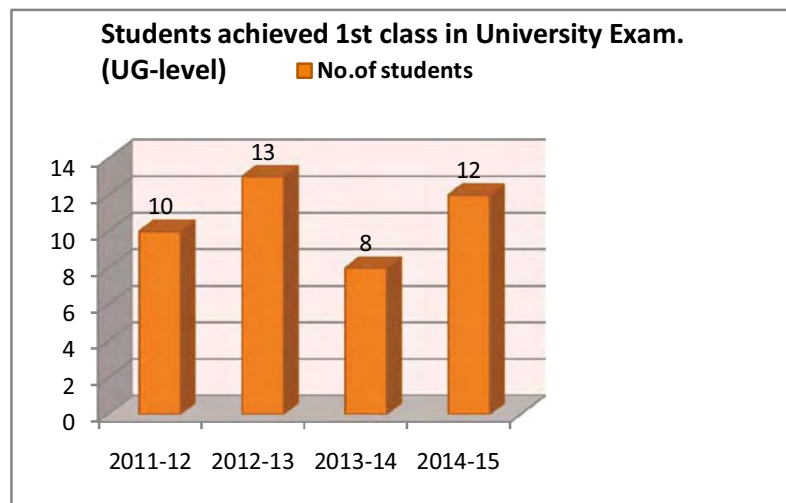
- Internal assessment of the students is made regularly through mid-term test and annual test examination.

- By analyzing the results of the mid-term test, the slow learners are identified and given special attention.
- Students are also assessed on the basis of class test, home assignments, practical, etc.
- Both of UG and PG students have to undertake Projects as a part of their curriculum.

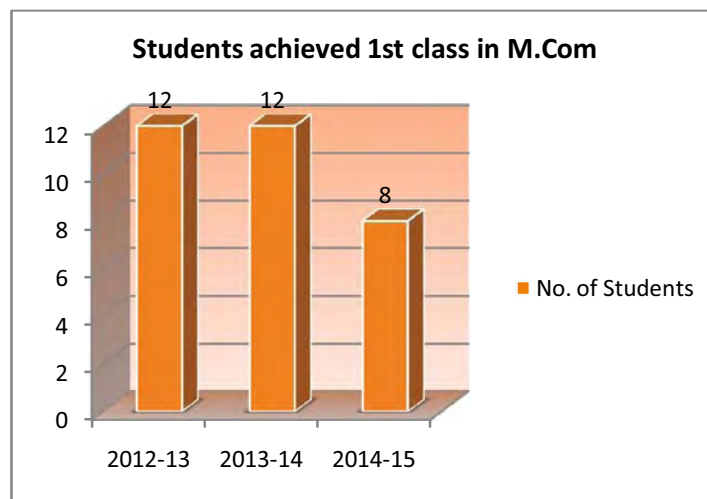
**2. Summative Evaluation approaches**

- University Exam (part I, part II, part III) are conducted.
- Students achieved 1<sup>st</sup> class in the University examinations (UG) and in PG (M.Com) are shown below:

**Figure 2.5 Students achievement in University examinations**



**Figure 2.6 Students achievement in College examination**



- The NSS unit of the college has adopted a village- *Putia, under Banspole G.P, Habra Block-II* this year and arranged several programmes regarding orientation and awareness programme on health and hygiene, environmental awareness, tree plantation, cleanliness and also conducted a survey on entrepreneurship skills and self employment among the villagers. All these have generated a sense of social responsibilities among the students.

***2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.***

- Schedule of Internal assessment and examination is given in detail in the prospectus at the time of admission in the beginning of session.
- Actual date and time of mid-term test, annual test examination and publication of results are notified in due time in the college website as well as in the notice board. Faculty members guide the students about the pattern of questions and process of evaluations.
- In such a way, students are very much aware about the evaluation process. So they prepare themselves very well for the examinations to do better results.
- Mid-term test is conducted for 50 marks in Hons. and general papers, where as annual test examination is taken for 100 marks.
- The college has given due attention on teaching – learning process in case of all disciplines. The process of internal assessment and examination benefits the students as a whole and the reflection of the same is found satisfactory in the University examinations.

***2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?***

- As a whole the college endeavors to mould its students into efficient professionals in their respective fields of study. They are expected to have a strong understanding of the basics of the discipline undertaken during the time they complete the programme. Self reliance and skills in communication, coordination, planning, management, academic writing and presentation skills are also expected by the students so that they can undertake any career in their future that demands these skills. All these skills develop the personality and outlook of the students and generate in them a social orientation.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

- The students are addressed individually regarding their performance in internal assessment and test examination.
- The answer scripts are shown to them as and when required. The faculty measures their weaknesses and gives them suggestions to improve their performance.
- The college bears all the formalities in case of any review, re-evaluation, etc of the students regarding their University examinations and results.

## **2.6 Student Performance and Learning Outcomes**

**2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

- Yes, the learning outcomes of the college clearly stated in its vision and mission statement. The college lays emphasis to retain its educational and cultural heritage and tradition with a vision to inculcate a sense of patriotism among the students.
- After completion of the course students turn into confident, well equipped, culturally sound, socially modern and globally competent person, to face the society in general and the world of higher learning.

**2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

- The college monitors the progress and performance of students on regular basis. The Principal is also kept informed about the performance of the students throughout the year.
- Attendance and regularity of the students are maintained through class attendance register.
- Parent-teacher meetings are organized.
- Student teacher interaction in and outside the classes are held.
- University results are reviewed and analyzed in the meeting of the Academic Sub-Committee.

**Table 2.10 Analysis of the students results in University Exam. (last four years)**

Programme-Wise Details (Pass %)												
Programme (UG)	2011-12			2012-13			2013-14			2014-15		
Examinations	Part			Part			Part			Part		
	I	II	III	I	II	III	I	II	III	I	II	III
Bengali (Hons.)	100	100	-	100	97.7	100	98.5	100	100		95.1	98.2
English (Hons.)	-	-	-	97.6	-	-	97.8	100	-		93.9	100
History (Hons.)		-	-	96.9	-	-	100	100	-		100	100
Food & Nutrition (Hons.)	95.8	100	95.4	94	98.4	100	100	100	88.9		95.7	88.4
Accountancy (Hons.)	97.3	98.6	100	99.4	92.2	100	100	95.1	100		95.6	98.5
B.A (General)	97	100	-	98.8	91	91.7	96.7	97.9	71		97.6	81.8
B.Sc (General)	100	94.4	70	89.5	97	90	97.7	94.5	93.1		100	97.9
B.Com. (General)	96.2	97.8	75.6	85.2	98.1	84.8	81.5	69.9	71.7		88.6	42.9
(PG) M.Com.						100			100			100
			-									



### ***2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?***

The teaching – learning and assessment strategies of the college are to facilitate the achievements of the intended learning outcomes through:

- Well equipped library
- Well equipped laboratories
- Spacious and airy class rooms
- Class lectures, group discussion and interactive practices
- Audio – visual teaching aids
- Participation of students in national level seminars held in the college.
- Industrial visits by the students some departments.
- Educational excursions by the students of some departments.
- Social and cultural programme organized regularly.
- NSS activities of the students throughout the year.



***Different Modes of Teaching-Learning***

### ***2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?***

- In the introductory classes of any course, teachers make the new students aware of the social and economic relevance of the course. Teachers focus on how the study of the courses can be economically and socially significant by explaining the job opportunities and scope of further studies and research work in the subjects.
- PG students are guided how to prepare themselves in NET/SET or other related examinations.
- Departments organize seminars to discuss the issues relating to impact of studying the subjects in the society.
- The college library helps the students to develop knowledge and innovation.
- Participation of students in National Level Seminars held in the college provides an opportunity to interact with resource persons from different academic field.

- The NSS unit takes up programmes in order to make the students aware of their social commitment.

***2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?***

The faculties along with the IQAC collect and analyze the data on student learning outcomes through students' feedback and personal interaction with the students -

- To identify slow learners and make plan for boosting up.
- To identify advanced learners for more upliftment.
- To improve learning outcomes of all the students.

***2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?***

The college along with IQAC monitors and ensures the achievement of learning outcomes by:

- Finding slow and advanced learners and adopt appropriate steps.
- Conducting internal assessment examinations (mid-term test and annual test).
- Holding group discussions and encouraging them for interactions.
- Analyzing feedback of the students.

***2.6.7 Do the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.***

Yes.

- The Institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance.
- Students of our College securing 1<sup>st</sup> class at the UG final level are regularly excellent performers at the PG level; after that they appear for different competitive examinations, administrative as well as academic, achieving success.
- Performance of the students is analyzed every year and necessary measure is adopted for further improvement as and when necessary.
- The college also give due attentions on the followings:
  - Marks of internal assessment
  - Classroom performance
  - Behavioral Patterns
  - Clear understanding of the subject
  - Activities and performance in NSS, Sports and Cultural activities.

## Criterion - III

# Research, Consultancy and Extension

### **3.1 Promotion of Research**

#### **3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

No. The college primarily focuses on UG courses excepting the Commerce discipline. Hence, it is not yet having any research centre/s but it is in the process of contemplation.

#### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Yes, there is a Research Sub-Committee in the College, comprising of following members:

1. Dr. Chintaharan Sengupta, Chairperson
2. Dr. Piyali De Maitra, Coordinator, IQAC
3. Dr. Ashoke Kumar Mondal, Secretary, Teachers' Council
4. Dr. Prasenjit Chattopadhyay, Nodal Officer, AISHE
5. Dr. Suvendu Saha, Bursar

The committee looks after the smooth functioning of the research activities and the ethical issues associated with the same.

The Research Sub-Committee of the college facilitates and monitors research activities of the College. The committee informs the teachers about various fellowships, research projects and helps to apply for the same.

Few recommendations made by the committee for implementation and their impact:

- i. The Research committee provides necessary help to the faculty members to apply for different research grants from different sponsoring agencies.
- ii. The committee provides guidelines to the faculty members for doing Ph.D. and other Faculty Development Programme according to UGC norms.
- iii. The committee encourages various departments for organizing seminars.

**Table 3.1: Recommendations made by the Committee for implementation and their impact**

Recommendation	Impact of the recommendations
To apply for different research grants from different sponsoring agencies.	After accredited by NAAC in 2007 college received funds from UGC for running five (05) Minor Research Projects. Three more proposals have been sent in this regard.
The committee provides guidelines to the faculty members for doing Ph.D. and other Faculty Development Programme according to UGC norms.	Six faculty members have been awarded Ph.D. degree from different Universities. Two faculty members have submitted their Ph.D. Thesis and one is about to submit the same. Two are sincerely pursuing their Ph.D. In the last four years, faculty members of the college have participated in nine (9) UGC programmes comprising of Refresher Courses, Orientation Programmes and Short Term Courses in different universities.
Encourages faculty members for supervision of Research Scholars for the degrees of Ph.D. and M.Phil.	Faculty members especially from Commerce discipline are interested but the process has not yet geared up officially.
Encourages various departments for organizing seminars.	After accredited by NAAC in 2007 college received funds from UGC for organizing two(2) National level Seminars and numerous workshops, local level seminars and sensitization programmes on multi-faceted issues.

**3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?**

- Autonomy to the principal investigator: The Principal investigator is the key person to plan and structure any project.
- Timely availability or release of resources: Prompt disbursements of sanctioned grants are ensured through constant liaisons with funding authorities & allocation meetings.

- Adequate infrastructure and human resources: The institution with its limited physical infrastructure and resources optimally provides facilities in research projects.
- Time-off, reduced teaching load, special leave etc. to teachers: Departmental adjustments with the active support of Principal sanctioning leave & load-distribution in place.
- Support in terms of technology and information needs.
- Facilitate timely auditing and submission of utilization certificate to the funding authorities.
- Any other-
  - 24 hrs Internet facility.
  - Higher level Books and Journals for every subject.
  - Spaces for research work (infra structure).
  - Seminars are organized regularly.
    - a. UGC Sponsored National Seminar on “Humour: effect in Literature, Stage & Screen” organized by Departments of Bengali and English, Sree Chaitanya Mahavidyalaya, held on 13-14 November, 2014.
    - b. UGC Sponsored National Seminar on “Traditional Indian Philosophy & Business ethics in the context of socio economic context of India ” organized by Department of Commerce, Sree Chaitanya Mahavidyalaya, held on 26-27 February, 2015
  - Instrumental facilities and Library help are taken from other Institutes by the Faculty members at individual level for their respective research activities.

***3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?***

- Post Graduate students (Commerce) have to present compulsory papers on recent advances in the form of Term Paper on the topics they are going through in each Semester.
- UG and PG students of Commerce carry out a fully fledged project and submit a dissertation paper which they have to present and defend in front of external expert(s). They undertake the same under the able guidance of the concerned teacher.
- Visit to Research Institutes, firms etc are organized for students, especially, UG students in Food & Nutrition. Each and every UG department organizes student seminar at convenient intervals to imbibe into the students the capability to deliver a speech before an audience and thereafter get actively involved in interaction.

**3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.).**

Most of the faculty members are involved in various research activities in different fields.

**Table 3.2: Details of the faculty involvement in research activity**

S.N.	Name	Department	Research activity	Amount sanctioned and period
1	Dr. C.H.Sengupta	Commerce	Minor Research Project	67000/- Aug '11-Jan '13
2.	Dr. Tapas Saha	Commerce	Minor Research Project	1,16000/- Aug '11-Jan '13
3.	Dr. A.K.Mondal	Commerce	Minor Research Project	1,43000/- July '13-Dec'14
4.	Dr. Suvendu Saha	Commerce	Minor Research Project	1,03,000/- July '13-Dec'14
5.	Dr. P.Chattopadhyay	English	Minor Research Project	48,750/- July '13-Dec'14
6.	Dr. Sukumar Pal	Commerce	Minor Research Project	1, 38,000/- Dec'10-Jun'12
7.	Sri Sanjib Talukdar	Economics	Minor Research Project (on-going)	94,000/- Feb'13-Aug'14

**Table 3.3: Faculty pursuing Ph.D. Programme in reputed Universities**

S.N.	Name of the faculty	Department	Research Place
1.	Smt. Sarada Mahato	Bengali	Rabindra Bharati University
2.	Sri Sanjib Talukdar	Economics	Jadavpur University
3.	Sri Pulakesh Sen	Mathematics	Kalyani University
4.	Sri Biswanath Bhowmik	Food & Nutrition	Kalyani University

**Table 3.4: Faculty members have been awarded Ph.D. Degree by different Universities after post accredited period**

S.N.	Name of the faculty	Department	University given Ph.D. Degree
1.	Dr. Piyali De Maitra	Bengali	Visva Bharati University
2.	Dr. Suwendu Saha	Commerce	University of Calcutta
3.	Dr. Sukumar Pal	Commerce	Kalyani University

***3.1.6 Give details of workshops/ training programmes / sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and Students.***

As ours is primarily a degree college for U.G. courses hence there is not much scope for capacity building in terms of research and imbibing research culture among the U.G. students. However, as Post Graduation courses are offered in Commerce discipline, the students of this discipline are compulsorily guided to nurture research culture amongst them. In this regard it may be mentioned that they have to undertake a compulsory paper named Research Methodology. Moreover, they also have to carry out projects on recent issues in Business, Laws, and Economics etc. in their final semester'. As has been mentioned earlier, there is a Research Committee taking care of the capacity building in terms of research among the Teaching Staff (See 3.1.2).

***3.1.7 Provide details of prioritized research areas and the expertise available with the institution-***

Our college does not have any research centre but our faculty members are involved in the research at individual level.

- i. Priority areas of research among the faculty members from Departments of Arts and Humanities : Women's Studies, Bengali Drama , Critical Theories in English, History of Bengali Literature.
- ii. Priority areas of research among the faculty members from Department of Science : Indian Economy with special reference to Employment and Development, Agricultural pest and pollinators, Complex Analysis & Fluid Dynamics.
- iii. Priority areas of research among the faculty members from Departments of Commerce: Behavioral Management, Banking, H.R. Management, Management Information System.

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

- The institution regularly organizes seminars in attracting researchers of eminence to visit the campus and interact with teachers and students.
- UGC sponsored and other seminars are organized by various departments through which researchers from various fields visit the campus and interact with students as well as teachers. As the college is a Government Institute it does not have any private funding facilities. For list of seminars and workshops organized by different departments (See also refer 3.1.3).

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

- The sabbatical leave for research activity has not been demanded by any faculty.
- Technically speaking the Service Rules of the Government of West Bengal do not provide 'sabbatical' as in place for instance in Universities of the U.K and the USA. However there is provision for Commuted Leave without Medical Certificate for a maximum of 180 days (one hundred and eighty days) in an incumbent's entire service period to enable teachers to pursue advanced level research work.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).**

The Institution

- i. Encourages faculty members and duty leaves are sanctioned for presenting research papers in different International and National level conferences and seminars.
- ii. Provides financial assistance for publication of journal with ISSN.
- iii. Case studies and projects are prepared by the students under the guidance of teachers in the department of Commerce.



*Students participating in Survey Works in adopted village 'Putia under Habra Block II*



## **3.2 Resource Mobilization for Research**

### **3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

As the institution does not have any research centre, so there is no provision of budget allocation for research. The faculty members receive research funds mainly from UGC and submit utilization certificate to the UGC. Major heads are purchase of Books, Purchase of Equipments, Travel and Field Work and Contingency.

### **3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

There is no provision in the college to provide seed money to the faculty members for research. No amount has been disbursed to the faculty members in the last four years.

### **3.2.3 What are the financial provisions made available to support student research projects by students?**

At present, there is no provision in the institute to provide financial help to support student research projects by students.

### **3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

The different departments and faculty members of the institute interact with each other in undertaking inter-disciplinary research.

- i. The faculty of Commerce and Economics jointly conducted a national seminar where different inter-disciplinary research papers have been presented and discussed upon.
- ii. The Department of English and the Department of Bengali jointly conducted a national seminar involving rigorous discussions and interactions covering multi-disciplinary research articles.

### **3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

- i. The college has a sound library with different Books and Journals. Teachers and students avail such library.

- ii. The institution provides computers with internet facility to the Principal Investigators of Minor Research Projects.
- iii. Equipments are used by the faculties for research purpose.
- iv. The institution provides easy and uninterrupted access to various equipments.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

The institution has not received any special grants or finance from the industry or other beneficiary agency for developing research facility.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

The institution provides necessary help to the faculty members to apply for *research grants from different* sponsoring agencies.

**Table 3.5 Faculty involved in Minor Research Projects during the last four years**

S.N	Name	Department	Sponsoring Agency	Amount (Rs)
1.	Dr. C.H.Sengupta	Commerce	UGC	67,000/-
2.	Dr. Tapas Saha	Commerce	UGC	1,16,000/-
3.	Dr. A.K.Mondal	Commerce	UGC	1,43,000/-
4.	Dr. Suwendu Saha	Commerce	UGC	1,03,000/-
5.	Dr. P.Chattopadhyay	English	UGC	48,750/-
6.	Dr. Sukumar Pal	Commerce	UGC	1,38,000/-
7.	Sri Sanjib Talukdar	Economics	UGC	94,000/-

### 3.3 Research Facilities

**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The college primarily focuses on UG courses excepting the Commerce discipline. Hence, it is not yet having any research facilities, but it is in the process of contemplation.

***3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?***

The institution has set up a Research committee to outline institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

The strategies are:

1. To inform faculty members for various research projects funded by UGC etc.
2. The College authority has increased need based infrastructural facility to help out faculty members who have been awarded Minor Research Project.
4. To encourage different faculty to actively participate Research Oriented Seminars.
5. To procure Research Oriented Journals in the Central Library.
6. To grant leave to the faculty members for presenting research papers in Seminars, Conferences, and Workshops.
7. Regularly publishes an interdisciplinary bilingual research journal.

***3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.***

The institution has not yet received such grants.

***3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?***

The college primarily focuses on UG courses excepting the Commerce discipline. So far as the PG course in Commerce discipline is concerned, the students are trained in Research Methodology as per curriculum and subsequently they undertake projects as parts of their curriculum where they are constantly encouraged to carry out field works and case studies.

***3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?***

- Bound volume of journal & synopsis of journal are available in the library.
- The library subscribes national & international journals in various subjects. Students as well as teachers have access to e-journals & e-books through NLIST and INFLIBNET.

- Internet facility is available in the library.
- Photocopy facilities are available.

**3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.**

As the college caters to the subsistence needs of the UG students as per their curriculum, there is not much scope to take a plunge with the other institutions, schools, laboratories etc as far as the research is concerned.

### **3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- \* Patents obtained and filed (process and product)**
- \* Original research contributing to product improvement**
- \* Research studies or surveys benefiting the community or improving services**
- \* Research inputs contributing to new initiatives and social development**

A significant proportion of the faculty members have strong research background. They are in a continuous process of research activities and their zeal for finding out innovative domains of research never diminishes.

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

Our institution does not go through the “hand in glove” policies, and hence does not partner with any other collaborative bodies. Yet we publish a research oriented bi-lingual yearly journal **Impression-The Journal**, which is a melting pot of diverse multi-disciplinary studies, which are immensely research oriented. The journal is published with ISSN. The Principal of the college is the Ex-officio Editor-in-Chief and other members from the faculty comprise the Editorial Board, rotationally.

The college puts much stress on the quality of the papers, which are being published. But as it is not a peer reviewed journal, quality control in the literal sense is not attainable. But we seek feedbacks from our colleagues from other colleges, universities and the visiting faculties. Therefore making our journal a laudable one is a ceaseless process. Our journal is yet to be incorporated in any international database.

### 3.4.3 Give details of publications by the faculty and students:

\* Publication per faculty- (books and journals)

\* Number of papers published by faculty and students in peer reviewed journals (national / international) –Total no. of publications:

\* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

\* Monographs

\* Chapter in Books-

\* Books Edited-

\* Books with ISBN/ISSN numbers with details of publishers:

\* Citation Index

\* SNIP

\* SJR

\* Impact factor

\* h-index

**Table 3.6: Details of publications by the faculty**

Name	No. of books published with ISBN	No. of Chapters in Books with ISBN	No. of articles in journals with ISSN	No. of books edited	No. of journals edited
Dr C.H.Sengupta	04	-	07	-	-
Dr Piyali De Maitra	-	04	04	01	07
Dr Tapas Saha	-	-	08	-	01
Dr A.K.Mondal	-	-	05	-	-
Dr P.Chattopadhyay	-	03	05	01	07
Dr Suvendu Saha	02	01	04	-	01
Ms. Sarada Mahato	-	01	08	-	-
Mr. Sanjib Talukdar	-	06	04	03	01
Mr. Santanu Mondal	01	-	-	-	-
Dr Sukumar Pal	-	07	03	01	01
Mr. Pulakesh Sen	-	-	11	-	-
Mr. Manas Saha	-	01	02	-	-
Mr. Sibananda Mridha	-	-	06	-	-
Ms. Sayantani Bhattacharya	-	-	04	-	-
Mrs. Priyanka Saha	-	-	01	-	-
Mrs. Sampa Rani Bhadra	-	-	02	-	-
Dr Rini Gangopadhyay	-	-	05	-	-
Mrs. Susmita Seth	-	01	08	-	-
Mrs. Madhubanti Roy Chowdhury	-	01	-	-	-
Mr. Biswabandhu Nayek	-	03	10	-	-
Mr. Biswanath Bhowmik	-	-	06	-	-
Mrs. Bula Dey	-	-	01	-	-
Mrs. Adrita Das	-	-	02	-	-

#### **3.4.4 Provide details (if any) of**

**\* Research awards received by the faculty:**

**\* Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:**

**\* Incentives given to faculty for receiving state, national and international recognitions for research contributions:**

- **Research awards (Doctoral Degree) received by the faculty:**
  1. Dr C.H.Sengupta, Principal
  2. Dr Piyali De Maitra, Associate Professor
  3. Dr A.K. Mondal, Associate Professor
  4. Dr P.Chattopadhyay, Assistant Professor
  5. Dr Suwendu Saha, Assistant Professor
  6. Dr Sukumar Pal, Assistant Professor
  7. Dr Rini Gangopadhyay, Guest Lecturer
- **Research awards (M. Phil) received by the faculty:**
  1. Dr Tapas Saha, Associate Professor
  2. Smt. Sarada Mahato, Assistant Professor
  3. Sri Sanjib Talukdar, Assistant Professor
  4. Sri Pulakesh Sen, Assistant Professor
  5. Sri Shibananda Mridha, Librarian
  6. Smt. Sayantani Bhattacharya, CWTT
  7. Dr Rini Gangopadhyay, Guest Lecturer
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:**
  1. Dr C.H.Sengupta, FCA, Principal
  2. Dr A.K. Mondal, CMA, Associate Professor
  3. Dr Suwendu Saha, CMA, Assistant Professor
- **Incentives given to faculty for receiving state, national and international recognitions for research contributions:** NIL

### **3.5 Consultancy**

#### **3.5.1 Give details of the systems and strategies for establishing institute industry interface?**

The college is yet to devise an effective mechanism to establish any institute-industry interface.

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

As stated earlier, our institution is yet to frame a sturdy and credible policy to promote consultancy.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The college for the time being is not associated with any consultancy services. But the faculty members are already having and are also encouraged to have some expertise at the individual level which may be utilized in future.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

Not Applicable

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Not Applicable

## **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The institution strives to contribute to the academic and social requirements for a contemporary human-value-based and industry-relevant education, in an innovative learning and teaching environment. The vision of our college is to provide higher education which develops potentiality, adaptability and sense of peace, harmony, brotherhood, social justice and nationalism among the students. Hence the mission of the institution is to instil the spirit of good citizenship, imbibe service orientation and a overall holistic progress of the students.

**3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The institution runs an active NSS unit which spearheads the students' involvement in various social activities that promote their citizenship roles.

### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The institution solicits feedbacks on the regular basis from its stakeholders like the alumni, parents and students which in turn reflect their perception regarding the overall academic ambience and the quality attached with.

### **3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The NSS unit of this institution formally started running in the session 2014-15. As envisaged in the guideline, the unit started functioning in the stipulated manner. The NSS Unit of the college aims to carry out year-round activities – both regular and event-based. The regular activities include orientation classes, campus cleaning campaigns and plantation/ gardening works; while event-based activities primarily focus on special camps in the adopted village and the observance of NSS Days (selective based on available dates, keeping in view the regular college curriculum). The NSS Unit of this institution plans to carry out the following outreach programmes in near future.

#### **NSS - Vidyasagar Mission (Primary Education for All)**

1. NSS Volunteers' group formation – 5 persons in each group; 10 to 15 groups.
2. Selection of 10 to 15 schools (primary / secondary) and 2 teachers (of each school) willing to participate in the NSS - Vidyasagar Mission.
3. Orientation workshop with the school teachers and NSS Volunteers.
4. NSS Volunteers to be deputed to the schools under the supervision of the teacher/s of the school to offer voluntary tutoring service in the school in 'Special Classes for weaker/ unprivileged students',
5. The Special Classes may also be arranged for orphans/ illiterate adults / unprivileged women.
6. Vocational training camps for self-employment may be arranged in the special classes.

#### **NSS – Acharyadev Mission (Self Employment for Youth)**

1. Sensitization Workshop on Entrepreneurship Development – [1 day for (1+2 +1)=4 hrs.] (Including Orientation Lectures, Entrepreneurship Aptitude Test, Bio-data fill-up). (*target groups – orphanage youth, slum youths, high school/college students – 100 nos.*).
2. Motivational Workshop & Counseling Session (MSME) – [1 day for (3+2)=5 hrs] (*target groups – orphanage youth, slum youths, high school/college students – 60 nos.*).



3. ED & Skill Development Workshop (by MSME) – 6 week @ 5 hrs x 5 days/week. *(target groups – orphanage youth, slum youths, high school/college students – 25 nos.).*
4. Linkage of candidates with District Industries Centre (DIC) and Micro Finance Institutes/ Banks.
5. Post Program Meets – 3 no. in 3 months (4/5 hrs.) *(with separate file maintenance of each candidate) (Training Programmes on Finance, Banking formalities, Marketing).*

**NSS – Sister Nivedita Mission (Public Health Consciousness & Preventive Care)**

1. Campaigns Health Camps
2. Blood Donation Camps
3. Balanced Diet Consultancy Camps
4. Villagers’ Consciousness Camps on Medicinal Plant Harvesting
5. Public Health Consciousness Camps (to fight against different diseases – Cancer, Aids, Diabetes, Thalesamia, Dengue, Polio, Arsenic, etc.)
6. Clean Living Campaigns
7. Consciousness Programmes on ‘Ecological Balances of Nature’
8. Afforestation Programmes
9. Clean Drinking Water and Rain Water Harvesting

**Budgetary details for the last year 2014-15**

Year	Amount Received from West Bengal State University
	NSS Regular Activities
2014-15	Rs. 22500.00

***3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?***

1. After admission the Programme Officer of NSS Units appraise students on the duties, benefits, and scope of the extension activities. The detail of the programme is displayed on the notice board and an interaction of students is organized with NSS officer.
2. Details of information regarding all the extension activities are conveyed to the students.
3. Programme officer of NSS Unit are selected among the faculty members in the meeting of the Teachers’ Council and subsequently approved by the Governing Body. Generally the tenure of a NSS Programme Officer is of three years. Finally the approval letter of NSS Programme officer comes from the University.

4. The achievements of the teachers and students are highlighted in the college prospectus, college website and thus promoting their participation.

5. Keeping in view the social obligation and role of students in it students are motivated for donating blood in Blood donation camp organized every year with the help of Students' Union.

***3.6.6. Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?***

The college undertakes the following initiative:

- Entrepreneurship Potentiality Survey with the help of NSS Volunteers in the adopted village 'Putia' on 29-30<sup>th</sup> May 2015 as part of the NSS-Acharyadev Mission. The detailed report of the Survey Findings as published is expected to be used as the input for planning and execution of the project that may benefit the unemployed and unprivileged rural people, especially women. A target is fixed to cover around 100 such unprivileged women in the next two years.

***3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.***

As we have already mentioned that the college runs a full-fledged NSS unit which carries out several extension activities, such as adoption of villages, blood donation camps, health awareness camps, environmental awareness programmes such as cleanliness of near- by school campuses, observance of World Environment Day etc.

Moreover, as per the directives of the M.H.R.D., Govt. of India, the college has observed National Integration Day on 31<sup>st</sup> October, 2014 which is the birth day of the Iron Man of India, *Sardar Vallabhbhai Patel*.

**Students' academic learning experience:**

- i. Field visit and Surveys are conducted by various departments and involvement in extension activities develops a practical approach in their academic pursuits.
- ii. Participating in Blood donation camp increases the social responsibility of the students.
- iii. Participating in Environmental awareness programme increases the environmental awareness of the students.
- iv. Participating in different extension activities makes a student to develop personality in a holistic sense which helps in their future endeavor.

**Values and skills inculcated:**

- i. The result of the participation in the various extension activities have resulted in inculcating among the students the feeling of being socially awakened citizens.
- ii. Involvement in extension activities develops community orientation, community leadership.
- iii. Participation in extension and outreach programmes makes a student a responsible citizen.
- vi. Participation in extension and outreach programmes helps a student to improve his self-esteem.

***3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?***

The institution through its NSS programmes involves community from various strata. These include nearby village *panchayats*, local primary schools, students, local social workers and local administration etc.

Thus the institution along with its NSS unit always endeavours to encourage community participation in its activities.

***3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.***

1. Block Development Office , Habra (for information in survey works)
2. Putia Village, Banspole Gram Panchayat, Habra Block II (to organize adopted village programmes)
3. MSME Development Institute (to organize Entrepreneurship Motivation Camps and Skill development programmes)
4. Employment Exchange, Barasat Division
5. District Industries Centre (DIC), Barasat Zone
6. Banipur Lok Utsab (NGO)

***3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.***

We have not yet received any awards on this front, but we are confident to excel in near future.



*NSS Activities in 2014-15*

### **3.7 Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

As the institution primarily caters to the U.G. courses, the scope of research is obviously restricted. In spite of this restriction, departments like Food and Nutrition collaborate with industry, research bodies by organizing visits, and participate in seminars and workshops organized by different Universities, Schools of Studies in order to implement and substantiate the syllabus.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

Not Applicable

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

The department of Food & Nutrition team up with industry, research bodies by organizing laboratory and farm visits, and participate in seminars and workshops organized by different Universities, Schools of Studies in order to implement and substantiate the Teaching-Learning process. In this process the local community at large helps them out to execute their modus operandi.



**Health Awareness Workshop 2015**

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

The institute has organized two UGC sponsored national seminars which were exceptionally successful. We were able to rope in a number of academicians and reputed persons from media house. The first one was jointly organized by the department of Bengali and the department of English, in collaboration with Banipur Lok Utsav, Habra, a NGO. The distinguished invitees were:

- Professor Chidananda Bhattacharya, Formerly Head and Professor, Dept. of English, Rabindra Bharati University, Kolkata
- Professor Sukla Basu (Sen), Formerly Head and Professor, DEOMEL, Visva Bharati, Santiniketan
- Dr Ashes Gupta, Head , Department of English, Tripura University
- Mr. Bob Roy, Managing Editor, The Times of India
- Professor Himabanta Bandyopadhyay, Dept. of Bengali, Rabindra Bharati University, Kolkata



- Professor Sanjoy Mukhopadhyay, Professor, Dept. of Film Studies, Jadavpur University, Kolkata
- Dr Biswajit Roy, Dept. of Bengali, Visva Bharati, Santiniketan
- Professor Sekhar Samaddar, Professor, Dept. of Bengali, Jadavpur University, Kolkata
- Professor Soumitra Basu, Professor, Dept. of Drama, Rabindra Bharati University, Kolkata
- Sri Joydeep Ghosh, Dept. of Bengali, Jadavpur University, Kolkata

The second UGC sponsored national level seminar was organized by the Dept. of Commerce in collaboration with West Bengal State University.

**The distinguished invitees were:**

- Professor Pareshnath Chattopadhyay, Former Professor, Dept. of Business Administration, University of Burdwan
- Professor Konika Chatterjee, Professor, Department of Commerce, University of Calcutta
- Professor Sankar Sengupta, Professor, Dept. of Business Administration, University of Burdwan
- Professor Sujit Sikider, Department of Commerce, Guwahati University
- Professor Uttam Dutta, Professor, Department of Commerce & Business Administration, W.B.S.U.
- Professor Aparna Banerjee, Professor, Department of Philosophy, University of Calcutta
- Professor Moloyendu Saha, Vice Chairman, West Bengal Council of Higher Education
- Professor Debabrata Mitra, Department of Commerce, North Bengal University



***National Level Seminars 2014-15***



**Students' Seminars, NAAC Workshop, Career Development Seminar in 2015-16**

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –**

- a) Curriculum development/enrichment:** West Bengal State University
- b) Internship/ On-the-job training:** N.A.
- c) Summer placement:** N.A.
- d) Faculty exchange and professional development:** N.A.
- e) Research:** University Grants Commission
- f) Consultancy:** N.A.
- g) Extension:** Banipur Lok Utsab (NGO), Banspole Gram Panchayat
- h) Publication:** N.A.
- i) Student Placement:** N.A
- j) Twinning programmes:** N.A
- k) Introduction of new courses:** West Bengal State University
- l) Student exchange:** N.A.
- m) Any other:** N.A.

***3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.***

The department of Food & Nutrition which collaborates with industry, research bodies by organizing laboratory and farm visits, and participates in seminars and workshops organized by different Universities, Schools of Studies in order to implement and substantiate the linkages and collaborations.

Apart from the above department, the department of Bengali and that of English on the one hand organized successfully a UGC sponsored national seminar in collaboration with a noted NGO in the vicinity, Banipur Lok Utsav and on the other hand the department of Commerce also organized a UGC sponsored national seminar in collaboration with West Bengal State University.



*Students' Seminars in 2014-15*



## Criterion - IV

# Infrastructure and Learning Resources

### **4.1 Physical Facilities**

#### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

In view of the current dynamics of effective teaching and learning, the management actively ponders and makes a policy to create and enhance new infrastructure and renovate the existing one. As per requirement, the institute approaches UGC and State Govt. for various funds. The management also takes the initiatives as and when demands for new courses arise. For example, new honours courses in Sanskrit, Education and Human Development; general courses in Physiology, Microbiology and Physics have been applied for to the affiliating University.

#### **4.1.2 Detail the facilities available for-**

**a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.**

**b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

The college is endowed with good physical infrastructural facilities in conformity with its limited capacity to support the teaching – learning process. Classrooms, tutorial spaces, laboratories are available. A seminar hall, sound system, white board, projectors are also available.

- **Classrooms:** College has 17 airy, spacious and well lighted class rooms equipped with fans, benches, black board, white board etc
- **Technology enabled learning spaces:** The College has also a well equipped computer lab with advanced audio–visual multi–media facilities like LCD Projector, 02 Laptops and 20 Computers with internet connections. The internet and e-resources through N-List program are available for the students. The College has LAN facility to provide fast flow of data across computers. The college has a newly constructed seminar hall and a smart class room. These are regularly used for conducting local, state and national level seminars.

- **Tutorial spaces:** Tutorial spaces: There are sufficient classrooms available for tutorial or extra teaching after 1:30 pm.
- **Laboratories:** There are two laboratories for Chemistry, two for Food and Nutrition, one for each Computer & Physiology. The laboratories are upgraded with advanced laboratory equipments and have been given enough space to carry out practical classes effectively.
- **Botanical garden:** There is a Herbal Garden in our college aiming to convey the utility of medicinal plants to the students and other stakeholders.
- **Animal House:** Nil.
- **Specialized facilities and equipment for teaching, learning and research etc:** Specialized facilities and equipment for teaching, learning and research etc. are available. The teachers are engaged in various minor research projects.



*Labs, Class-rooms, Boys' Hostel*

b) **Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

- **Sports:** The College is well known for its sports activities. There is a proposal for a play ground behind the college building. No separate grounds for separate sports events have yet taken shape.

- **Outdoor and indoor games:** Students participate in inter – college tournament under W.B.S.U. and District meet organized by the Higher Education Dept. Govt. of W.B.
- **Gymnasium:** The College has a well-equipped gymnasium with all the modern equipments. The Boys’ and Girls’ Common rooms are equipped with indoor games like Carrom and Chess.
- **NSS:** The College has 1 NSS unit consisting of more than 100 students. The NSS unit arranges for various social services like blood donation, plantation, environmental awareness programmes including cleanliness etc.
- **Public speaking, communication skills development:** Personality development programmes are run by the college and this involves various activities like students giving seminars and presentations which help them get accustomed to the process of public deliberation and communication skills development.
- **Yoga:** Yoga and gymnastic are a part of curriculum, not open to all.
- **Health and hygiene:** The College has a very special concern for the health and hygiene of the college students and staff. For this the college organizes health checkup camps. Proper arrangement of purified drinking water has been made in college campus at different locations.



***Socio-Cultural Programmes in 2014-15***

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

- This institution with its suboptimal resources always endeavours to provide optimal infrastructure for academic growth. The college authority tries its level best to fulfill the off and on requirements of every department.
- There are 6 laboratories in all: two for Chemistry, two for Food and Nutrition, one for each Computer & Physiology. All the laboratories are well equipped and have enough space to carry out practical classes effectively.
- Class rooms for every subject are constructed in the last few Years.
- A separate common room with attached bath for the girl students is arranged recently along with the existing one. All toilets for students, teachers and staff are properly cleaned and maintained.

**Table 4.1: Amount spent on Infrastructural facilities for the last 4 years.**

	<b>Facilities Developed/Augmented</b>	<b>Amount Spent (Rs.)</b>
<b>2011-12</b>	Lab. Equipment, Building, Furniture, Electricals, Books	11,91,253/-
<b>2012-13</b>	Lab. Equipment, Building, Furniture, Electricals, Books, Computer, Sound system & others (Tube well)	33,50,919/-
<b>2013-14</b>	Building, Furniture, Electricals, Books, Computer, others (Water Cooler)	11,19,884/-
<b>2014-15</b>	Building, Furniture, Electricals, Books, Computer & Others (Generator)	15,33,044/-

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The institution does not have adequate resources per se to facilitate the students with physical disabilities. But off and on some informal arrangements are made to help them. For example, sometimes they are attended by their class mates to come to classrooms, in some other cases, the staff members also do the required job.

**4.1.5 Give details on the residential facility and various provisions available within them:**

- **Hostel Facility-**
  - **Recreational facilities-**
  - **Computer facility including access to internet in hostel-**
  - **Facilities for medical emergencies-**
  - **Library facility in the hostels**
  - **Internet and Wi-Fi facility-**
  - **Recreational facility-common room with audio-visual equipments-**
  - **Available residential facility for the staff and occupancy**
  - **Constant supply of safe drinking water-**
  - **Security.**
- The college has two hostels earmarked separately for boys and girls.
  - Inmates are attended in medical emergency.
  - Computer facility including access to internet in hostel
  - 24 hours power backup through generators.
  - Constant supply of safe drinking water.
  - Hostel super and staff members always take care of the inmates.
  - Night guard of the college keeps vigil for the inmates especially for the girl inmates.
  - The hostels for boys and girls have well ventilated and specious rooms with well maintained bathrooms.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

The college has a medical unit. Arrangements for first aid and medical care are available for the staff as well as the students inside the campus where there is a medical room with limited resources and a medical practitioner visits the same at a regular interval. Besides, the college is also actively associated with 'Student Health Home' where our students are entitled to get free treatment.

**4.1.7 Give details of the Common Facilities available on the campus– spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

- **IQAC:** The College has an Internal Quality Assurance Cell (IQAC) comprising of the Principal, some senior faculty members, and few external members. A separate room is allotted to the IQAC of the college. The IQAC was formed on 16-04-2015 and began to work immediately.



- **Grievance Redressal Cell:** A grievance redressal cell is present in this college. This unit is actively functioning to address the grievance from stakeholder.
- **Women's cell:** This cell is in operation since 2011. Prevention of sexual harassment cell & Anti Ragging cell are actively functioning in the college. These cells of our college work on different issues related to Women staff and students. The cell makes Women students aware of the social responsibilities and gives them mental support to fight against sexual harassment.
- **Counselling and Career Guidance:** The College has a career 89ounseling and guidance cell where several programmes are arranged time and again throughout the year with a focus on the career prospects of students.
- **Canteen:** The College provides a well-maintained canteen to the staff & students. Quality foods, tea, snacks are served from the canteen at a subsidized rate. Constant supply of safe drinking water is available.
- **Recreational spaces for staff and students:** The College has separate common rooms for the male and female students where various recreational facilities are available. The college is yet to have a recreation room for the teachers.
- **Safe drinking water facility:** Safe drinking water facility is available for all the students & staff. Aqua Guard with RO purified machine is installed in ground floor, office & teachers room.
- **Auditorium:** The College has a nice well equipped auditorium in the 2<sup>nd</sup> floor of the annex building. It with an accommodation for 400 people is used for Academic purpose, conducting seminars, Cultural programmes etc.
- **Smart Classroom:** The college has newly constructed a smart classroom to facilitate advanced teaching-learning process effectively.

## ***4.2 Library as a Learning Resource***

### ***4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?***

The Library has an advisory Committee which comprises of the Principal as the Chairperson, the Librarian as Convener, senior faculties and Governing Body members as members. The Library Committee is monitoring the overall work of the library on a regular basis. The Committee meets as and when required & provides guidance towards the substantial development of library. The Library Advisory Committee is consisting of –

1. Dr Chintaharan Sengupta (Principal), Chairman
2. Mr. Manas Saha(Librarian), Convener
3. Mr. Shibananda Mridha (Librarian)

4. Mr. Probir Dey (GB Member)
5. Dr Piyali De Maitra (Faculty member)
6. Dr Ashok Kumar Mondal (Faculty member)
7. Dr P.Chattopadhyay (Faculty member)
8. Ms Sarada Mahata (Faculty member)

**4.2.2 Provide details of the following:**

**\* Total area of the library (in Sq. Mts.):**

**\* Total seating capacity:**

**\* Working hours:**

**\* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):**

**Table 4.2: Details of the total area, total seating capacity, working hours, layout of the library**

<b>Total area of the library (in Sq. Mts.)</b>	313.40 sq. Mts.
<b>Total seating capacity</b>	70 students, 10 Teachers and 6 staff
<b>Working hours (on working days, on holidays, before examination days, during examination days, during vacation)</b>	Working hours are from 8.30 a.m. to 2 p. m. During university examination days & holidays, the library remains closed.
<b>Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)</b>	Provides 70-seated reading space for students, 10-seated reading space for teachers & 6-seated for library staff. Provides a part as E-resource Network Centre with three computers and BSNL Broadband internet connection through NMEICT thus creating access of e-resources to the students and Teachers. Photocopy facility through digital photocopy machine is available.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

The library has evolved a system to ensure purchase and use of current titles of books, journals etc. The HoD of each department puts up demand for the latest materials in consultation with the librarian and the departmental faculty members. The demand lists are produced to the vendors after obtaining requisite advice from the principal.

**Table 4.3: The library purchase books, print journals and e-journals and other reading materials during the last four years**

Library holdings	Year-1 (2011-12)		Year-2(2012-13)		Year-3(2013-14)		Year-4 (2014-15)	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	938	170734	431	90872	173	29027	383	58601
Reference books	0	0	2	412	9	3052	06	1246
Journals/Periodicals	19	18125	16	17179	16	22350	16	21852
e-resources	-	-	-	-	-	-	Ebook-93809 e-journals-6247	5000
Any other (CD/DVD)	-	-	8	NIL	15	NIL	30	NIL

**Table4.4: Amount spent on procuring new books, journals and e-resources (Last Four Years)**

Financial Year	2011-12	2012-13	2013-14	2014-15
Amount spent	188859	108463	54429	86699

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

**\* OPAC:**

**\* Electronic Resource Management package for e-journals:**

**\* Federated searching tools to search articles in multiple databases:**

**\* Library Website:**

**\* In-house/remote access to e-publications:**

**\* Library automation:**



- \* *Total number of computers for public access:*
- \* *Total numbers of printers for public access:*
- \* *Internet band width/ speed:*
- \* *Institutional Repository:*
- \* *Content management system for e-learning:*
- \* *Participation in Resource sharing networks/consortia (like INFLIBNET):*

**Table 4.5: Details on the ICT and other tools deployed to provide maximum access to the library collection**

<b>OPAC</b>	This service will be available very shortly.
<b>Electronic Resource Management package for e-journals</b>	Yes, The Library has joined in N-list programme through INFLIBNET
<b>Federated searching tools to search articles in multiple databases</b>	No such tool has been developed
<b>Library Website</b>	Library does not have separate website. It is incorporated in the institutional website www. Scmhabra.org
<b>In-house/remote access to e-publications</b>	There is In-house/remote access to e-publications.
<b>Library automation</b>	Library management Software KOHA has been installed. Database creation is in progress.
<b>Total number of computers for public access</b>	Five (5)
<b>Total numbers of printers for public access</b>	01 with limited public access
<b>Internet band width/ speed</b>	512kbps
<b>Institutional Repository</b>	Under planning
<b>Content management system for e-learning</b>	No such tool has been developed yet
<b>Participation in Resource sharing networks/consortia(like INFLIBNET)</b>	Library is member of INFLIBNET through NLIST programme.

**4.2.5 Provide details on the following items:**

- \* *Average number of walk-ins:*
- \* *Average number of books issued/returned:*
- \* *Ratio of library books to students enrolled:*
- \* *Average number of books added during last three years:*
- \* *Average number of login to OPAC:*
- \* *Average number of login to e-resources:*
- \* *Average number of e-resources downloaded/printed:*
- \* *Number of information literacy trainings organized:*
- \* *Details of “weeding out” of books and other materials:*

**Table 4.6: Details of the average number of walk-ins, average number of books issued/returned, ratio of library books to student's enrolled, average number of books added during last three years, average number of login to OPAC, average number of login to e-resources, average number of e-resources downloaded/printed, number of information literacy trainings organized, weeding out of books and other materials**

<b>Average number of walk-ins</b>	41 walk-ins daily
<b>Average number of books issued/returned</b>	20 daily
<b>Ratio of library books to students enrolled</b>	14:1 (Total no. of books in the library is at present 28700 and it is in the process of enhancement)
<b>Average number of books added during last three years</b>	1001
<b>Average number of login to opac (OPAC)</b>	02
<b>Average number of login to e-resources</b>	Variable
<b>Average number of e-resources downloaded/printed</b>	Variable
<b>Number of information literacy trainings organized</b>	Nil



Central Library

#### **4.2.6 Give details of the specialized services provided by the library**

- \* Manuscripts:**
- \* Reference:**
- \* Reprography:**
- \* ILL (Inter Library Loan Service):**
- \* Information deployment and notification:**
- \* Download:**
- \* Printing:**
- \* Reading list/ Bibliography compilation:**
- \* In-house/remote access to e-resources:**
- \* User Orientation and awareness:**
- \* Assistance in searching Databases:**
- \* INFLIBNET/IUC facilities:**

**Table 4.7: Details of the specialized services provided by the library**

<b>Manuscripts</b>	The library doesn't provide this service
<b>Reference</b>	The library provides this service
<b>Reprography</b>	The library provides this service in the form of photocopy facilities.
<b>ILL (Inter Library Loan Service)</b>	The library doesn't provide this service
<b>Information deploy and notification (Information Deployment and Notification)</b>	The library provides this service
<b>Download</b>	The library provides this service
<b>Printing</b>	The library doesn't provide this service
<b>Reading list/ Bibliography compilation</b>	The library provides Reading list only
<b>In-house/remote access to e-resources</b>	The library provides this service
<b>User Orientation and awareness</b>	The library provides this service
<b>Assistance in searching Databases</b>	This service is provided by the library staff.
<b>INFLIBNET/IUC facilities</b>	The library provides this service

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

- Library provides the 'open-access' system to the students, Teachers & staff. Books are arranged subject wise & kept in glass door Almirahs & racks.
- Library cards are issued to the students. Library clearance is checked by the college-office before issuing admit card for final examination.
- Library staff helps by issuing books on their own cards to those students who are in genuine need beyond the expiry of their membership.
- Library provides separate reading room for students & faculty members.
- The library provides university question papers & syllabus in bound volume to help the students get acquainted in a structured manner with the university curriculum.
- New arrivals of materials are displayed to encourage readers to use the new arrivals.
- Library provides synopsis of printed journals which helps a lot to the users.
- Library collects & preserves publishers' catalogues which help faculty members for book selection.
- There are eight computers with internet connection in the library of which five are used by the students & faculty and three by the staff.

- Library has initiated the automation process.
- Library staff helps the users to trace the books.
- There is a persistent endeavour to maintain peaceful academic environment.

***4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.***

We occasionally find students with visual or physical disabilities. However, the process of lending support and aid to the differently abled students is in the offing.

***4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)***

Yes, the library takes informal feedback from its users in the form of complaints, suggestions and recommendations which is in the process of being supplemented by the installation of suggestion box. The issues are discussed in Library Committee meetings and strategies are taken for improvement after requisite advice from the principal.



*Social Outreach Reference Section, Central Library*

## **4.3 IT Infrastructure**

***4.3.1 Give details on the computing facility available (hardware and software) at the institution.***

- ***Number of computers with Configuration (provide actual number with exact configuration of each available system)***
- ***Computer-student ratio***
- ***Stand alone facility***
- ***LAN facility***
- ***Wi-fi facility***
- ***Licensed software***

• **Number of nodes/ computers with Internet facility**

- Number of computers with Configuration - 41 (details given below)
  - Computer-student ratio – 1:51
  - Stand alone facility - 1
  - LAN facility – The College has LAN facility to provide fast flow of data across computers. There are five separate internet connections through NMEICT. One connection is in the principal’s office. The second one is in the teachers’ room & through LAN bursar’s office is connected. Computers in laboratory are connected through another NMEICT via LAN. Library & Office have separate NMEICT connection each.
  - Wi-Fi facility – This facility will soon be available.
- Licensed software- The College uses different categories of licensed software (details are given below). The college also uses some online free collection software, such as, KOHA, JAVA, Linux operating system, Bengal Word, Avro Keyboard.
- Number of nodes/computers with Internet facility-18

**Available Hardwares**

1. Computer

Sl.	Department	Configuration	Quantity
1	Computer Laboratory	61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor,	18
		845 Mother Board, P4 processor, 1GB RAB, 80 GB HDD	4
2	Library	Server : 85 Mother board, I5 processor, 4GB RAM, 500 GB HDD, 19” Monitor	1
		61 Mother Board, Dual Core processor, 2GB RAM, 500 GB HDD, 19” Monitor	5
		61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor	3
3	Teachers’ Room	61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor	2
4	Bursar office	61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor	3
5	Principal office	61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor	1
6	Administrative office	61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor	2
8	IQAC Cell	61 Mother Board, I3 processor, 2GB RAM, 500 GB HDD, 19” Monitor	2

## 2. Printers/Scanners

	Department	Type	Make	Model	Quantity
1	Principal office	Laser Jet			1
		Scanner jet	Canon	L100	1
		Fax & copier	Panasonic		1
2	Bursar office	Laser Jet	HP	1020	1
3	Teachers room	Laser Jet	HP	1020	1
4	Library	Scanner jet	Canon	L120	1
5	Admin. office	Laser Jet	Canon	2900B	1
6	IQAC Cell	Laser Jet	HP	1020	1

## 3. Teaching-aid hardwares

	Item	Department	Quantity
1	LCD projector	Auditorium	1
		Computer Laboratory	1
2	Photocopier	Library	1
3	Microphone	Auditorium & Smart Classes	4

## 4. Licensed softwares

	Items	Quantity
1	IBS software for online admission	1
2	Software: Quick hill antivirus	3
3	Software: Kaspersky Internet Security	6
4	Tally 9.3 ERP	1
5	COSA	1
6	Payroll	1

### ***4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?***

Computer & internet facility is available for faculty & students within the college campus. Internet access is available through staff room & library terminal for the faculty members. Students in the subject of computer science have their own computer lab, can access computer & internet. All the students can access internet & e-resources through library terminals. Faculty members have their own user ID & Pass word for online e-resources access through NLIST. The off-campus facility is yet to be set up.

### ***4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?***

The college has taken some strategies for upgrading the IT infrastructure like providing internet facility, implementing online admission, installation of Library Management

software in library, installation of DBMS software COSA for computerized salary system, develop an ICT enabled auditorium and a smart class room etc. The institution has some future plans - a) fully automated library system for searching computerized catalogue through OPAC, computerized circulation, online reservation etc b) computerization of office work for fast & effective services to the students.

**4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years) Year Computer Procurement Maintenance Data Entry Total)**

The college aims to prepare and make more use of ICT oriented teaching. There is no fixed budget for procurement, up gradation, deployment and maintenance of computers and their accessories. The college has added number of new computers due to increased demands of different faculties and administration from the fund of UGC & others. Given below a year wise expenses on specific heads.

Year	Heads	Amount
2011-12	-----	-----
2012-13	Computer with accessories	8,33,235/-
2013-14	Computer accessories	5380/-
2014-15	Computer accessories	14,560/-

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

Computers are accessible in most of the departments. The teachers time and again take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The college has Computer facility for its faculty. Faculty members are provided with computers with internet browsing facility for preparation of teaching-learning materials in their respective departments. Projectors are available in the college for use by the faculty. The college also has class rooms equipped with projectors and other audio visual aids.

- The college has internet connected computers as well as LAN facility in computer lab, library, principal's office, bursar's office, teachers' room and administrative office. Internet facility is available for the faculty & students to browse & download study materials, research paper etc.
- Computer laboratory provides excellent academic computing facility to the faculty & students.
- To teach the students in a more illustrative and understandable way, teachers use projector, power point presentations in the class room.



- Access to e-resources using different open source e-journals & N-List programme is available to the faculty as well as students to acquire & update knowledge.
- The library extends computer & internet facility through network resource centre.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The institution keeps the students at the centre of the teaching-learning process. The vision and the mission of the institution have always been conforming to the same. The teachers also feel the need for imparting new form of knowledge and realize that the use of technology has become essential in imparting quality education. With a view to accomplish this, well equipped Computer Labs, LCD projectors are available to the faculty members for effective teaching.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

The college has not yet availed the connectivity through National Knowledge Network.

## **4.4 Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)? Budget Allocated on the following items of the last four years**

	<b>2011-12 (in Rs)</b>	<b>2012-13 (in Rs)</b>	<b>2013-14 (in Rs)</b>	<b>2014-15 (in Rs)</b>
<b>Building</b>	88087	84987	62000	7500
<b>Equipments</b>	-	-	-	-
<b>Furniture</b>	49850	37678	13840	23200
<b>Computer</b>	-	83235	-	6760
<b>Vehicles</b>	-	-	-	-
<b>Any others</b>	-	20727	4971	54800
<b>Total</b>	<b>137937</b>	<b>226627</b>	<b>80811</b>	<b>92260</b>



The Institution has made and has been making adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and utilized for the maintenance. The details of the budget allocated during the last four years are illustrated below:-

***4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?***

There is a full-fledged Development Sub-Committee for Construction and maintenance of physical infrastructure. This Committee supervises construction of new infrastructure and maintenance. This is done through tender or contract system as per norms of Public Works Department, Government of West Bengal.

- College has its own stand-by generator system.
- Maintenance of toilets, bathrooms are done by the staff of the college.
- There is full time security staff for proper security of the college.
- The maintenance of computers and scientific equipments is done by manufacturers or agencies under AMC.

***4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?***

Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building. The laboratory equipments are maintained through college Development Fund and annual grants received from the government. The computers and electronic devices are maintained and repaired through the funds available in the institution. College has following staff:-

- Darwan
- Night guard
- Gatekeeper
- Electric and maintenance cum Gas operator cum Generator operator
- House-keeping

These services are available throughout the day as some of them stay within the campus.

***4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?***

- The college staff keeps a strict vigilance regarding the maintenance and upkeep of the scientific instruments and chemicals. Their repair or replacement, if required, is done immediately.

- During power-cuts, generator facilities are available.
- Each and every computer has a UPS to redress voltage fluctuations.
- There are 3 (Three) overhead water tanks with 1 (One) submersible water pumps for constant supply of water.
- The college has two existing RO water purifiers functioning and the institution pays AMC to the company for the regular and routine check up and upkeep of the purifiers. Moreover, two more RO water purifiers have recently been installed.
- The college has installed eight fire extinguishers in the campus.

## Criterion – V

# Student Support and Progression

### **5.1 Student Mentoring and Support**

#### **5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes. The Institution publishes its updated *Prospectus* at the beginning of every academic year which is issued to the applicants along with the application form for admission. It highlights the following information regarding:

- different courses at the UG-level and PG level, i.e., Honours subjects and combinations of General subjects offered by the College and course structure at PG level (M.Com) including their fee structure;
- the Mission and Vision of the College along with its aims and objectives;
- its administration, administrative policies, details of teaching and non-teaching staff members, rules and regulations, admission process (online), course-curriculum and internal examinations schedule;
- co-curricular activities of the College (N.S.S, Sports, cultural activities, etc.) also finds place in the Prospectus;
- the Academic Calendar consisting of detailed information of College activities during the year round, e.g., Class and examination schedule of the College, tentative dates of publication of College examination results, dates for annual programme, annual sports and dates to commemorate some special events;
- the list of holidays approved by the Governing Body of the College;
- Most of this information along with an e-prospectus is also provided in the college website: “[www.scmhabra.org](http://www.scmhabra.org)”.

#### **5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

**Table 5.1: Details of Institutional Scholarships/free-ships issued to students during the last four years**

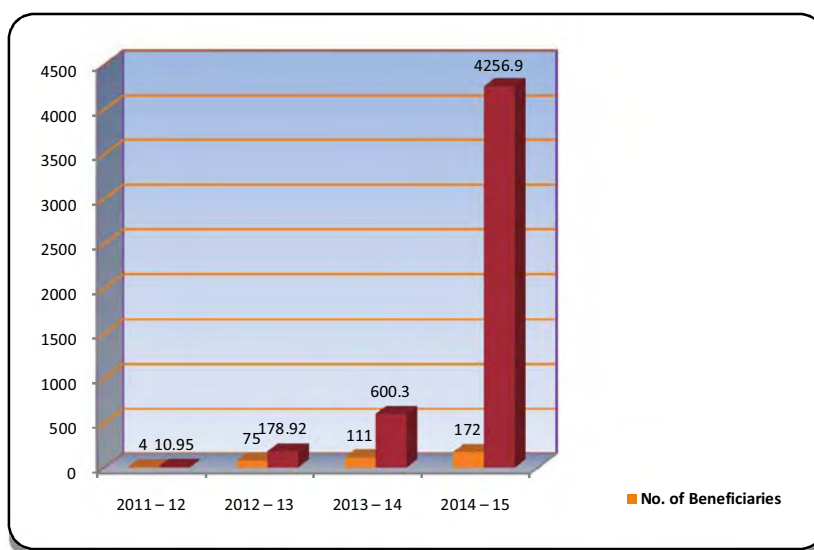
Academic year	No. of beneficiaries	Percentage of beneficiaries among applicants	Total amount scholarships (in Rs.)
2011 – 12	115	100%	52,360/-
2012 – 13	172	100%	67,900/-
2013 – 14	155	100%	65,700/-
2014 – 15	178	100%	75,200/-

**5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?**

**Table 5.2: Details of Scholarships/ financial assistance (eg. Biri-stipend, Minority grant, Kanyashree Prakalpyo, etc), from state government, central government and other national agencies issued to students during the last four years**

Academic year	No. of beneficiaries	Percentage of beneficiaries among applicants	Total amount (in Rs.)
2011 – 12	04	100%	10,950/-
2012 – 13	75	100%	1,78,920/-
2013 – 14	111	100%	6,00,300/-
2014 – 15	172	100%	42,56,900/-

**Figure 5.1: No. of Beneficiaries receiving financial assistance in the last four years:**



#### **5.1.4 What are the specific support services/facilities available for**

- Students from SC/ST, OBC and economically weaker sections
  - Students with physical disabilities
  - Overseas students
  - Students to participate in various competitions/National and International
  - Medical assistance to students: health centre, health insurance etc.
  - Organizing coaching classes for competitive exams
  - Skill development (spoken English, computer literacy, etc.,)
  - Support for “slow learners”
  - Exposures of students to other institution of higher learning/ corporate/business house etc.
  - Publication of student magazines
- 
- **Students from SC/ST/OBC and economically weaker section**

The College timely informs the students of above categories about various facilities provided to them by the Government, the affiliating University (WBSU) and other educational institutions thereby motivating them to avail those facilities. The Institution effectively handles the whole process of collection and allocation of fund regarding grants, scholarships, free studentships etc as far as possible. During 2013-14 and 2014-15, funds from State Government (W.B) in the Kanyashree-project were distributed to a good number of girls’ students of the College and utilised to provide financial assistance to them. Students from those categories are also provided concessions on tuition-fees, examination fees and other fees which are not affordable by them.
- 
- **Students with physical disabilities**

The college is trying its level best to devise a mechanism to provide a sustainable system to the differently-abled students as soon as possible. However, at the time of examination college makes separate arrangement in ground floor and also individualized attention is given by faculty members as far as the class work is concerned.
- 
- **Overseas students**

There has been no overseas student during the last four years.
- 
- **Students to participate in various competitions/ National and International**

The College duly informs, motivates and helps the students to participate in various Sports and Cultural competitions of State and University level.
- 
- **Medical assistance to students health centre, health insurance etc.**

The College sincerely considers the issue of students’ health. Several health facilities like First Aid are provided to the students. All the students are advised

to become member of the Students' Health Home, Government of West Bengal, from which students can avail themselves of free health check-up and treatment. Besides, doctors visit the college on weekly basis where students may avail health check-up facilities. Thalassemia and Health awareness programme have also been organised by the N.S.S unit of the college.

- ***Organizing coaching classes for competitive exams***

The College has not yet started formal coaching classes for competitive examinations but there is a plan to start this effectively in the coming sessions; although the teachers provide a lot of information to the final year students of UG and PG – sections of the College for different type of job-oriented competitive exams.

- ***Skill development (spoken English, computer literacy, etc.)***

The College has also taken steps for development of computer knowledge and other soft skills among the students of several UG-Honours and PG-category. Teachers of different faculties have organized departmental seminars and workshop for their students throughout the year to develop their Computer & IT skills, to improve their communication skills and personality development, etc. Orientation Programmes held for students for learning the use of internet, method of searching books through LAN connected computers from the library. A Computer laboratory for students has been running and a ICT-equipped classroom is set up where several teachers take classes using computer accessories and deliver PPT. lectures.

- ***Support for “slow learners”***

Several departments arrange special classes in and out of the classrooms for the slow learners who response very less and perform poorly in internal exams. Students of different subjects can approach to their teachers personally at any time for their problems, even if it is academic or other socio-economic issues.

- ***Exposure of students to other institution of higher learning/corporate/business house etc.***

The College organizes UGC/College sponsored seminars, workshops to apprise the students about the scope of higher studies. Teachers of different faculties diligently inform, motivate and orient the students to avail various opportunities regarding their higher learning or corporate jobs.

- ***Publication of student magazines***

The College magazine 'Prahnyo' is being published annually from the year 2013. Students and teachers both simultaneously contribute their writings as articles,

poems, etc to enrich the quality of the magazine. Apart from the College magazine, a number of wall magazines are also displayed periodically by the students of various departments.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The college organizes every year Career Development Workshops and Entrepreneurship Motivational Camps, in collaboration with M.S.M.E. Development Institute (under MHRD, Govt. of India).

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- \* additional academic support, flexibility in examinations**
- \* special dietary requirements, sports uniform and materials**
- \* any other**

The College has specific strategies and policies to promote participation of students in various extra-curricular and co-curricular activities:

- **N.S.S Unit:** The College has a N.S.S Unit comprising of 100 volunteers who engage themselves throughout the year in several internal and outreach programme (in the adopted village) like Orientation programme, Blood Donation Camp, Tree plantation, Health awareness programme outside, survey on economical issues, etc under the supervision of their Programme Officer Dr. Suwendu Saha. The objective of such programme is to communicate with the society and realize the social responsibility as well as to streamline the hidden talents of the students. The College also bears the travel expenses of students from the N.S.S grant for their participation in various activities outside the College campus.
- **Cultural Unit:** The Cultural Committee comprises some faculty members and students' representatives like the General Secretary and Cultural Secretary of the Students' Union who organise cultural programmes on multiple occasions throughout the year. The committee also performs sincerely to observe several days like, Independence Day, N.S.S Day, College Foundation Day, Republic Day, International Mother Language Day, etc.
- **Canteen:** A subsidized cheap canteen is situated in the College campus where students and teachers can fulfil their dietary requirements including with pure filtered water and fresh foods.

- **Gymnasium:** The College has a Gymnasium where students of all departments, especially of the department of Physical Education practice and perform physical exercises under the instructor, even beyond their curriculum. It has a multi-gym and instruments to meet the all round requirements of the students.
- **Students' Union:** The College has an active Students' Union comprising of a team of dynamic students who engage themselves in helping students in different ways. They provide Helpdesk to the fresher, organize several programmes, participate in administrative process, communicate with the administration about students' demands and grievances, etc.

***5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.***

After being pass-out from the College, many of the students intend to take admission in Post Graduation in different Universities and opt for several Training courses for their future job-opportunities. The faculties guide the students in this respect. Besides, B.Com (Hons.) pass-out students can take admission in M.Com course in our college. Regarding the jobs in Central and State Government sectors in last four years, students have appeared and a few of them have qualified in different competitive examinations conducted by WBSSC, Defence Sectors, PSC, SSC, PTI, etc. Many of the students have opted for private/corporate jobs in different sectors, like Small business, Industrial sector, Private firms, etc.

***5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc?)***

- **Career Counselling Cell:** The College has a Career Counselling Cell, convened by Dr. S. Saha which conducts discussions, meetings with final year students regarding their future plan, higher studies, job prospect related to their subjects, etc. The faculty also renders Academic Counselling after class hours if and when necessary and also tries to help the students in case of any personal problem.
- **Grievance Redressal Cell:** The College runs a Grievance Redressal Cell consisting of Faculty members and convened by Dr. A. K. Mondal which takes the complaints from the students, communicate with the College authority and try to solve their complaining issues as far as practicable.



- **Anti-ragging Cell:** The College has an Anti-ragging Cell for problems related to any physical or mental harassment caused by senior students to the junior fellows. It is convened by Dr. P. Chattopadhyay and has worked successfully to eradicate this type of problems.
- **Prevention of sexual harassment Cell:** The College has a good number of girls students (37% in 2014-15) as well as Lady-staff whose social respect and security are ensured by the College authority. To ensure these requirements, the College has formed a Prevention of Sexual harassment Cell, convened by Dr. P. De Moitra, is working very seriously to solve this type of superfluous problems.
- **Women's Cell:** The College has a women's cell since 2011. It helps the girls students in their academic problems and various others personal issues.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

The College has no such Campus Placement Cell yet, because of its limitations of job-oriented courses and other capacities. But, there is a plan to build it up in near future. Moreover, better students of this College have a trend to pursue higher studies and job-oriented training courses after the completion of under-graduate course.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years**

Yes, the College runs a Grievance Redressal Cell consisting of Students' Union members, faculty members, convened by Dr. A. K. Mondal. It collects applications on issues, if any, and addresses those grievances as best as it can. As a follow up step, the Cell meets the complainant students in presence of the Principal and takes necessary action. Mentioning the procedural aspect, a few examples may be provided:

- Students often complain about the toilets being dirty. Group-D staffs responsible for cleaning were instructed to do their duty properly.
- The College Canteen was not performing up to the standard. Price was high for some items and there was hardly any variety or choice of food as per students' complaints. The College authority gave a warning to the Canteen-operator and tried to solve the problems.

***5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?***

The College has formed a Prevention of Sexual Harassment Cell, convened by Dr. P. De Moitra. But, no such complaint regarding this issue has been raised.

***5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?***

The college always tries to maintain a good student-friendly atmosphere in its premises. But, still the College has an Anti-ragging Cell headed by a faculty (Dr. P. Chattopadhyay) according to the UGC-norms. At the beginning of every academic year both the fresher and the senior students of the College are made aware of the ragging related rules and regulations by the Cell. The Cell, in its turn, directs the respective departments and the Students' Union to keep close watch on the students and to report immediately the untoward incident, if any, for appropriate action.

***5.1.13 Enumerate the welfare schemes made available to students by the institution.***

The Institution has ensured and made available the following welfare schemes to the students:

- The College always has a regular practice to provide financial assistance to the poor, needy students, in terms of concessions of tuition fees, exam-fees, etc.
- It also provides career counselling to the final year students.
- Free pure water and good Foods are available for them at a subsidized rate in the College Canteen.

***5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?***

The College has an Alumni Association comprising of ex-students who are successful in their professional lives. This association was set up mainly to serve the noble cause of bringing the ex-students into the premises of the College and to utilise their expert knowledge and achievement in various fields of life for the betterment and welfare of the College. It seeks to encourage the students of the College not only in their academics, but also to excel themselves in their future life. They have observed the several programme in the Golden Jubilee year of the College. The Alumni association is in the process of making their association registered under the Societies registration Act.

## 5.2 Student Progression

**5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

**Table 5.3: Student progression in higher studies in the last four years**

Student Progression	Percentage (%)
UG to PG.	10% (approx.)
PG to M.Phil.	N.A
PG to Ph.D.	N.A
Employed:	
♦ Campus selection	♦ Nil
♦ Other than campus recruitment	♦ 20% (approx.)

The overall trend observed through the data reveals the fact that many of the students (Honours graduates) of Sree Chaitanya Mahavidyalaya, prefer to pursue higher studies in the form of doing post graduation in different Universities and Institutes, while some portion (both from Honours and Pass graduates) opt for jobs after their graduation.

**5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district**

The programme wise pass percentage of the students for the last four years is shown below:

**Table 5.4: Pass Percentage of Arts/Humanities departments in the last four years**

Academic Session	B.A (Honours)		B.A (General)	
	Students appeared	Pass percentage	Students appeared	Pass percentage
2011-12	76	100	105	98.1
2012-13	204	98.5	359	96.4
2013-14	238	99.2	629	96.7
2014-15	275	94.5	841	93.6

**Table 5.5: Pass Percentage of Commerce departments in the last four years**

Academic Session	B.Com (Honours)		B.Com (General)	
	Students appeared	Pass percentage	Students appeared	Pass percentage
2011-12	343	98.5	304	94.4
2012-13	429	96.3	406	90.1
2013-14	290	97.6	399	74.2
2014-15	292	96.9	346	74.9

**Table 5.6: Pass Percentage of Science departments in the last four years**

Academic Session	B.Sc (Honours)		B.Sc (General)	
	Students appeared	Pass percentage	Students appeared	Pass percentage
2011-12	130	96.9	39	89.7
2012-13	160	96.9	119	91.6
2013-14	128	95.3	146	95.2
2014-15	100	93	89	98.9

**Table 5.7: Pass Percentage of Post Graduate (M.Com) faculty in the last 4 years**

Academic Session	M.Com	
	Students appeared	Pass percentage
2011-12	NA	NA
2012-13	8	100
2013-14	8	100
2014-15	7	100

**5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

- The Institution strives towards equipping the students with the best in academics. The College offers Postgraduate course (M.Com) in Commerce faculty. The performances of the PG students are more than satisfactory and they are getting jobs from outside the campus.
- The College runs a job-oriented course like 'Food and Nutrition' to facilitate the students with good job opportunities in future.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

- Different departments arrange special classes for slow learners. Teachers also take extra care to such students individually to cater to their specific academic need. Students can interact one to one with their subject teachers regarding any of their individual academic problems.
- The economically weaker students are encouraged to apply for the available scholarships from the Central Government and State Government or any other.
- The College has a regular practice to render an adequate amount of financial aid to many deserving students coming from economically weaker sections of the society through fee waiver scheme of the college throughout the year.

## 5.3 Student Participation and Activities

### 5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Students of Sree Chaitanya Mahavidyalaya are proficient in balancing and excelling in both the curricular activities and co-curricular activities. In the present context a bird's eye view of some of the major events of the cultural and co-curricular activities of the institution is given below:

- The Foundation Day of the College (17<sup>th</sup> August) is observed every year. The college is observing its Golden Jubilee Year of foundation this year. Several programmes have been taken by the college including academic and cultural programme with splendour and magnificence.
- The College celebrates 26th January (Republic Day), 15th August (Independence Day) every year with due respect and gravity of the National commitment. The college also observes 21<sup>st</sup> February (International Mother Language Day), the *Saraswati Puja* with proper respect and solemnity with the help of its disciplined students and its elected Union.
- The N.S.S unit of our college organized several programme throughout this year, like a Blood Donation Camp, a Health Awareness Camp and Tree plantation, Campus cleanliness in a Primary School of the adopted village "Putia" under "Banspole" G.P, Habra-Block-II, a Seminar on Thallesemia-awareness and an AIDS Awareness programme, a Village-Survey on Entrepreneurship Skills and Self Help Groups, etc with a group of fifty energetic and dynamic student-volunteers, guided by their Programme Officer and co-guided by other senior Teachers and Non-teaching Staff of the College.
- The College also encourages the students to take part in seminars, workshops etc. by organizing the same in collaboration with other institutes.

**5.3.2 Furnish the details of major student achievements in co- curricular, extra-curricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

**Table 5.8 : Student achievement in extra and co-curricular Activities**

Session	Subject	No. of Students	Performance
2011 – 12	Games and Sports	01	Awarded medal at the State level.
2012 – 13	Games and Sports	19	Awarded medals in the University level.
2013 – 14	Games and Sports	01	Awarded medal at the State level.
2014 – 15	Games and Sports	08	Awarded medals in the University level.

**Table 5.9: Participation of the students in extra and co-curricular activities held in the College every year**

Sl. No.	Date	Extra and Co-curricular activities	No. of participants (approx.)
1.	12 <sup>th</sup> January	Birthday observation of Swami Vivekananda and Yuva Diwas	200
2.	26 <sup>th</sup> January	Republic Day	100
3.	21 <sup>st</sup> February	International Mother Language Day	100
4.	February	Saraswati Puja	400
5.	15 <sup>th</sup> August	Independence Day	150
6.	17 <sup>th</sup> August	College Foundation Day	300
7.	24 <sup>th</sup> September	N.S.S Day	100
8.	January-February	Annual Sports (Indoor & Outdoor)	200
9.	October-November	Fresher's Welcome Programme	600
10.	October-November	Annual Cultural Programme	600
11.	September	UGC-Sponsored Seminar (Bengali-English)	100
12.	February	UGC-Sponsored Seminar (Commerce)	80

Apart from their participation and achievements shown in the above tables, the students have also participated in various programmes and competitions both outside and in the College.

***5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?***

The College considers the feedbacks from its different stakeholders in the following ways:

- The College takes the feedback from its final year students very seriously. Each year, students are asked to fill up a detailed feedback format by the IQAC and the complaints and suggestions are sincerely taken care of by the Principal. The IQAC visits the departments annually and discusses with the teachers on the specific departmental feedback.
- The College arranges Parent-Teachers meeting at least once every year. The guardians present in the meeting give their feedback and suggestions to the College authority which is minutely taken care of.

***5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.***

The students contribute and actively participate in publishing wall magazines of their respective departments regularly. The Students' Union also has a wall magazine of its own. Students also contribute articles, sketches, paintings etc. in the Annual College Magazine 'Prahnyo'.

***5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.***

- Sree Chaitanya Mahavidyalaya has a formal Students' Union which forms their body through an election as per University rules and regulations and Statute. The local administrations (Police Station and Magistrate-level) are duly informed and their cooperation is considered.
- Students' Union takes part in all academic and other activities of the College. It actively participates in the programmes organised by the College like Annual

Cultural programme, Annual Sports, Annual Intra-college Competition, Programmes on Independence Day, Republic Day, College Foundation Day, etc., whereby continuously maintaining an effective liaison between the teachers and the students. Students' Union also organises programmes like, Fresher's Welcome for the First Year students, Farewell for the Third Year students, *Saraswati Puja* etc.

- For most of the programmes the students get the required fund from the College. The College is proud of the nature and quality of its Students' Union. The Union is absolutely cooperative which may be distinguished as a rare instance.

### ***5.3.6 Give details of various academic and administrative bodies that have student representatives on them***

The following academic and administrative bodies have students' representatives on them:

- Governing Body
- IQAC
- Anti -Ragging Cell
- Women's Cell
- Grievance Redressal Cell
- Hostel Committee
- Academic Sub Committee
- Admission Sub Committee
- Library Sub Committee
- Development and Maintenance Sub Committee
- Prevention of sexual harassment Cell
- Hostel Sub Committee
- S.C/S.T Welfare Sub Committee

### ***5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.***

The registration of the Alumni Association of the College is under process. The members meet once in a year and discuss on various about the college. The association performs several welfare activities and encourage the students of the College not only in their academics, but also to excel themselves in their future life. Apart from the above mentioned programmes, the following programmes, they use to participate, are:



- *College Foundation Day* on 17<sup>th</sup> August, they actively participate in the cultural programme where a good number of Ex-students of the College have a get-together and warm interactions with the new Teachers, Non-teaching Staff and Students of the College.
- *Golden Jubilee Year, 2015*, they have formed a Golden Jubilee Committee and taken an action plan to organize several programmes in the College throughout the year.
- *UGC-Sponsored Seminar*, they are invited in the Seminars which are organized by the IQAC and different departments. Their active and contributory participations are congratulated and appreciated by the College authorities.

### **5.3.8 Any other relevant information regarding Student Support and Progression which the college would like to include.**

The college aims for an all-round development of its students, not only academically, but it thrives to make them socially responsible, environment conscious humans who have a rational and clear moral outlook. Despite of its limited strengths regarding Teaching and Non-teaching Staff, Departments, Students etc, the College authority is very serious about its Academic matters, Regular Classes, University results of the students, their futures. A big number of students coming from economically poor-background family are availing Scholarships and Free-ships as much as practicable on the strength of the College. Though all those are mentioned earlier, but the College authority is honestly thinking and planning to include more steps regarding Student Support and Progression which may be mentioned as follows:

- To generate a Students' Aid Fund where the outside stakeholders, industrialists, local eminent personalities or any other can contribute.
- To instigate more good Job-oriented courses / Technical Training courses for students.
- To make a liaison with government / private Vocational Training Institutes.
- To open a 'Training and Placement Cell' in the College.
- To start more Post Graduate courses (Degree/Diploma) in the near future.

## Criterion - VI

# Governance, Leadership and Management

### **6.1 Institutional Vision and Leadership**

*6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?*

**Sree Chaitanya Mahavidyalaya** (formerly **Sree Chaitanya College of Commerce**) was established in 1965. Located in a semi-urban area, this co-educational college chiefly caters to the need of students hailing from economically weaker and underprivileged section of the society even first generation learners. The motivating spirit of the founders was felt need of providing higher education to the people of this area.

**Vision:**

We envision a vibrant institution that emerge as a centre of excellence in the field of higher education and research, that strive to contribute to the academic and social requirements for a contemporary human-value-based and industry-relevant education, in an innovative learning and teaching environment. Keeping in mind all the factors the vision of our college is to provide higher education which develops potentiality, adaptability and sense of peace, harmony, brotherhood, social justice and nationalism among the students especially the under-privileged section of this locality.

**Mission:**

The college has a mission to coordinate all the stakeholders for overall development of the college through strategic action plan, schedule for future development, effective leadership and participative decision-making process with proper planning and implementation. The following plans, programmes and activities reflect the aims and objectives of the college:

- **To** disseminate higher education among the disadvantaged rural and semi-urban students who hail chiefly from economically backward echelon of society.
- **To** have a special relationship with, and accountable to the students of Sree Chaitanya Mahavidyalaya.

- **To** address to the needs and aspirations of the students in a changing world by way of contemporary human-value-based and industry-relevant education.
- **To** provide an innovative learning and teaching environment through practice in innovative teaching learning methods for the students to initiate their thinking-learning ability.
- **To** support and facilitate research and development activities of the faculty in their research-learning teaching initiatives to enhance the quality of their educational services.
- **To** maintain self integrity through transparent practices of principled action and ethical decision-making.
- **To** link the long term goals of consistent institutional developments with dynamic management practices.
- **To** participate in community development programmes and social services.
- **To** develop as intellectually mature, morally upright, socially responsible and spiritually inspired youth leaders to serve the society.

***6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?***

The Governing Body is at the apex for management and internal policy formation. It is formed as per statute, comprising of two nominees selected by Director of Public instruction, Govt. of West Bengal, two nominees from West Bengal State University, four members from teachers' representative of the college, two members from Non-teaching Staff and one from Students' Union. The President of the Governing Body is an academician, dynamic and very active person.

The following Sub-Committees have been formed by Governing Body for smooth functioning of the college:

- (i) Finance Sub Committee
- (ii) Academic Sub Committee
- (iii) Admission Sub Committee
- (iv) Selection Sub Committee
- (v) Purchase Sub Committee
- (vi) Library Sub Committee
- (vii) Development and Maintenance Sub Committee
- (viii) Anti-Ragging Cell
- (ix) Prevention of sexual harassment Cell
- (x) Grievance Redressal Cell
- (xi) Hostel Sub Committee
- (xii) Provident Fund Sub Committee
- (xiii) Women's Cell
- (xiv) S.C/S.T Welfare Sub Committee

The Convenors of these committees are all faculty members and other teachers and non-teaching staff are the members of these committees. They meet periodically to discuss the related affairs and communicate their observations and suggestions to the Governing Body through the Principal and the teacher representatives of the Governing Body.

Important decisions regarding administrative affairs and policy matters are taken in the regular meetings of the Governing Body. The Principal of the college is the academic as well as the administrative head and supervises academic and administrative matters, chairs all committees. He is also the drawing and disbursing officer of the institution. He motivates the staff and students for the enhancement of the quality of learning and teaching in the college. In addition, the quality objectives of the college and the implementation are reviewed by the Governing body and by the IQAC (since its formation).

### **6.1.3 What is the involvement of the leadership in ensuring:**

- *the policy statements and action plans for fulfillment of the stated mission*
- *formulation of action plans for all operations and incorporation of the same into the institutional strategic plan*
- *Interaction with stakeholders*
- *Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders*
- *Reinforcing the culture of excellence*
- *Champion organizational change*

### **The policy statements and action plans for fulfilment of the stated missions**

- Principal of the college, in assistance with internal members of the Governing Body supervises over the day-to-day functioning of the college.
- Plans and policies adopted by the authority are communicated to the relevant sections of the student and the staff immediately. Principal keeps constantly in touch with the Teachers' Council, Non-teaching staff and Students' Union.
- The collective efforts of the sub-committees, departments and individuals concerned play a crucial role for the all round development of the college.

### **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The action plans for all operations are formulated and incorporated through meeting of the Governing Body and Teachers' Council. Midterm and annual tests are held according to the schedule prepared by West Bengal State University. Seminars, awareness programmes, and other like programmes are held periodically at national, state, college and departmental levels by the college. Proposals for financial grants are placed before the UGC and State Government for updating Library, Laboratory

equipments, and Computerisation, etc. Action plans are also prepared for the works related to construction, renovation and modernization of the college.

### **Interaction with stakeholders**

Interactions with all the stake holders such as, students, parents, and governmental bodies are done on different occasions by the college and their valid opinions and ideas are considered while framing future plans.

### **Students**

Students are at the centre of focus for any academic institution. Our college nurtures this idea and as a result values the opinions and needs of the students. Teachers-Students meetings are held at least once in a year regarding the overall academic ambience. Suggestion/Complaint Boxes are kept near the Principal's office. Students have the full freedom to talk with the Principal regarding any college related matters during working hours.

### **Parents**

The college authority considers that the role of parents is very important in the overall progress and development of the students. For this reason the college authority organizes meetings at least once in a year with parents to discuss students' progression. Besides, Parents/guardians are allowed to meet and share their ideas and suggestions with the Principal and the teachers on any day of the week at any time. Parents are also contacted immediately in case of any exigency.

### **Alumni**

Sree Chaitanya Mahavidyalaya Alumni Association is an active organization. The association meets once in a year in its Annual Alumni meet where the alumni give their suggestions and ideas for the development of the college.

### **Staff**

Faculty members and non-teaching staff and other support staff are the strong pillars of the college and they get due importance from the college authority. The Principal who is the President of the Teachers' Council meets regularly with the faculty members in the meeting of the Teachers' Council. The Principal also organises regular staff meetings to keep the staff updated about the changes and developments of the institution. They also share their views and ideas for day to day functioning of the college.

### **Local Community**

Local community comprises of donors, patrons, eminent persons, local administration, and well wishers who offer their valuable suggestions and ideas during interaction with the Principal and the college tries to consider those while framing future action plans.

### **Governmental Body**

Higher Education Council, Govt. of West Bengal, Director of Public Instructions, Govt. of West Bengal and West Bengal State University hold meeting in need with the college to implement their circulars and decisions. The college also put their views and problems before them.

### **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The Governing Body and the Principal provide proper support for policy and planning. Meetings are held from time to time with all the stakeholders to discuss the requirements and needs of the different departments. Interface discussions with the students are also conducted as the situation demands.

### **Reinforcing the culture of excellence**

The college authority always tries to inculcate among the functionaries a culture of excellence. Meritorious students after being identified are always inspired to excel. Faculty members are encouraged to participate in the international and national conferences and seminars and to carry out research activity to cultivate excellence. Faculty members who obtain award and/or any research degree are honoured at the meetings of Teachers' Council.

### **Champion organizational change**

The Governing Body prepares plans and policies in such a way that the students get high quality education at an affordable cost. Based on the current needs, the Governing Body in consultation with the Principal and the staff members develops infrastructural facilities and introduces new courses. The Principal plays active and positive role towards the organizational development. The Principal, faculty members, other staff of the college, and students union and through various Sub-Committees plans the curricular, co-curricular and extra-curricular activities of the college. Recently the following organisational changes took place in the college:

- Post Graduate Course in Commerce introduced from the session 2011-12.
- Introduction of Under Graduate Honours Course in Food and Nutrition in 2007-08, Bengali in 2010-11, English in 2012-13, History in 2012-13 and Under Graduate General Courses in Mathematics in 2010-11, Computer Science in 2010-11, Sanskrit in 2012-13.
- Gymnasium is provided for the students.
- College has provided computer facility for the teachers and students.
- College has launched a lucrative website with updated database.
- College has successfully incorporated computerised office system.
- College has successfully incorporated automation in library.

- Organise social awareness and health related programmes like, Observance of World Aids Day, Awareness Programme cum Seminar on Thalassaemia, Blood Donation Camp, etc.
- Implementation of Govt. Schemes like, *Kanyasree Prakalpo*, Scholarships, etc. for the benefit of the students.
- College has provided concession to the needy students after proper scrutiny.

**6.1.4 *What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?***

The college adopted following procedures for effective implementation and improvement of policies and plans from time to time:

- The Principal of our college sincerely instructs the teachers and other staff members to take up their responsibilities as per the action plan, curricular plan.
- Principal regularly checks up academic calendars.
- Principal and Governing Body of the college closely monitor and evaluate the adopted plans and policies.
- Immediate action is taken through discussion with the respective Heads of the Departments, Faculty of all departments and Administrative Staff in case of any exigencies.
- Financial transactions are carried out as per the resolutions of the Finance Sub-Committee and Governing Body.
- The college has a running mechanism to collect feedback from the stakeholders and based on the feedback, policies are reviewed and reframed, if necessary.

**6.1.5 *Give details of the academic leadership provided to the faculty by the to management?***

The heads of all departments put their suggestions to improve and to make better the academic atmosphere of the college. The top management in this direction resorts to the following steps.

- Departments are allowed freedom to conduct College Level, State Level and National Level Seminars, Workshops, Conferences, Symposia etc.
- Faculty members are also encouraged to take Minor/Major Research Projects funded by the UGC.

- Governing Body of the college grants permission to publish journals with ISSN from college fund.
- Computer facilities and internet facilities are provided to the faculty members and the students.

#### ***6.1.6 How does the college groom leadership at various levels?***

The Governing Body of Sree Chaitanya Mahavidyalaya thinks that decentralisation of authority and responsibility is the key factor of success of any organisation. For this reason the college grooms leadership at various levels in the following ways:

- Different committees are constituted to implement the plans and policies of the college. Each faculty is provided with an opportunity to be a member of various sub-committees. The teachers carry out the tasks assigned to them in addition to their teaching responsibilities.
- The college encourages the growth of leadership qualities in the staff by entrusting the right person with the right assignment. Office works are decentralised among the staff members under the supervision of Head Clerk. These include admission process, registration, internal assessment, processes related to university examinations, development of infrastructural facilities etc.
- Accountant is fully responsible for preparation of accounts and regularly places the same for audit by the approved auditor of the Govt.
- The Students' Union of our college provides a better platform to groom leadership qualities among the students. Students get actively involved in the organization of various programmes and activities in the college.
- Students are enrolled in the NSS unit of the college to participate in the various NSS programmes under the leadership of Programme Officer. Students get involved in extension activities conducted inside and outside the college. Moreover, students are encouraged and provided opportunity to participate in seminars, quizzes, and debate competition recitation. As a whole, these efforts are to promote students' self development and inculcate a sense of responsibility as a member of the society.
- The staff and students interact with the Principal and various committee members and this helps to groom the leadership at various levels in the college.

#### ***6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?***

Delegation of authority is the key to any organisation. Delegation refers primarily to the entrustment of responsibility and authority from one individual to another. The



institution delegates authority and provide operational autonomy to the departments/units by the following way:

- Every Department has full liberty so far as teaching and learning are concerned, such as preparation class routine, choice of papers or subjects for teaching in the class, set up syllabus for every class tests etc.
- Requisite arrangements are there for meeting advanced or backward students outside the class.
- At present college has only one Post Graduate Department i.e. Department of Commerce. Department is given operational autonomy regarding framing of thrust areas of teaching, choice of books etc. Faculty is also empowered to put their suggestions in the context of appointment of Guest Faculty.
- NSS Programme Officer has operational autonomy to organise different programmes of NSS throughout the year.

***6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.***

Management by participation is the modern technique of successful running of any organisation. Yes, Sree Chaitanya Mahavidyalaya also promotes a culture of participative management for the improvement and smooth functioning of the college.

- The composition of the Governing Body of the college reflects the representation of all layers of stakeholders.
- The academic and administrative works of the college are decentralised through a number of statutory committees and different sub-committees. Teachers and non-teaching staff are the members of the different committees.
- College has a tradition to delegate the charge of Secretary of the Teachers' Council, Centre-in-Charge of the University Examinations and Programme Officer of NSS Unit by rotation according to seniority. In this way every teacher can participate in the Governance and Leadership of the college.
- College seeks feedback and suggestions from Alumni, Parents and Students for the academic interest of the students as well as all round development of the college.

## ***6.2 Strategy Development and Deployment***

***6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?***

Yes, the objective of the college is to disseminate higher education among the disadvantaged rural and semi-urban students along with other students. Academic

management is done as per the guidelines of the West Bengal State University. However, quality depends on the existence of good policy as well as effective implementation of the policy.

Governing Body of the college is the highest decision making body. Plans and policies are framed by the Governing Body and are thus driven, deployed and reviewed. The Principal is responsible for execution of the said policies with the help of teachers, non-teaching staff and Students' Union.

Moreover, IQAC monitors the entire activity and coordinates the stakeholders so as to create better academic atmosphere and promote holistic progress of students and over all development of the college.

***6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.***

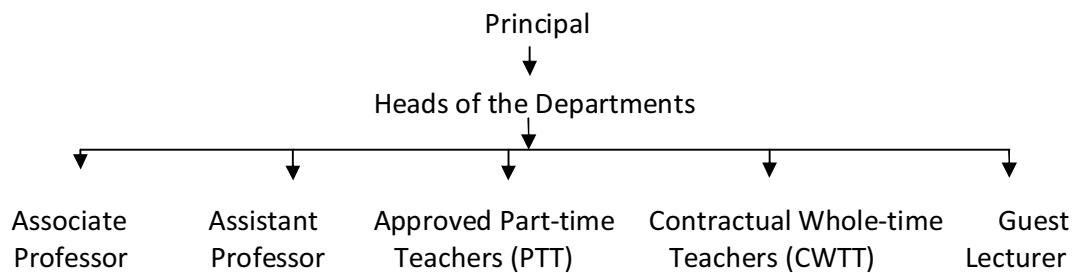
In 2015, the college enters its Golden Jubilee Year having a glorious past and prepares itself for a vibrant and challenging future. Yes, the college has the following perspective plan for further academic growth and infrastructure development:

- To introduce more subjects at the U.G. level.
- Purchasing more books and journals.
- Modernization of existing Laboratories of the college.
- Constructing smart class room.
- Emphasis given on publication of Books and Journals with ISBN and ISSN.
- Introduction of more scholarships and concessions to incentivise the marginal students
- Availing of UGC minor projects and other research programmes.
- Proposals for construction of more class rooms.

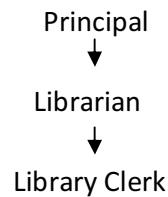
***6.2.3 Describe the internal organizational structure and decision making processes.***

In the internal organizational structure of the college, the Governing Body as the apex of the decision making authority. The Principal is empowered by G.B. to implement plans and policies adopted in the G.B. meeting. Different Sub-committees, Teachers' Council and other staff assist the Principal in this respect. Secretary, Teachers' Council acts as the linkman between the Teachers and the Principal. Similarly the Principal supervises the administrative affairs through Head Clerk, Accountant and the Bursar. The internal organisation chart is given below.

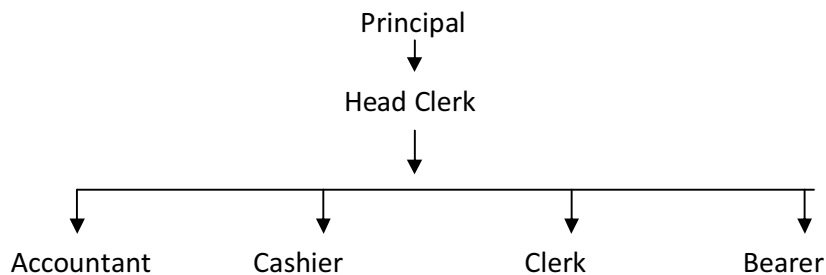
### Organisational Structure of Teaching Staff



### Organisational Structure of Library Staff



### Organisational Structure of Non-teaching Staff



**6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following**

- **Teaching & Learning**
- **Research & Development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**

#### **Teaching and learning**

The college has ten departments under undergraduate course consisting of B.A., B.Sc. and B.Com Honours and General and One Post Graduate department in Commerce. These departments are taught by qualified and efficient teachers who are continuously at their best for the benefit of the students of the college.

The following measures are adopted for quality improvement in teaching and learning:

- The IQAC meets once a month and discusses various matters relating to curriculum changes and developments to the current needs.
- Apart from conventional teaching methods the college is using modern teaching aids, i.e. LCD projector through power point presentation increasingly in classes.
- In addition to class room lectures, the students are encouraged to participate and present papers in seminars, conferences, workshops, etc.
- The lab based departments of the college are provided with spacious and well-equipped laboratories for practical classes.
- The college has its own Website and E-mail ID which provides and receives up-to-date information on all its day-to-day activities.
- The Central Library of our college is very spacious and well lighted and has adequate reading room facilities.
- The teachers regularly meet advanced and backward students outside classroom.

### ***Research & Development***

- The UGC sub-committee, senior teachers and Principal facilitate, monitor and encourage the research activities in the college. They meet regularly to discuss about various plans to promote research and motivate the faculty for academic advancement. Faculty members have undertaken Minor projects funded by UGC.
- The college encourages faculty to act as books and journal editors and gives financial support to the faculty members for publishing books and journals with ISBN and ISSN.
- Providing required permission to attend Orientation Programmes, Refreshers Courses and workshops organized by the Academic Staff Colleges of different Universities.
- The faculty members are encouraged to organise National Seminars on contemporary research areas.
- The faculty members are also encouraged to participate and present papers in the National and International Seminars.

### ***Community engagement***

The college has one NSS Unit under supervision of West Bengal State University and run by the Programme Officer. The *Putia* village under *Banspole* Gram Panchayat has been adopted under the unit. Different programmes like, Blood Donation Camp, different health related programmes, etc. are undertaken in the college and adopted in the village for promoting community and social services.

### ***Human Resource Management***

The requirement of teachers and non teaching staff is assessed by the college on the basis of student strength, vacancies arising due to retirement and death, etc., and also as per workload norms prescribed by the University, UGC and Govt. of West Bengal.

Teaching and non-teaching posts are sanctioned by the Directorate of Public Instruction, Govt. of West Bengal strictly followed by 100 point roster. For recruitment of permanent teaching faculty, the list of eligible candidates is recommended by the West Bengal College Service Commission. For recruitment of Guest teaching faculty candidates are interviewed by a selection committee consisting of Principal, HOD, University nominees approved by the University and the selection is to be approved by the Governing Body. Approved non-teaching posts are filled up from employment exchange and/or through advertisements in leading dailies. The college encourages faculty in both to attend orientation/refresher courses, and engaged in research oriented programme to enrich Human Resource Management.

The teachers of the college are provided with computer, internet, LCD projector to facilitate teaching.

### **Industry interaction**

As our college is primarily running UG courses, there is limited scope for industry interaction. However, the students of Department of Food and Nutrition visit industries, farms and research laboratories for their project work and case studies as per syllabi of West Bengal State University.

#### ***6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?***

- The Head of the institution i.e. Principal is the Ex-officio Chairman of the different sub-committees. During the meeting of the different sub-committees he collects reports of the activities of all the committees and cells.
- IQAC conducts parent-teachers meeting on regular basis. The parents/guardians are allowed to share their ideas and suggestions. Co-ordinator, IQAC reports the same immediately to the principal.
- Principal also maintains personal contacts with the students, teaching and non-teaching staff, parents and public also to review the teaching quality and extra-curricular activities, infrastructural facilities etc. through interactive modes.
- Collected reports and feedback he conveys in the meeting of the Governing Body for discussion and review of policies.

#### ***6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?***

The Governing Body always encourages and supports the involvement of the staff for improving of the effectiveness and efficiencies of the institutional processes. The

Governing Body with the help of the Principal, the Secretary of the Governing Body involves the staff members through various committees e.g. Finance Sub-committee, Academic Sub-committee, UGC Sub-Committee, Development Sub-committee, Purchase Sub-committee Promotion, Grievance Cell, Women Cell, etc. constituted by the Governing Body. The suggestions of the different sub-committees are taken into consideration and decisions are taken accordingly.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The Management Council (Governing Body) of the College, during the session 2014-15, adopted quite a few resolutions for developing infrastructure and increasing academic opportunities. Work is in progress for materializing the plans. The resolutions made by the Management Council in the last year are as follows:

**Table 6.1: The resolutions made by the Management Council in the last year**

Sl.	Resolutions made by the Governing Body	Status of Implementations
1	Formation of Internal Quality Assurance Committee (IQAC).	Formed
2.	Construction of Auditorium	Completed
3.	Girls Hostel	Completed
4.	Smart Class Room	Completed
5.	Construction of Boundary Wall	Work in progress
6.	Painting of College Premises	Completed

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?**

At present, West Bengal State University has made no provision for recommending a college for claiming autonomy. Therefore, no efforts were made by the college in obtaining autonomy.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The Grievance Redressal Cell is constituted by the Governing Body to redress the grievances of the students and staff. Students can also express their grievances in writing and drop them in the grievance/suggestion box in front of the Principal's room for quick redressal of problems.

Grievances/complaints received from students and staff members are placed by the Grievance Redressal Cell before the respective committees for redressal and necessary action is taken to promote better stakeholder relationship.

***6.2.10 During the last four years, had there been any instances of court case filed by and against the institute? Provide details on the issues and decisions of the courts on these?***

No, during the last four years there have not been any instances of court cases filed by and against the college.

***6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?***

Yes, The College has a mechanism for analyzing student feedback on institutional performances. The college invites feedback from the students in prescribed form at the end of each academic year on the institutional performance. The identity of the students is not disclosed. Secrecy is maintained strictly in this regard. The feedbacks are analysed by the Principal and forwarded to IQAC for proper consideration. If necessary, IQAC forwards the matter to the G.B. meeting for discussion and suggestions.

## ***6.3 Faculty Empowerment Strategies***

***6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?***

The following efforts are made by the college to enhance the professional development of its teaching and non-teaching staff.

- The faculty members are given permission to participate Seminars and workshops.
- Computer training is given to the non-teaching staff for administrative works.
- They are encouraged to participate in workshops on their capacity building. The college provides infrastructure and space to carry out the teaching and other administrative work of the staff effectively.
- College is trying to provide separate rooms for each department for their official works through construction of new rooms.

***6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?***

The focus of the college is to motivate its staff for involvement and active participation in all round development of the college.

- The college authority provides encouragement and assistance to the faculty members to carry out all sorts of research activities.
- The college provides required permission and sanctions leave to attend Orientation Programmes, Refreshers Courses and workshops organized by the Academic Staff Colleges of different Universities.
- Faculty members are encouraged to undertake more Minor and Major Research projects funded by UGC, CSIR, etc.
- The teaching and the non-teaching staff of the college are always motivated to participate in their respective capacity building programmes.

***6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.***

Performance based appraisal system (PBAS) of the faculties is maintained only in promotional cases. Teachers fill up self assessment forms at the time of placement at higher scale, mainly for CAS (Carrier Advancement Scheme), and it checked and verified by the IQAC cell. The selection / screening committee consisting of University Nominee and the Govt. Nominee for placement and promotion interviews the teacher-candidate and recommends for promotion.

***6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?***

The IQAC and management make an assessment of these performance appraisal reports and accordingly take major decisions for the promotions of the teachers. The feedback received from students are analysed by the IQAC and the management and these are communicated to the appropriate stakeholders.

***6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?***

The welfare scheme available for teaching and non-teaching are as follows:

- The college grants ex-gratia to the non-teaching staff members.



- Group-D staffs are provided dresses in winter in every three years.

### ***6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?***

The College considers the suggestions and ideas of senior faculty regarding teaching and learning. Faculties are given opportunities to take up research projects by providing adequate infrastructure and space, good work culture, academic freedom, encouragement to participate in seminars are also provided to attracting and retaining eminent faculty. The college already engaged two eminent faculties for the Post Graduation course in Department of Commerce.

## ***6.4 Financial Management and Resource Mobilization***

### ***6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?***

The College has following mechanism to monitor the effective and efficient use of financial resources:

- Finance Sub-committee holds regular meeting for recommendation of fund for various purposes.
- The Governing Body approves the recommendation of Finance sub-committee.
- Development & Maintenance Sub-committee, Purchase Sub-committee and Library Sub-committee purchase various items through maintaining proper procedure.
- Receipts and Payments of the college are channelized via Bursar and Accountant headed by the Principal.
- UGC grants are spent as per UGC guidelines.

### ***6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.***

At present the college has no mechanisms for internal audit. However, the college has a mechanism for external audits.

- The External audit is done as per the government rules. Department of Public Instruction, Government of West Bengal appoint Government auditor for audit the account of the college.
- The audit is in progress for the session 2014-15.
- There were no major objections raised by the auditor.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major source of institutional receipts/funding are as follows:

- Tuition and other fees collected from the students at the time of admission are the important source of revenue of the college. At present 50% of the collected tuition fees is remitted in the government treasury account.
- UGC grants are another major source of fund.
- Government of West Bengal provide funds for infrastructural development and other purposes occasionally.
- There is no deficit as per the income expenditure statement.
- Audited income and expenditure statement of academic and administrative activities for the year 2011-12, 2012-13 and 2013-14 are enclosed in the Annexure.
- Audit work for the year 2014-15 is in progress.

**Table 6.2: Statement of audited income and expenditure of academic and administrative activities of the previous three years**

Heads		2011-12	2012-13	2013-14
State Govt.	Amount Received	1,12,74,482	1,03,13,761	1,59,59,140
	Amount Spent	1,22,35,440	1,24,02,401	1,44,98,013
UGC	Amount Received	7,99,493	7,03,500	7,95,996
	Amount Spent	14,67,486	19,40,332	1,15,200

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).** NA

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

***b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?***

***c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.***

***d. How do students and alumni contribute to the effective functioning of the IQAC?***

***e. How does the IQAC communicate and engage staff from different constituents of the institution?***

- a) Yes, the IQAC of Sree Chaitanya Mahavidyalaya has been established in 2015 as per guideline of the NAAC. The IQAC has taken following salient steps:
- The college always aspires for quality improvement in higher education.
  - The IQAC is worth trying to develop several quality benchmarks for the various academic and administrative activities of the college.
  - Emphasis has been given in teaching learning and evaluation, student involvement and participation in varied student related activities of the college and communication with parents.
  - It monitors promotion and innovations in co-curricular and extra-curricular activities of the college.
  - Organised Awareness Programme on Anti-Ragging.
  - To introduce student feedback procedure.

***b) How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?***

The following decisions of the IQAC have been approved by the management/authorities for implementation:

- Promotion of Research and Publication by faculty.
- Construction of Smart Class Room.

***c) Does the IQAC have external members in its committee? If so, mention any significant contribution made by them.***

According to the guideline of NAAC, the IQAC has two external members who offer valuable suggestions and contributions towards quality improvement of the academic environment and overall development of the college. The two members are (1) Sri Barun Das and (2) Smt. Anindita Mukherjee.

***d) How do students and alumni contribute to the effective functioning of the IQAC?***

- The students of the college give various suggestions regarding construction of more class rooms, improvement of examination system, library services, canteen services, etc.
- The Convenor of Alumni Association holds meeting with the members to discuss about the developments of the college. The members of the alumni discussed among themselves how the college gets various helps from the alumni who are established in different fields.

***f) How does the IQAC communicate and engage staff from different constituents of the institution?***

The IQAC is formed according to the guidelines by UGC consisting of senior teachers, non-teaching staff and students. The IQAC also incorporated ex-teachers, ex- non-teaching staff, and alumni in their team and engage themselves for betterment of the college. The decisions of IQAC are discussed in the meeting of the Teachers' Council and meeting with the non-teaching staff and students and subsequently plans and programmes communicated to the concerned persons.

***6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.***

Yes, the college have an integrated framework for Quality Assurance of the academic and administrative activities.

- Statutory bodies like the Governing Body, Teachers' Council, Finance Committee, Academic Committee, Students' Union, etc. work together to achieve advancement of the quality assurance in the academic and administrative affairs of the college.
- The feedback received from different stakeholders like, students, Parent-Teachers meeting, Grievance Redressal Cell, are taken into consideration by IQAC. Alumni of the college also offer their suggestions. Principal, as the head of institution, conveys the valuable suggestions to the Governing Body, if required.

***6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact***

- The authority of the college encourages the faculties to participate in Orientation and Refresher Courses to enrich themselves to discharge their academic responsibilities in an effective manner.
- College arranges for necessary trainings programmes for implementation of online admission process, office automation, etc. for the non-teaching staff.

- The authority of the college deputed faculties to the workshops related with the 2<sup>nd</sup> cycle NAAC assessment organised by different institutions.
- The IQAC organised a seminar on how to prepare SSR and face the NAAC assessment.

***6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?***

There is no formal system of submission of Academic audit to the university but Teachers' Council and Principal of the college periodically review the matter and subsequently necessary action taken.

***6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?***

The University Grants Commission, West Bengal State Council of Higher Education, Higher Education Department, Government of West Bengal and West Bengal State University are the external quality assurance agencies/regulatory authorities of the college. The college strictly follows guide-lines of UGC, instructions of West Bengal State Council of Higher Education, Higher Education Department and Statute of West Bengal State University for improvement.

***6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?***

The undergraduate course consisting of B.A., B.Sc. and B.Com Honours and General and One Post Graduate Course in Commerce are taught by qualified and efficient teachers who are continuously worth trying for the benefit of the students of the college. The administrative and academic departments are reviewed by the college to ensure that quality is sustained in all the areas related to its functioning. IQAC has been constituted to monitor the teaching-learning process and quality education.

The following plans are adopted by IQAC for quality improvement in teaching and learning:

- The IQAC meets regularly and discusses various matters relating to curriculum changes and developments to the current needs.
- IQAC plans for introducing more teaching aids to improve the teaching- learning process.
- It encourages students to participate in seminars, inter –discipline interaction, workshops etc. to increase awareness on social and academic issues.

- It arranges the system of teacher's evaluation by students aiming for improving the overall quality of the college.
- It always takes care for improving infrastructural facilities in terms of space, equipment, laboratories etc.
- It organizes parent teacher meetings for exchange of ideas relating to teaching-learning process.

***6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?***

The quality assurance policies, mechanisms and outcomes of the college are communicated to the internal and external stakeholders in the following way:

- Through the members of IQAC.
- By uploading notices in the college website and in the notice board, and through SMS and E-mail information.
- Later on the policies are discussed in details in the meetings of the Teachers' Council and meeting of the different sub-committee.

## Criterion – VII

# Innovations and Best Practices

## **7.1 Environment Consciousness**

### **7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?**

The college has eco-friendly environment since its inception. The college is situated in a semi-urban area. The college is yet to devise a proper mechanism of Green Audit. However, the college authority has made the campus as a plastic free zone and usage of plastic bags are completely prohibited in the college. The N.S.S unit of our college is completely maintaining a cleanliness drive towards making the college campus waste free and eco-friendly. The college also maintains valuable medicinal and nice flower gardens. The NSS Unit adopted a village for their various programs which are conducted by them over the year. They conduct programs like cleaning, plantation and other developmental works.

### **7.1.2 What are the initiatives taken by the college to make the campus eco friendly?**

- \* Energy conservation**
- \* Use of renewable energy**
- \* Water harvesting**
- \* Check dam construction:**
- \* Efforts for Carbon neutrality:**
- \* Plantation**
- \* Hazardous waste management**
- \* e-waste management**

- The college is situated in a semi-urban area surrounded with fresh air and full sunlight. Class rooms are very much airy and well lighted. The college is planning to use CFL and other less energy consumable lights as soon as possible. There are several measures taken to save electricity.
- College authority has a plan for installation of solar energy system.
- The college has taken some measures to reduce emissions of carbon-dioxide by making the campus smoke free.
- Dead leaves and plastics are fully cleaned.

- Plantation is a regular feature in our NSS programme schedule.
- The college has planned for the management of e-wastes generated by computers and office electronic equipments through external agency.

## **7.2 Innovations**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

#### **Innovations introduced during last four years are listed below:**

- Online admission process has been introduced in the college in 2015.
- New departments like (Honours in English and History, General courses in Education, Sanskrit and Post graduate course in Commerce) have been introduced in last four years.
- Automation of the Office has been done this year.
- A well-equipped Auditorium (with 400 seats) is constructed in 2014.
- Automation and reprographic facilities (photocopy) are introduced in the college.
- Students' Feedback is collected and subsequent measures are taken accordingly.
- A Smart classroom is built up and students are benefitted with it.
- An Alumni association which is going to be registered under Societies Act.
- Parent-teacher's meeting is organized by IQAC cell for getting feedback from the parents about teaching and other sides they want to share with the teachers.
- UGC-sponsored seminars are organized by the departments of Bengali, English and Commerce where a good number of students have also participated.

## **7.3 Best Practices**

### **Best Practice - I**

- 1. Title of the Practice**
- 2. Goal**
- 3. The Context**
- 4. The Practice**
- 5. Evidence of Success**
- 6. Problems Encountered and Resources Required**
- 7. Notes (Optional)**

### **Best Practice - II**

- 1. Title of the Practice**
- 2. Goal**
- 3. The Context**



- 4. *The Practice*
- 5. *Evidence of Success*
- 6. *Problems Encountered and Resources Required*
- 7. *Notes (Optional)*
- 8. *Contact Details*

## **Best Practice - I**

### **1. Title of the Practice**

*“Almost Cent percent Occupancy of classes, even in the absence of assigned faculty.”*

### **2. Goal**

Steadfastness of the Teaching-Learning process should be a preliminary objective of any educational institution. We strive our level best to prevent the loosening of this process.

### **3. 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. At this backdrop, it is one of the best of our intentions and perseverance to retain the students in the class, so that they get zealously involved in the basic pre-condition of being in the college.

### **4. 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.

### **5. Evidence of Success**

The Students’ Register and the result of the students in the university examinations will substantially say it all. Even the students, after closely observing the endeavour of the teachers become proactive regarding the occupancy of the classes.

### **6. Problems Encountered and Resources Required**

In the wake of any best endeavours, problems crop up. We have to cater to a large number of students with a dismal number of teachers and limited resources. Each and every department is short of its optimum faculty member and the college is striving to get its optimum size of physical infrastructure.

### **7. Notes (Optional)**

## **Best Practice - II**

### **1. Title of the Practice**

**“Exhaustive Concession to the need based students after thorough counselling.”**

### **2. Goal**

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

### **3. 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.

### **4. 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 thorough counselling for concessions regarding their tuition fees, exam fees, etc.

### **5. Evidence of Success**

Students’ drop-out rate due to economically backward conditions of their family is mostly arrested.

### **6. Problems Encountered and Resources Required**

In the wake of any best endeavours, problems crop up. We have to cater to a large number of economically backward class students with our limited college fund.

### **7. Notes (Optional)**

**Contact Details:**

**Name of the Principal:** Dr. Chintaharan Sengupta

**Name of the Institution:** Sree Chaitanya Mahavidyalaya

**City:** Habra -Prafullanagar

**District:** North 24 Parganas

**State:** West Bengal

**Pin Code:** 743263

**Accredited Status:** B

**Work Phone:** 03216-237189

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**Website:** [www.scmhabra.ac.in](http://www.scmhabra.ac.in)

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**Mobile:** 09674616284.

## **D. Evaluative Reports of the Departments**

**DEPARTMENT OF BENGALI**

**DEPARTMENT OF ENGLISH**

**DEPARTMENT OF HISTORY**

**DEPARTMENT OF COMMERCE**

**DEPARTMENT OF SCIENCE**

**DEPARTMENT OF FOOD & NUTRITION**

## D. Evaluative Report of the Departments

### DEPARTMENT OF BENGALI

1. **Name of the Department:** BENGALI

2. **Year of Establishment:** Introduction of Honours Course-2010

Introduction of General Course- 2007

3. **Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**

- B.A. Honours Course
- B. A. General Course

4. **Name of Interdisciplinary courses and the departments/units involved:** Nil

5. **Annual/ semester/choice based credit system (programme wise):** Annual

6. **Participation of the department in the courses offered by other departments:** Nil

7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
Nil

8. **Details of courses/programmes discontinued (if any) with reasons:** Nil

9. **Number of teaching posts:**

Teaching posts	Sanctioned	Filled
Professor/s	NA	NA
Associate Professor/s	01	01
Asst. Professor/s	01	01

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Student guided for the last 4 years
Dr. Piyali De (Maitra)	M.A., B.Ed, Ph.d.	Associate Professor	Drama	18	-
Ms. Sarada Mahata	M.A., M. Phil	Asst. Professor	Drama	05	-

Dr Rini Gangopadhyay	M.A., M.Phil, Ph.D.	Guest Lecturer	Modern Poetry	03	-
Susmita Seth	M.A., B.Ed	Guest Lecturer	Bengali Literature of Medieval Age	03	-

**11. List of senior visiting faculty:** Nil

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** 30%

**13. Student -Teacher Ratio (programme wise):**

Programme	Ratio
Honours in Bengali	42.5:1
General in Bengali	170:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** Nil

**15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M. Phil/PG.:**

Name	Qualification
Dr. Piyali De(Maitra)	M.A., B.Ed, Ph.D
Ms.Sarada Mahato	M.A., M. Phil
Dr Rini Gangopadhyay	M.A., M.Phil, Ph.D
Ms. Susmita Seth	M.A.

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** Nil

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil

**18. Research Centre /facility recognized by the University:** Nil

**19. Publications:**

**a. Publication per faculty:**

**b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international):**

**c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

**d. Monographs**

- e. Chapter in Books:**  
**f. Books Edited:**  
**g. Books/ Journals with ISBN/ISSN numbers with details of publishers:**  
**h. Citation Index: Citation Range**  
**i. SNIP Range**  
**j. SJR Range**  
**k. Impact factor Range**  
**l. h-index**

Faculty	a.	b.		c.	d.	e.	f.	g.	h.	i.	j.	k.	l.
		b1	b2										
Dr.Piyali De(Maitra)	09	0	0	0	0	4	1	4	0	0	0	0	0
Ms.Sarada Mahato	09	01	0	0	0	1	0	7	0	0	0	0	0
Dr Rini Gangopadhyay	06	0	0	0	0	0	0	6	0	0	0	0	0
Ms. Susmita Seth	09	0	0	0	0	1	0	8	0	0	0	0	0

**20. Areas of consultancy and income generated:** Nil

**21. Faculty as members in**

**a) National committees:** NIL

**b) International Committees:** NIL

**c) Editorial Boards:** NIL

**22. Student projects:**

**a. Percentage of students who have done in-house projects including inter departmental / programme:** Nil

**b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies:** Nil

**23. Awards/ Recognitions received by faculty and students:** Nil

**24. List of eminent academicians and scientists/ visitors to the department:** Nil

**25. Seminars/ Conferences/Workshops organized & the source of funding**

**a) National:**

UGC sponsored Two-day National Seminar on "Humour: Effect in Literature, Stage & Screen" by the Department of Bengali (in collaboration with the Dept. of English) on 13th -14th November, 2014.

**b) International:** Nil

**26. Student profile programme/course wise: 2015-16**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage 2015
			*M	*F	
B.A. Honours	257	78	27	51	98.2%
B.A. General	352	343	151	192	81.8%

\*M=Male, \*F=Female

**27. Diversity of Students:**

Name of the Course	% of students from the same state	% of students from other States	States % of students from abroad
Honours in Bengali	100%	0%	0%
General in Bengali	100%	0%	0%

**28. How many students have cleared national and state competitive examinations such as NET, SET, GATE, Civil services, Defence services, etc.**

We are yet to develop a mechanism to keep any carrier related record of our students who have completed their U.G. courses from our college.

**29. Student progression:**

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

**30. Details of Infrastructural facilities:**

**a) Library:** Apart from the Central Library the department does not have its own library. The Central Library has sufficient number of text & reference books .

**b) Internet facilities for Staff & Students:** Internet access facility is available in Central library for the staff & students.



c) **Class rooms with ICT facility:** 01

d) **Laboratories:** Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Students of the college are receiving scholarship from different sectors, but department wise data are not available.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** A departmental seminar was held on 9<sup>th</sup> October 2015 on 'Bengali Short Story & Bengali Rhyme'. Special Lectures are going to be organized by distinguished faculty members of different Universities.

**33. Teaching methods adopted to improve student learning:**

- Demonstration method
- Question-answer method
- Assignments and Projects.
- Interactive session in the classroom.
- Chalk and Talk method in the Lecture delivery process.
- Group discussions.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Done centrally, under the aegis of the college, not by the Department.

**35. SWOC Analysis of the department and Future plans:**

**Strength:**

1. Highly qualified and dedicated faculty
2. Huge demand for this subject
3. Very strong and laudable teacher-student relationship.
4. Zealous participation of all students in the departmental activities.

**Weakness:**

1. Insufficient infrastructure, specially the lack of space, i.e. class rooms
2. Insufficient full time teachers

**Opportunity:**

1. With the help of the highly qualified faculty and good numbers of quality students we are planning to open Post Graduate course –M.A. in this subject
2. Can introduce an exchange programme whereby teachers from neighboring colleges and universities can be invited for a series of lecture on relevant subjects as a teachers thus invited will be making presentations or delivering lecture on their core areas, the students will greatly benefit without the department having to overhaul the faculty.

**Challenges:**

1. There are Honours in Bengali in almost all the colleges in the locality; hence there is a disguised challenge to admit the quality students.

***Future plan:***

- Enhancement of horizontal linkages with other institutions;
- We are trying our level best to initiate the process of opening a departmental library;
- Teacher exchange programme;
- Start a departmental journal;
- Organize more International, National & State Level seminars
- Opening of the P.G. Course is under serious consideration.

## DEPARTMENT OF ENGLISH

1. **Name of the Department:** English
2. **Year of Establishment:** Introduction of Honours Course-2012  
Introduction of General Course- 2010
3. **Names of Programmes /Courses offered:**
  - B.A. Honours in English,
  - B.A. General , English
4. **Names of the interdisciplinary courses and departments:** N.A.
5. **Annual / Semester/ choice based credit system:** Annual
6. **Participation of the department in the courses offered by other departments:**  
English department is thickly involved with the different departmental activities of another literature department-the department of Bengali and vice versa
7. **Courses in collaboration with other universities etc.:** N.A.
8. **Details of courses /programmes discontinued (if any), with reasons:** N.A.
9. **Number of teaching posts:**

Teaching posts	Sanctioned	Filled
Professor/s	NA	NA
Associate Professor/s	00	00
Asst. Professor/s	02	02

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M.Phil. etc.)**

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. Of Students guided for the last 4 years
Dr. Prasenjit Chattopadhyay	M.A., Ph.D.	Assistant Professor	American Literature, Literary Theory & Criticism, Diaspora Literature	15 Years	N.A.
Sri Nimai Chandra Mondal	M.A.	Assistant Professor	Indian English Literature, European Drama	01 Years	N.A.

11. *List of Senior Visiting Faculty:* NIL
12. *Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:* N.A.

13. *Student Teacher ratio (programme wise):*

Programme	Ratio
Honours in English	53:1
General in English	79:1

14. *Number of academic support staff (technical) and administrative staff; sanctioned and filled:* N.A.

15. *Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M. Phil/PG.:*

Name	Qualification
Dr. Prasenjit Chattopadhyay	M.A., Ph.D
Mr. Nimai Chandra Mondal.	M.A.,

16. *Number of faculty with ongoing projects from a) National b) International Funding agencies and grants received:* NIL

17. *Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:* NIL

18. *Research Centre /facility recognized by the University:* 0

19. *Publications:*

a) *Publication per faculty*

b) *Number of papers published in peer reviewed journals (national- b1 /International-b2) by faculty and students c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.):* NIL

d) *Monographs*

e) *Chapter in Books*

f) *Books Edited*

g) *Books/ Journals with ISBN/ISSN numbers with details of publishers*

h) *Citation Index: Not found*

i) *SNIP: Source Normalized Impact per Paper is not much easy to know. Hence the exact SNIP cannot be furnished.*

j) *SJR: Do*

k) *Impact factor: Do*

l) *h-index: It's nearly impossible to accurately describe a scholar's career with a single number. Like all metrics, the h-index is not perfect;*

Faculty	A	b1	b2	c	d	e	f	g	h	i	j	k	l
Dr Prasenjit Chattopadhyay	09	0	0	0	0	3	1	5	0	0	0	0	0

20. *Areas of consultancy and income generated:* NIL

**21. Faculty as members in**

**a) National committees b) International Committees c) Editorial Boards....**

- i) **Dr Prasenjit Chattopadhyay**, Member, Editorial Board, Impression-The Journal. The interdisciplinary journal of Sree Chaitanya Mahavidyalaya
- ii) Member, Shakespeare Society of Eastern India.

**22. Student projects**

- a) Percentage of students who have done in-house projects including interdepartmental/ b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: NIL**

**23. Awards / Recognitions received by faculty and students: NIL**

**24. List of eminent academicians and scientists / visitors to the department:**

NIL

**25. Seminars/ Conferences/Workshops organized & the source of funding**

- a)** UGC sponsored Two-day National Seminar on “Humour: Effect in Literature, Stage & Screen” by the Department of English (in collaboration with the Dept. of Bengali) on 13th -14th November, 2014.

- b) International: NIL**

**26. Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. Honours	126	56	12	44	100%
B.A. General	15	15	6	9	81.8%

\*M = Male \*F = Female

**27. Diversity of Students**

Name of the Course	% of students from the same	% of students from other	% of students from abroad
U.G. Honours	100%	0%	0%
U.G. General	100%	0%	0%

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

As the First Batch of Honours students have cleared their U.G. Honours Courses and a pretty number of them are studying P.G. , they are not eligible for academic competitive examinations like NET/ SLET/SET.

Other than this, no students from the department have cleared other national and state level competitive examinations.

**29. Student progression**

Student progression	Against % enrolled
UG to PG	60%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
<b>Employed</b>	NIL
Campus selection	
Other than campus recruitment	
Entrepreneurship/Self-employment	-

**30. Details of Infrastructural facilities**

**a) Library:** Apart from the Central Library the department does not have its own library. The Central Library has sufficient number of text & reference books

**b) Internet facilities for Staff & Students:** YES

**c) Class rooms with ICT facility:** 01

**d) Laboratories:** N.A.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

Students of the college are receiving scholarship from different sectors, but department wise data are not available.

**32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:** A departmental seminar was held on 15<sup>th</sup> October 2015 on 'Modern View on Metaphysical Poetry, Literatures Matters Today, Science Fiction etc.'. Special Lectures are going to be organized by distinguished faculty members of different Universities.

**33. Teaching methods adopted to improve student learning:**

- Learner centric IT oriented teaching methodology with stress on assignments.
- Emphasis on self-learning and appropriate testing system.
- Assignments and Projects.
- Remedial Coaching
- Debates and interactive session in the classroom.
- Chalk and Talk
- Group discussions.
- Interaction method

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Done centrally, under the aegis of the college, not by the Department.

### 35. *SWOC Analysis of the department and Future Plans*

**Strength:**

1. Excellent bonhomie between teachers in the Department.
2. Very strong and laudable teacher-student relationship.
3. Zealous participation of all students in the departmental activities.

**Weakness:**

1. Paucity of faculty in the Department
2. Inadequate books in the Central Library
3. The percentage of the students' presence in the classroom plummets.

**Opportunities:** Can introduce an exchange programme whereby teachers from neighboring colleges and universities can be invited for a series of lecture on relevant subjects. As a matter of reciprocity, the college can extend the same services to other colleges as a part of the extension programme. There is a clear opportunity for organizing more students' seminars to incentivize as well as to show case their skill and attainments. Once the programme is extended to the students of the neighboring colleges, brighter students will have a strong impetus to improve themselves As there are two more literature departments, Bengali and Sanskrit, the department is outstandingly poised to coordinate the efforts of these departments for further exploration. Many such opportunities exist, no doubt; therefore, new ventures are going to be relatively easy as they are essentially green-field ventures.

**Challenges:** The major challenge for the department is to ensure that the ratio between classes taken and classes allotted must be improved and the department would be able to cover the entire syllabus. Another challenge is to warrant greater involvement of the students in the process of teaching and learning. The yardstick to judge a student's accomplishment will solely repose on the end – term results, which, given the predictability of university question and the stress on the rote learning, really does not count for much. Finally, the department must devise means to make learning a continuous process and an enjoyable experience. The department, with its limited resources, cannot drastically turn things around, but it can experiment with more student – centric learning.

#### **Future plan:**

- Enhancement of horizontal linkages with other institutions;
- To initiate the process of opening a departmental library;
- Teacher Exchange Programme;
- Start a departmental journal;
- Organize more International, National & State Level seminars
- Opening of the P.G. Course is under serious consideration.

## DEPARTMENT OF HISTORY

**1. Name of the Department:** History

**2. Year of Establishment:** Introduce General Course - 2010

Introduce Honours Course - 2012

**3. Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**

- B.A. Honours Course
- B.A. General Course

**4. Name of Interdisciplinary courses and the departments/units involved:** Nil

**5. Annual/ semester/choice based credit system (programme wise):** Annual System

**6. Participation of the department in the courses offered by other departments:** Nil

**7. Courses in collaboration with other universities, industries, foreign institutions, etc:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts:**

Teaching posts	Sanctioned	Filled
Professor/s	0	0
Associate Professor/s	0	0
Asst. Professor/s	0	0
Contractual Whole Time Teacher (Approved)	01	01

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Student guided for the last 4 years
Ms. Sayantani Bhattacharya	M.A., M.Phil	CWTT (Govt. approved)	Social history of Science and technology	05	Nil
Ms. Debarati Das	M.A., B. Ed	Guest Lecturer	Early Medieval India	03	Nil

**11. List of senior visiting faculty:** Nil

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** 33%



**13. Student -Teacher Ratio (programme wise):**

Level of Study	Ratio
Honours	33.5:1
General	285:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** Nil

**15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M. Phil/PG.:**

Name	Qualification
Sayantani Bhattacharya	M.A., M. Phil
Debarati Das	M.A., B. Ed

**17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** Nil

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil

**18. Research Centre /facility recognized by the University:** Nil

**19. Publications:**

*a. Publication per faculty:*

*b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international):*

*c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)*

*d. Monographs*

*e. Chapter in Books:*

*f. Books Edited:*

*g. Books/ Journals with ISBN/ISSN numbers with details of publishers:*

*h. Citation Index: Citation Range*

*i. SNIP Range*

*j. SJR Range*

*k. Impact factor Range*

*l. h-index*

Faculty	a.	b.		c.	d.	e.	f.	g.	h.	i.	j.	k.	l.
		b1	b2										
Sayantani Bhattacharya	4	0	0	0	0	0	0	4	0	0	0	0	0

**20. Areas of consultancy and income generated:** Nil

**21. Faculty as members in**

**a) National Committees**

Sl No	Name of the Faculty	Name of the Committee
1	Sayantani Bhattacharya	a. Indian History Congress b. Institute of Historical Studies

b) *International Committees*: Nil

c) *Editorial Boards*: Nil

**22. Student projects:**

a. *Percentage of students who have done in-house projects including inter departmental / programme: Compulsory Paper for III<sup>rd</sup> Year Students on Environmental Studies:* b. *Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies:* NIL

**23. Awards/ Recognitions received by faculty and students:**

Sl No	Name of the Students	Awards/ Recognitions	Year
1	Kumar Joy Halder	Awarded the rank of Orange Belt/10 <sup>th</sup> KYU organized by International Karate Organization (Nepal)	2014

**24. List of eminent academicians and scientists/ visitors to the department:** NIL

**25. Seminars/ Conferences/Workshops organized & the source of funding**

a) *National*                      b) *International*: Nil

**26. Student profile programme/course wise: 2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage 2015
			*M	*F	
B.A. Honours	38	34	17	17	100%
B.A. General	201	201	98	103	81.8%

\*M=Male, \*F=Female

**27. Diversity of Students:**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Honours Course	100%	0%	0%
General Course	100%	0%	0%

**28. How many students have cleared national and state competitive examinations such as NET, SET, GATE, Civil services, Defence services, etc.** Nil

**29. Student progression:**

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

**30. Details of Infrastructural facilities:**

- a) **Library:** Apart From the Central Library the department does not have its own library. The Central Library has sufficient numbers of text & reference books in both English & Bengali version.
- b) **Internet facilities for Staff & Students:** Internet access facility is available in Central library for the staff & students.
- c) **Class rooms with ICT facility:** 01
- d) **Laboratories:** Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Students of the college are receiving scholarship from different sectors, but department wise data are not available.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** NIL

**33. Teaching methods adopted to improve student learning:**

- Question-answer method
- Debates and interactive session in the classroom.
- Chalk and Talk method in the Lecture delivery process.
- Group discussions.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Done centrally, under the aegis of the college, not by the Department.

**35. SWOC analysis of the department and Future plans:**

**Strength:**

1. Highly qualified and dedicated faculty
2. Huge demand for this subject

**Weakness:**

1. Insufficient infrastructure, specially the lack of space, i.e. class rooms
2. Insufficient full time teachers

**Opportunity:**

If we get sufficient numbers of Full Time faculty from the West Bengal College Service Commission, the Department will be enriched automatically.

**Challenges:**

1. There are Honours in History in almost all the colleges in the locality; hence there is a disguised challenge to admit the quality students.

**Future Plans:**

1. To organize UGC sponsored Seminar.
2. To organize excursion in historical sites.
3. To set up a Departmental Library.

## DEPARTMENT OF FOOD AND NUTRITION

<b>1. Name of the Department</b>	Department of Food & Nutrition.	
<b>2. Year of Establishment</b>	2006-07	
<b>3. Names of Programmes/Courses Offered (UG, PG)</b>	UG, B.Sc (Honours&Gen)	
<b>4. Names of Interdisciplinary courses and departments involved</b>	N.A	
<b>5. Annual/ Semester/choice based credit system(programme wise)</b>	B. Sc, <b>Food &amp; Nutrition</b> (Honours& Gen):Annual Examination: Part-I, Part-II & Part-III	
<b>6. Participation of the department in the courses offered by other departments</b>	Food & Nutrition is offered as a general subject for the following pass subjects- Human Development, Chemistry, Physical Education, and Computer Science.	
<b>7. Courses in collaboration with other Universities, industries, foreign institutions etc.</b>	N.A	
<b>8. Details of courses/programmes discontinued (if any) with reasons</b>	N.A	
<b>9. Number of teaching posts sanctioned</b>		
	<b>Sanctioned</b>	<b>Filled</b>
Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	NIL	NIL

### **10. Faculty Profile With Name, Qualification, Designation, Specialization, (D. Sc/D. Litt/Ph. D/M. Phill.etc)**

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of PhD Students Guided for the last 4 years
Adrita Das	M.Sc in Food & Nutrition	CWTT (unapproved)	Clinical Nutrition	7 Years	-
Biswanath Bhowmik	M.Sc in Zoology, Regd for PhD in University of Kalyani from 2014.	CWTT (unapproved)	Zoology (Entomology: Insect of Agriculture and Public Health Importance)	6 Years	-

Bula Dey	M.Sc in Food & Nutrition	CWTT (unapproved)	Food & Nutrition	5 Years	-
Kuntal Das	M.Sc in Biochemistry	Guest Lecturer	Biochemistry	4 Years	-
Debajyoti Bhattacharya	M.sc in Physiology	Guest Lecturer	Physiology	1 Year	-
Tanushree Bose (Das)	M.sc in Physiology	Guest Lecturer	Physiology	1 Year	-
Swoni Bhattacharjee	M.Sc in Food & Nutrition	Guest Lecturer	Food & Nutrition	½ Year	-

**11. List of Senior Visiting Faculty** Nil

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** 100%

**13. Student -Teacher Ratio (programme wise)**

Programme	Ratio
Honours in Food & Nutrition	10:1
General in Food & Nutrition	11.5:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** 03 (Technical)

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

Name	Qualification
Adrita Das	M.Sc in Food & Nutrition
Biswanath Bhowmik	M.Sc in Zoology
Bula Dey	M.Sc in Food & Nutrition, MPhil
Kuntal Das	M.Sc in Biochemistry
Debajyoti Bhattacharya	M.Sc in Physiology
Tanusree Bose (Das)	M.Sc in Physiology
Saoni Bhattacharya	M.Sc in Food & Nutrition

**18. Number of faculty with ongoing projects from a) National b) International**

**19. funding agencies and grants received:** Nil

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil

**18. Research Centre /facility recognized by the University:** Nil.

**19. Publications:**

- a) *Publication per faculty :*
- b) *Number of papers published by faculty and students in peer reviewed journals (b 1 : national / b 2 : international) :*
- c) *Number of publications listed in International Database (for Eg. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Science Directory, EBSCO host, etc)*
- d) *Monographs :*
- e) *Chapter in Books*
- f) *Books Edited :*
- g) *Books with ISBN / ISSN NUMBER WITH DETAILS OF PUBLISHERS :*
- h) *Citation Index :*
- i) *SPINRange*
- j) *SJRRange*
- k) *Impact factor*
- l) *H-index*

Faculty	a	b 1	b 2	c	d	e	f	g	h	i	j	k	l
Adrita Das	2	-	-	-	-	-	-	2	-	-	-	-	-
Biswanath Bhowmik	8	4	2	-	-	-	-	2	-	-	-	-	-
Bula Dey	1		-	-	-	-	-	1	-	-	-	-	-
Kuntal Das	2	-	-	-	-	-	-	2	-	-	-	-	-

**20. Areas of consultancy and income generated:** Nil

**21. Faculty as members in:** a) *National committees* b) *International Committees* c) *Editorial Boards:* Nil

**22. Student projects:** Yes, our students (Food & Nutrition) have participated in various nutritional household projects.

a) *Percentage of students who have done in-house projects including inter departmental/programme-*100% of the final year students do their projects in their final session of the course.

b) *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies.-* Yes, our science students visit many industries and agencies like Raja Biscuit factory, Milk factory like Dairy farm at Dankuni & Haringhata in West Bengal.

**23. Awards / Recognitions received by faculty and students:** Nil

**24. List of eminent academicians and scientists / visitors to the department:**  
Nil

**25. Seminars/ Conferences/Workshops organized & the source of funding:** Nil

**26. Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
U.G.- Food & Nutrition:2015-16 (Hons)	31	29	02	27	96%
U.G.- Food & Nutrition:2015-16 (Gen)	36	35	03	32	91%

\*M = Male \*F = Female

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
U.G. (B.Sc.) Hons. + Gen.	100	0	0

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?**

We are yet to develop a mechanism to keep any carrier related record of our students who have completed their U.G. courses from our college.

**29. Student progression**

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

**30. Details of Infrastructural facilities**

a) **Library:** Apart from the Central Library the department does not have its own library. The Central Library has sufficient number of text & reference books, both kinds of books are available in Bengali and English version.

b) **Internet facilities for Staff & Students:** Sufficient

c) **Class rooms with ICT facility:** 01

d) **Laboratories:** F&N laboratory, Physiology laboratory, Biochemistry laboratory, Chemistry and computer science laboratory are well equipped.

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Students of the college are receiving scholarship from different sectors.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** NIL

**33. Teaching methods adopted to improve student learning –**

a) Traditional lecture method. Apart from class room teaching with conventional

method with 'Chalk and Talk' & laboratory based practical method.

b) Group discussion, Question Answer Method.

c) Fieldwork & visits to different food processing factories.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** NA

**35. SWOC analysis of the department and Future plans**

**Strength:**

1. Qualified, efficient and dedicated faculty
2. Huge demand for this subject in this College, because there is no other colleges in the locality, which offers this course.

**Weakness:**

1. Insufficient infrastructure, specially the lack of space, i.e. class rooms
2. Insufficient full time teachers

**Opportunity:**

We have already got affiliation from West Bengal State University to open the M.Sc. Course; but we are not in a position to open that due to the lack of full time faculty. We expect that the problem will be solved shortly.

**Challenges:** As the college chiefly Huge amount is charged to the students (it is being a laboratory based subject) which is very much painstaking to the students/parents because most of them come from the financially poor community.

**Future Plans:**

1. To organize more special classes or seminar with external experts.
2. Scientific coaching programs.
3. We have get affiliation for PG courses of Food & Nutrition from WBSU. We ensure to carry on the course with full effort in near future. Enhancement of horizontal linkages with other institutions;
4. We are trying our level best to initiate the process of opening a departmental library;
5. Teacher exchange programme;



## DEPARTMENT OF COMMERCE

**1. Name of the Department:** COMMERCE

**2. Year of Establishment:** 1965 with the Introduction of the Course, B. Com.

**3. Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**

- B. Com General Course
- B. Com Honours Course
- M. Com. (Accounting & Finance Group)

**4. Name of Interdisciplinary courses and the departments/units involved:** Nil

**5. Annual/ semester/choice based credit system (programme wise):** Semester based system.

**6. Participation of the department in the courses offered by other departments:** Nil

**7. Courses in collaboration with other universities, industries, foreign institutions, etc:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts:**

Teaching posts	Sanctioned	Filled
Professor/s	Nil	Nil
Associate Professor/s	2 + 1(Principal)	3 (Including 1 on lien)
Asst. Professor/s	4	4

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Student guided for the last 4 years
Dr. Tapas Saha (On Lien)	M.Com, M.Phil, Ph.D	Associate Professor	Accg. & Finance	18	-
Dr. Ashoke Kumar Mondal	M.Com, ACMA, Ph.D	Associate Professor	Accg. & Finance	15	-
Dr Suvendu Saha	M.Com, ACMA, Ph.D	Assistant Professor	Accg. & Finance	14	-
Sri Sanjib Talukdar	M.Sc, M.Phil.	Assistant Professor	Statistics & Econometrics	12	-
Sri Santanu Mondal	M. Com, B. Lib.	Assistant Professor	Accg. & Finance	01	-

Dr. Sukumar Pal	M.Com, Ph. D	Assistant Professor	Accg. & Finance	14	-
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**11. List of senior visiting faculty:**

Name	Qualification	Designation	Specialization	Years of Experience
Dr. Amit Mazumder	M. Com, M. Phil, Ph. D	Assistant Professor	Accounting & Finance	10
Prof. Pranab Mukherjee	M. Com, ACMA	Assistant Professor	Accounting & Finance	13

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**

Name	Qualification	Designation	%age of lectures delivered	Practical classes handled
Sri Sanjoy Lal Das	M. Com, B. Ed	PTT	06	Nil

**13. Student -Teacher Ratio (programme wise):**

Level of Study	Ratio
B. Com. General	172 / 6 = 29:1
B. Com. Honours	258/ 6 = 43:1
M. Com.	8/ 6 = 1.33:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** No technical staff is required and administrative staff is not assigned separately but one senior teacher is assigned for PG course as Co-coordinator.

**15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M. Phil/PG.:**

Name	Qualification
Dr Chintaharan Sengupta	M.Com, Ph.D., FCA
Dr. Tapas Saha (On Lien)	M.Com, M. Phil, Ph. D
Dr. Ashoke Kumar Mondal	M.Com, ACMA, Ph. D
Dr Suvendu Saha	M.Com, ACMA, Ph. D
Sri Sanjib Talukdar	M. Sc, M. Phil.
Sri Santanu Mondal	M. Com, B. Lib.
Dr. Sukumar Pal	M.Com, Ph. D
Sri Sanjay Lal Das	M.Com , B.Ed

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**

Name of Faculty	Status	Title of project	National/ International	Funding agency	Grants received
Sri Sanjib Talukdar	Ongoing	Impact of NREGA on Rural Economy: Theory and Empiric	National	UGC	68,000/-

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil**

**18. Research Centre /facility recognized by the University: Nil**

**19. Publications:**

a. Publication per faculty:

b. Number of papers published by faculty and students in peer reviewed journals

(b 1: national / b 2: international):

c. Number of publications listed in International Database (e.g Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d. Monographs

e. Chapter in Books:

f. Books Edited:

g. Books with ISBN/ISSN numbers with details of publishers:

h. Citation Index: Citation Range

i. SNIP Range

j. SJR Range

k. Impact factor Range

l. h-index

Faculty	a.	b.		c.	d.	e.	f.	g.	h.	i.	j.	k.	l.
		b1	b2										
Dr Chintaharan Sengupta	11							7	0	0	0	0	0
Dr. Tapas Saha (On Lien)	08				1			7	0	0	0	0	0
Dr. Ashoke Kumar Mondal	05							5	0	0	0	0	0
Dr Suvendu Saha	07					04	01	02	0	0	0	0	0
Sri Sanjib Talukdar	04		01			06	04		0	0	0	0	0
Sri Santanu Mondal	01							01	0	0	0	0	0
Dr. Sukumar Pal	09	01				07	02		0	0	0	0	0

**20. Areas of consultancy and income generated: Nil**

**21. Faculty as members in a) National committees b) International Committees c) Editorial Boards: Nil**

**22. Student projects:**

**a. Percentage of students who have done in-house projects including inter departmental / programme:** Cent percent of the students of M. Com. and B. Com (Hons) compulsorily carry out in-house projects as part of their course curriculum.

**b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies:** Nil

**23. Awards/ Recognitions received by faculty and students:** NIL

**24. List of eminent academicians and scientists / visitors to the department:** NIL

**25. Seminars/ Conferences/Workshops organized & the source of funding**

**a) National:**

Title of Seminer/Workshop	Organized by	Date	Source of Fund
“ Traditional Indian Philosophy and Business Ethics”	Sree Chaitanya Mahavidyalaya	27-28 February, 2015	U.G.C.

**b) International:** Nil

**26. Student profile programme/course wise: 2015-16**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage 2015
			*M	*F	
B.Com. General	48	46	31	15	42.9%
B. Com. Honours	116	116	95	21	98.5%
M. Com.	13	08	05	03	100%

\*M=Male, \*F=Female

**27. Diversity of Students:**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Com. General	100	Nil	Nil
B. Com. Honours	100	Nil	Nil
M. Com.	100	Nil	Nil

**28. How many students have cleared national and state competitive examinations such as NET, SET, GATE, Civil services, Defence services, etc.?:**

Sl. No.	Name	Department	Year & Examination
At present we are not in a position to develop the system so that we can get the information readily but we are trying to develop such system.			

**29. Student progression:**

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

**30. Details of Infrastructural facilities:**

**a) Library:** The Central Library has sufficient no of text & reference books in both English & Bengali version. Besides reading room facility, the student can take two books at a time for their home issue for 15 days.

**b) Internet facilities for Staff & Students:** Internet access facility is available in Central library for the staff & students.

**c) Class rooms with ICT facility:** 02

**d) Laboratories:** Not required.

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Students of the college are receiving scholarship from different sectors, but department wise data are not available. The college also provides financial assistance in the form of concession in tuition fees on the basis of merit cum means.

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** A departmental seminar was held on 'Tax Consciousness Programme', 'Computer Trading', & Career Planning for Commerce Students'.

**33. Teaching methods adopted to improve student learning:**

- Learner centric IT oriented teaching methodology with stress on assignments.
- Emphasis on self-learning and appropriate testing system.
- Assignments and Projects.
- Debates and interactive session in the classroom.
- Chalk and Talk
- Group discussions.
- Interaction method
- Question-answer method

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The students are the cadres of our NSS scheme

### **35. SWOC analysis of the department and Future plans:**

#### **Strength:**

1. Qualified, efficient and dedicated faculty
2. There is a moderate demand for the subject

#### **Weakness:**

1. Lack of sufficient number of quality students
2. For M.Com, there is a lack of expert Guest faculty as the college is at a remote place from Kolkata.

#### **Opportunity:**

We have opened M.Com Course and it is running smoothly. The students of U.G. level of our college and from the adjacent area are getting the scope of Higher Studies.

#### **Challenges:**

Gradual decrease in the demand for the subject because the students of rural area prefer to get the job of school teaching which is very much poor in Commerce. Moreover the scope of getting clerical jobs has decreased due to the use of computers in commercial houses.

#### **Future Plan:**

- The department plans to introduce integrated Ph.D. course for the Commerce students
- The college initiates the departmental faculty to supervise the Ph.D. scholars under West Bengal State University.
- More ICT enabled teaching and learning aids are to be introduced.

## DEPARTMENT OF PURE SCIENCE

**1. Name of the Department:** PURE SCIENCE

**2. Year of Establishment:** Introduction of General Course-2011

**3. Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**

- B. Sc General Course

**4. Name of Interdisciplinary courses and the departments/units involved:**

- B.A.
- B.Com.
- M.Com.

**5. Annual/ semester/choice based credit system (programme wise):** Annual

**6. Participation of the department in the courses offered by other departments:** Nil

**7. Courses in collaboration with other universities, industries, foreign institutions, etc:** Nil

**8. Details of courses/programmes discontinued (if any) with reasons:** Nil

**9. Number of teaching posts:**

Teaching posts	Sanctioned	Filled
Professor/s	N.A.	N.A.
Associate Professor/s	0	0
Asst. Professor/s	01	01
CWTT	02	02

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Student guided for the last 4 years
Pulakesh Sen	M.Sc., M.Phil	Asstt. Prof.	Complex Analysis	11	-
Sampa Rani Bhadra	M.Sc, M.Tech.	CWTT	Optical Network	05	-
Priyanka Ghosh (Saha)	M.Sc.	CWTT	Organic Chemistry	05	-

**11. List of senior visiting faculty:** Nil

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** There is no temporary faculty.

**13. Student -Teacher Ratio (programme wise):**

Level of Study	Ratio
General	18:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** Nil

**15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M. Phil/PG.:**

Name	Qualification
Pulakesh Sen	M.Sc., M.Phil
Sampa Rani Bhadra	M.Sc, M.Tech.
Priyanka Ghosh (Saha)	M.Sc.

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** Nil

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil

**18. Research Centre /facility recognized by the University:** Nil

**19. Publications:**

**a. Publication per faculty:**

**b. Number of papers published by faculty and students in peer reviewed journals (b 1: national / b 2: international):**

**c. Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

**d. Monographs**

**e. Chapter in Books:**

**f. Books Edited:**

**g. Books with ISBN/ISSN numbers with details of publishers:**

**h. Citation Index: Citation Range**

**i. SNIP Range**

**j. SJR Range**

**k. Impact factor Range**

**l. h-index**

Faculty	a.	b.		c.	d.	e.	f.	g.	h.	i.	j.	k.	l.
		b1	b2										
Pulakesh Sen	11							11					
Sampa Rani Bhadra	02							02					
Priyanka Ghosh (Saha)	01							01					



**20. Areas of consultancy and income generated:** Nil

**21. Faculty as members in a) National committees b) International Committees c) Editorial Boards:** N.A

**22. Student projects:** Nil

*a. Percentage of students who have do in-house projects including inter departmental / programme:* Nil

*b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies:* Nil

**23. Awards/ Recognitions received by faculty and students:** Nil

**24. List of eminent academicians and scientists/ visitors to the department:** Nil

**25. Seminars/ Conferences/Workshops organized & the source of funding**

*a) National:* Nil

*b) International:* Nil

**26. Student profile programme/course wise: 2015-16**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage 2015
			*M	*F	
B.Sc. General Part I	30	18	10	8	97.9%

\*M=Male, \*F=Female

**27. Diversity of Students:**

Name of the Course	% of students from the same state	% of students from other States	States % of students from abroad
B.Sc. (Gen)	100%	0%	0%

**28. How many students have cleared national and state competitive examinations such as NET, SET, GATE, Civil services, Defence services, etc.?:**

We are yet to develop a mechanism to keep any career related record Of our students who have completed their U.G. courses from our college.

**29. Student progression:**

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	-
Entrepreneurship/Self-employment	-

**30. Details of Infrastructural facilities:**

**a) Library:** Apart From the Central Library the department does not have its own library. The Central Library has text & reference books in both English & Bengali version.

**b) Internet facilities for Staff & Students:** Internet access facility is available in Central library for the staff & students.

**c) Class rooms with ICT facility:** One

**d) Laboratories:** Two well equipped laboratories.

**31. Number of students receiving financial assistance from college, university, government or other agencies:**

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** NIL

Special lecture has been organized by distinguished faculty members of different Universities.

**33. Teaching methods adopted to improve student learning:**

- Chalk & Talk method
- Demonstration method
- Group discussion
- Question-answer method
- Lab assignments
- Interactive method

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Done centrally, under the aegis of the college, not by the Department.

**35. SWOC analysis of the department and Future plans:**

▪ **Strength:**

1. Highly qualified and dedicated faculty
2. Well equipped and well maintained laboratories

▪ **Weakness:**

Insufficient class rooms  
Lack of sufficient number of combination subjects

▪ **Opportunities:**

We can introduce Honours courses in Mathematics, Chemistry and Computer Science.

▪ **Challenges:**

Due to the lack of faculty, i.e. post creation is yet to be done, the Department of Pure Science has to encounter severe problem.

**Future Plans:**

- We have applied for extension of affiliation of some Science related subjects like Physics, Microbiology and Biochemistry to make the science stream balanced.
- Opening of departmental library
- Start a departmental journal
- Organize State level, national and international seminars
- Opening courses is under serious consideration.
- Teacher exchange programme.

## E. POST-ACCREDITATION INITIATIVES

The college obtained B Grade in the 1st cycle of accreditation by NAAC on 31st March 2007. They reported in the Assessment Report for Institutional Accreditation of our College in **Section-III: Overall Analysis** that “The Peer Team after going through the Self-Study Report and after its two-day visit to various academic and physical facilities is impressed by the notable achievements of the college in translating its vision and goals of advancement of frontiers of knowledge in the domain of higher learning among the students of this part of West Bengal. There is a commitment to the academic, co-curricular, extra-curricular and sports activities among the students of this institution. The infrastructure facilities are reasonable. The campus is nicely maintained.”

The Peer Team also appreciated the functioning of this college on the following fronts:

- The institution supports students in their curricular as well as co-curricular activities.
- The institution has an Organization and Management which is quite sound and participatory.
- The Financial Management of the institution is prudent and is audited regularly.

While appreciating the progress made by the college, the Peer Team alongside extended some valuable suggestions which the college tried utmost to comply with and work out. These achievements are listed as follows:

- Based on the feedback from different layers of the local community and keeping in tune with the present need and aspiration, the institution successfully introduced the following subjects.
  - I) Honours courses in Food and Nutrition, Bengali, English, History and general courses in Computer Science, Mathematics, Chemistry, Bengali, English, Sanskrit, and Education.
  - II) Post graduate course in Commerce.
- Faculty members of the institution have intensively been involved in research activities. Four faculty members have successfully completed minor research projects, one is continuing with it and three more members have newly sent

proposals for the same. A large proportion of the faculty members are thus associated with active research works. In the post accreditation period three faculty members have been awarded Ph.D, two have submitted their thesis and three more teachers are perusing the same.

- The institution extends its inspiration to the faculty members to participate and present papers in seminars, workshops, conferences, etc. Most of the teachers have actively participated in such programmes after the accreditation by NAAC.
- Moreover, the college successfully organized two national level UGC-sponsored seminars (one by the departments of English and Bengali and another by the department of Commerce).
- The institution has successfully been sustaining its effort in respect of publication of the bilingual interdisciplinary journal named “Impression- the journal” which has even been published in 2015. Besides this, most of the teachers have been continuously publishing their research articles in various research journals.
- As per the recommendations of the esteemed Peer Team, the institutional library has been upgraded to a considerable extent in the following ways:
  - (i) Automation, using KOHA, has been done to modernize the lending system.
  - (ii) A number of books of latest editions have been added to the existing stock out of which more than 30% of the text books are of English versions.
  - (iii) The library has reprographic facilities available in the form of photocopy facilities.
  - (iv) The library successfully subscribed to NLIST programme to facilitate the teachers and students more effectively.
- Following the valuable advice of the Peer Team the college has established a Women’s cell in 2011 and till date it is running successfully.
- As has been recommended by the Peer Team and also realizing the essentiality, the institution revived its NSS unit in the year 2014-15 where various initiatives have already been taken resulting in a number of extension programmes such as environmental awareness programme which include tree plantation works and maintenance, public health consciousness programmes, survey & research works on entrepreneurship development of self help groups, health check-up camps, blood donation camps, etc. The College has adopted a nearby village,

named, "Putia" under "Banspole" Gram Panchayet in Habra-II block to carry out social outreach programmes, with the active participation of the NSS Volunteers.

In addition to the above achievements, the institution has also been able to accomplish the following initiatives:

- There have been appointments of teaching staff during this period which is expected to enable the institution to carry out the teaching-learning process more effectively.
- The college has also recruited non-teaching staff to strengthen the functioning of the administrative works.
- The administrative office of the institution has successfully been automated as a result of which online admission process of students has been implemented. Moreover, salary accounts are maintained by COSA.
- The institution has expanded its physical infrastructures in the form of construction of 2<sup>nd</sup> floor in the main building and a well-furnished auditorium in the annexed building. It has constructed the boundary wall in order to demarcate the college area and has also constructed a cycle stand and a guard room inside the campus. In addition, it has installed two new high capacity digital generators.
- The institution has initiated to revive the herbal garden in order to create awareness regarding the utilities of the medicinal plants amongst the students and other stakeholders.
- The alumni association of the college is in the process of getting registered and has been in persistent operation towards academic and extra-academic development of the college by making a liaison with the authority.
- The formal Internal Quality Assurance Cell (IQAC) has been operative since April, 2015.
- The institution persistently endeavors to get feedback from its different stakeholders such as students, parents and alumni.

## F. Declaration by the Head of the Institution



### Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, Dist. North 24 Parganas, PIN-743268

E-mail: srchma@gmail.com / Phone: 03216-237189

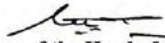
[www.scmhabra.org](http://www.scmhabra.org)

#### Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

  
Signature of the Head of the Institution

(DR. C.H. SENGUPTA)  
*Principal*  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)

Place: Habra-Prafullanagar,  
North 24 Parganas, West Bengal

Date: 18.12.2015

# G. Compliance Certificate



## Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Principal : Dr. Chintaharan Sengupta

Ref. No. ....

Date : .....

### Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Sree Chaitanya Mahavidyalaya fulfils all norms -

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.


In case the affiliation/recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 09/01/2016

Place: Prafullanagar-Habra

  
(Dr. Chintaharan Sengupta)

Principal

Sree Chaitanya Mahavidyalaya

(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)

Phone : (Principal) 03216-237189; (Office) 03216-237086; Fax : 03216-237189.  
E-mail : srchma@gmail.com; Website : www.sreechaitanyamahavidyalaya.ac.in



## **H. Appendix**

- Annexure-I Certificates of recognition from the affiliating University**
- Annexure-II Certificates of recognition of the college under UGC Act of 2(f) & 12B**
- Annexure-III NAAC Accreditation Certificates of Cycle 1**
- Annexure-IV Master Plan of the College**
- Annexure-V Layout of the College Library**
- Annexure-VI Audited Statements  
Of the financial years -  
2011-12  
2012-13  
2013-14**

## ANNEXURE-I

# CERTIFICATES OF RECOGNITION FROM THE AFFILIATING UNIVERSITY



लक्ष्यं विश्वमानम्

## WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat

24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

Ref. No : WBSU/Reg/Holiday/Notice/1888/15-16

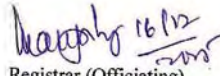
Date : 16.12.2015

### TO WHOM IT MAY CONCERN

This is to certify that Sree Chaitanya Mahavidyalaya, Habra-Prafullanagar, 24 Parganas (North), West Bengal 743268 was affiliated to the Calcutta University since 1956 and subsequently affiliated to the West Bengal State University since the inception of the University in 2008 vide Govt. Notification No. 300- Edn (U)/EH//IU-38/08, dated 26<sup>th</sup> May, 2008 and the college recognized by the University Grants Commission (under 2(f) and 12B).

The following Courses/Subjects are taught in the said college as per approval.

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
(i)	Three year B.A. Hons. Courses in Bengali, English and History	Permanent		----
(ii)	Three year B.A General Courses	Permanent		----
(iii)	Three year B.Sc Hons. Course in Food & Nutrition	Permanent		----
(iv)	Three year B.Sc General Course in Food & Nutrition	Permanent		----
(v)	Three year B. Com. Hons Course in (Accounting and Finance)	Permanent		----
(vi)	Three year B. Com. General Course	Permanent		----
(vii)	Three year B.Sc (Pure) General Course.	Permanent		----
(viii)	Two year P.G Course in Commerce	Permanent		----

  
Registrar (Officiating)  
Prof. Ramanuj Ganguly  
West Bengal State University

Dr. Ramanuj Ganguly  
Registrar (Officiating)  
West Bengal State University  
Barasat, Kolkata-700126



**West Bengal State University**  
**Affiliated Colleges Name, Address & Phone no**

COLLEGE CODE	COLLEGE NAME & ADDRESS	NAME OF PRINCIPAL/T.I.C. & Email	PHONE & FAX NUMBER	STATUS
139	SREE CHAITANYA COLLEGE, HABRA Prafullanagar, Habra, North 24 Pgs, Pin-743268	Dr. Indramohan Mondal sreechaitanyacollege@rediffmail.com	9433177110(M) Fax-03216-237020	G.A.
140	SREE CHAITANYA MAHAVIDYALAYA Prafullanagar, Habra, North 24 Pgs, Pin-743268	Dr. Chinta Haran Sengupta srchma@gmail.com	9674616284(M) 03216-237189(O)	G.A.
141	TAKI GOVT. COLLEGE Taki, North 24 Pgs, Pin-743429.	Dr. Tapas Chandra Saha (OC)	9432284353(M) 03217-234474(O) Fax-03217-234566	Govt.
142	VIVEKANANDA COLLEGE East Udayrajpur, Madhyamgram, Kol-700129	Dr. Chandan Kr. Chakraborty vivekanandacollege@gmail.com	9830278374(M) 2538-7392	G.A.
301	INSTITUTE SCIENCE & ADVANCED RESEARCH 46 M Dutta Road, Kol-700028	Shri M.R.Ghosh Dastidar	2547-2185(O)	S.F.
302	SARADA MA GIRLS' COLLEGE Nabapally, Barasat Talikhola, North 24 Pgs, Kol-700124.	Mahua Bhattacharya (TIC) rkvm.smge@ymail.com	9830349429(M) 2524-1835(O)	S.F.(Girls)
303	KINGSTON LAW COLLEGE Berunanpukuria, P.O.-Malikapur, Kol-700126	Suman Gupta Sarma (TIC)	9874620427(M) Fax-2538-9509	S.F.(Law)
304	KINGSTON COLLEGE OF SCIENCE Berunanpukuria, P.O.-Malikapur, Kol-700126	Dr. K. K. Kundu keicolsc@gmail.com	9007670781(M) Fax-2538-9509	S.F.
305	MORNING STAR COLLEGE Barrackpore, Kolkata-700120	Dr. Vincent Aind (Principal) Henry Casta (Vice-Principal)	9433018522(M) 9830093584(M) 2535-0462/6081/8389/1475	S.F. (Boys)
306	BRAINWARE COLLEGE OF PROFESSIONAL STUDIES Y8, Block- EP, Sector- V, Saltlake, Kol-700091.	Dr. S.K. Chatterjee	9432347733(M) 2584-7272(O)	S.F. (Management)
307	GOVT. GENERAL DEGREE COLLEGE, NEWTOWN Oppo-Home Town, P.O.- New Town, Rajarhat, North 24 Pgs.	Dr. Narayan Ch. Saha	9163988984(M)	Govt.
308	M.R. College Vill + P.O.- Bira (Balisa), Ps-Ashokenagar, North 24 Pgs, Pin-743234	Dr. Jahidul Sarkar	9734416128 9732576845	S.F.
217	GLF BUSINESS SCHOOL DC-36, Sector- I, Salt Lake, Kolkata-700064	Dr. Lopa Mudra Bhattacharjee (CEO & Secretary)	9830227579(M) 2334-8762/32935559 Fax-033-2334-	S.F. (Management)

## ANNEXURE-II

### **CERTIFICATE OF RECOGNITION OF THE COLLEGE UNDER ACT OF 2(F) & 12B**

☎ 3232721, 3232692, 3234116  
☎ 3232317, 3232701, 3235743

All communications should be addressed to the secretary by designation and not by name

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG,  
NEW DELHI-110002

File No. F. 1-9/2003 (CPP-I)

December, 2003

Shri S. C. Chakrabarty  
Teacher in Charge & Secretary,  
Sree Chaitanya College of Commerce,  
P. O. - Habra-Prafullanagar,  
District North 24 Parganas-743 268.

12 DEC 2003

Sub:- Certificate for inclusion of the College under Section 2 (f) & 12 (B) of UGC Act.

Sir,

With reference to your letter No. SCW/262/1/2003 dated 13-10-2002 I am directed to say that Sree Chaitanya College of Commerce Habra, 24 Parganas is included in the list of Colleges maintained under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree and also eligible to receive Central assistance under Section 12 (B) of UGC Act.

Yours faithfully,  
*(Signature)*  
(Prem Chand)  
Section Officer

attested  
*(Signature)*  
(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)





F.8.190.2004 (CPP 1)

February, 2006

The Registrar,  
Calcutta University,  
**Kolkata-700 073 (West Bengal).**

24 Feb 2006

Sub:- **Change in the name of Colleges in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956.**

Sr.

I am directed to refer to the letters No. 31/1/2005-06 and SCM/117/31/05 dated 22.11.2005 received from the Colleges on the above subject and to say that the name of following Colleges have been changed in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:

S.No.	Existing name of College	New name of the College
1.	K.K. Das College of Commerce, Garia, Kolkata	K.K. Das College, Garia, Kolkata-700 084.
2.	Sree Chaitanya College of Commerce, P.O. Habra 743 268, (West Bengal).	Sree Chaitanya Mahavidyalaya, P.O. Habra-Prafullanagar, District North 24-Parganas-743 268


Yours faithfully,

(Mrs. Urmil Gulati)  
Under Secretary

Copy to:-

1. The Principal, K.K. Das College, Barshnabghata, P.O. Garia, Kolkata-700 084 (West Bengal)
2. The Principal, Sree Chaitanya Mahavidyalaya, P.O. Habra-Prafullanagar, District North 24-Parganas-743 268
3. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
4. The Secretary, Government of West Bengal, Department of Higher Education, Kolkata (West Bengal)
5. Joint Secretary, UGC, Eastern Regional Office, 1B-8 Sector-III, Kolkata-700 091.
6. Publication Officer, UGC Website, New Delhi.
7. Section Officer (F.D.-III Section) UGC, New Delhi.
8. All Sections, UGC.
9. Guard file

(B.R. Nagpal)  
Section Officer

attested  
  
(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)



Universities & Colleges

- Colleges Under Section 2(f) & 12(B)
- Autonomous Colleges
- Colleges With Potential for Excellence
- Academic Staff Colleges
- Universities (UPE)
- Centres (CPEPA)
- Basic Scientific Research
- Visiting Committee Reports
- Central Universities
- State Universities List
- Deemed Universities
- Private Universities
- Fake Universities

Colleges under section 2 (f)& 12(B) of the UGC Act 1956

► Consolidated List of Colleges under section 2(f)12(B) as on 31.08.2015

The University Grants Commission (UGC) provides financial assistance to eligible colleges which are included under Section 2(f)<sup>\*</sup> and declared fit to receive central assistance (UGC grant) under Section 12 (B)<sup>\*\*</sup> of UGC Act, 1956 as per approved pattern of assistance under various schemes.

<sup>\*</sup> The UGC had notified Regulations for recognition of colleges under Section 2(f) of the UGC Act, 1956. The colleges are brought under the purview of UGC in terms of these Regulations as and when the proposals are received from the colleges for inclusion under Section 2(f) and they are found fit for inclusion as per the provisions contained in the Regulations.

<sup>\*\*</sup> Apart from inclusion of colleges under Section 2(f), the UGC includes the Colleges under Section 12(B) of its Act in terms of Rules framed under the Act. This makes the colleges eligible for central assistance from the Government of India or any organization receiving funds from the Central Government.

Colleges Search by State Grants Released to colleges

372	Sponsored Teachers Training College Deshbandhu Road Purulia, Distt., Purulia, West Bengal West Bengal	Under Section : 2(f)&12(B)
373	See Chaitanya College Habra, Distt., North Twenty Four Parg., West Bengal West Bengal	Under Section : 2(f)&12(B)
374	See Chaitanya College of Commerce Habra-Prafula Nagar, Distt., North Twenty Four Parg., West Bengal West Bengal	Under Section : 2(f)&12(B)
375	See Gopal Banerjee College Bagali P.O. Magra, Distt., Hooghly, West Bengal West Bengal	Under Section : 2(f)&12(B)
376	Sri Krishna College Bagula, Distt., Nadia, West Bengal 741 502 West Bengal 741 502	Under Section : 2(f)&12(B)

## ANNEXURE-III

### NAAC ACCREDITATION CERTIFICATE OF CYCLE 1



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

# *Certificate of Accreditation*

---

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Sree Chaitanya Mahavidyalaya  
Prafullanagar-Habra, Dist. North 24 Parganas  
affiliated to University of Calcutta, West Bengal as  
Accredited  
at the B level.*

Date : *March 31, 2007*



*Director*

- This certification is valid for a period of *Five* years with effect from *March 31, 2007*
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C' grade, 65-70-C'' grade, 70-75- B grade, 75-80- B' grade, 80-85-B'' grade, 85-90- A grade, 90-95-A' grade, 95-100-A'' grade (upper limits exclusive)

March 31, 2007/293





**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

## Quality Profile

**Name of the Institution** : Sree Chaitanya Mahavidyalaya  
**Place** : Prafullanagar-Habra, Dist. North 24 Parganas  
West Bengal

Criterion	Weightage (W <sub>i</sub> )	Criterion Score (C <sub>i</sub> )
I. Curricular Aspects	100	59
II. Teaching-Learning and Evaluation	400	314
III. Research, Consultancy and Extension	50	28
IV. Infrastructure and Learning Resources	150	101
V. Student Support and Progression	100	72
VI. Organization and Management	100	64
VII. Healthy Practices	100	72
Total	ΣW <sub>i</sub> = 1000	ΣC <sub>i</sub> = 710

$$\text{Institutional Score} = \frac{\sum C_i}{\sum W_i} \times 100 = \frac{710}{1000} \times 100 = 71.00$$

Date : March 31, 2007

  
Director

March 31, 2007/293

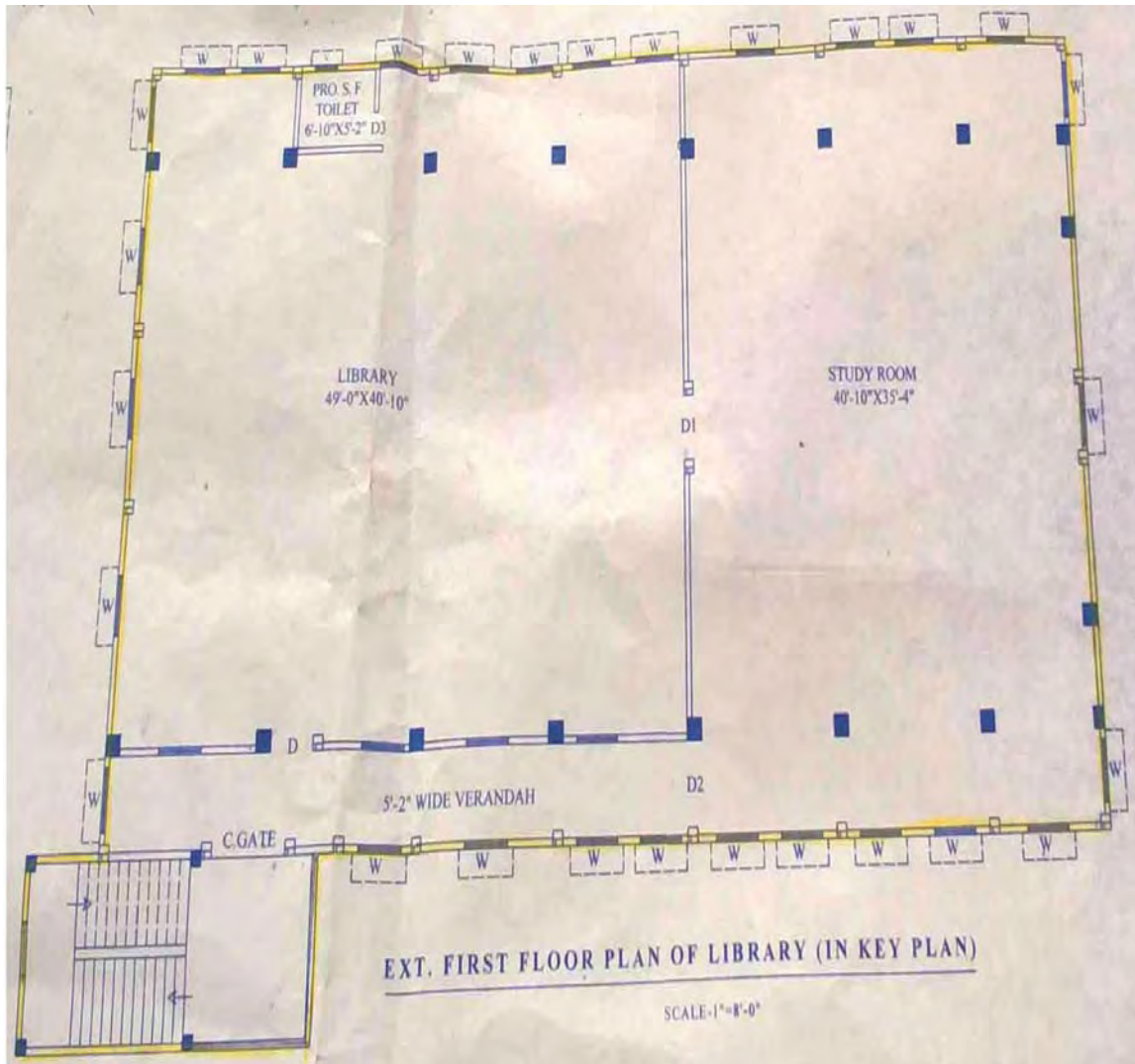


**ANNEXURE-IV**  
**MASTER PLAN OF THE COLLEGE**



# ANNEXURE-V

## LAYOUT OF THE COLLEGE LIBRARY



**ANNEXURE-VI**  
**AUDITED STATEMENTS**  
**2011-12**

Roy Moulik & Co.  
CHARTERED ACCOUNTANTS

To  
The Principal  
Sree Chaitanya Mahavidyalaya  
P.O. Habra-Prafullanagar  
Dist: North 24 Parganas

We have audited the attached Balance Sheet of SREE CHAITANYA MAHAVIDYALAYA of P.O. Habra-Prafullanagar, Dist North 24 Parganas on 31<sup>st</sup> March 2012 and the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date, annexed here to. These financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about where the financial statements are free of material mismanagement. An audit includes examination on test basis evidence supporting the amounts and disclosures in the financial presentation. We believe that our audit provides a reasonable basis of our opinion.

We report that:

- a) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of the audit.
- b) In our opinion proper books of account have been kept by the Management so far as appears from examination of these books.
- c) The Balance Sheet, Income and Expenditure Account and Receipts and Payments Account dealt with by this report are in agreement with the books of account.
- d) In our opinion and to the best of our information and according to the explanation given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India

In case of the Balance Sheet, of the state of affairs of the college as on 31 March 2012.

In case of the Income & Expenditure account of the excess of expenditure over income for the year ended on that date.

In case of the Receipts & Payments account, of the cash receipts and payments for the year ended on that date.



22 FEB 2014

22 FEB 2014

For Roy Moulik & Co  
Chartered Accountants  
Firm Registration No. 308045E  
Membership No.005886

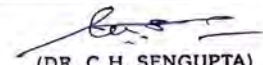
Proprietor

3, Mangoe Lane, (2<sup>nd</sup> Floor), Kolkata-700001  
Phone: 2248 4417/2231 4385. E-mail: [roymoulik.co@gmail.com](mailto:roymoulik.co@gmail.com)

**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2012**

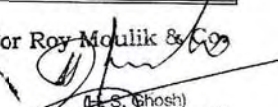
Receipts	Amount (Rs)	Payments	Amount (Rs)
To <u>Opening balance</u>		By Accounting charges	15,000.00
Cash in hand	34,185.98	" Advance Miscellaneous	46,200.00
SBI Barasat	997,057.96	" Adv to Roy Building Construction	200,000.00
PNB	511,879.12	" Adv to Roy Building Constructor	320,000.00
UBI	1,409,613.25	" Advance to Staff	669,425.00
Cheque in hand	646,142.00	" Advertisement	11,418.00
" Admission Fees	148,400.00	" Bank Charges	1,618.00
" Advance Miscellaneous	46,200.00	" Bonus	27,300.00
" Advance to Staff	369,900.00	" Building	3,100.00
" Bank Interest	63,251.00	" Bank loan	276,666.00
" Bank loan	276,696.00	" Career Councelling	2,400.00
" Bonus	50,300.00	" Casual Fees	2,500.00
" BSC Fees Collection	1,027,850.00	" Centre Fees	140,550.00
" BSC Practical Fees	7,100.00	" Ceremonials	2,435.00
" Building Fees	168,600.00	" Certificate Fee Payment	2,180.00
" Casual Fees Received	3,900.00	" Computer & Computer software	5,380.00
" Centre Fees Received	72,420.00	" Contingency	94,448.55
" Certificate Fees	5,940.00	" Conveyance	6,315.00
" Computer Fees	56,025.00	" Cost of Form ( C.U )	500.00
" Cost of Form	25,840.00	" Electricity charges	48,524.00
" Caution Money	54,930.00	" Electrical fittings & Instalation	194,171.00
" Development Fees	138,465.00	" Equipments	7,900.00
" Donation	20,000.00	" Examination Fess Paid	233,075.00
" Electricity Fees	200,540.00	" Ex-Gratia	39,900.00
" Examination Fees (C.U )	215,285.00	" Fees Refund	10,065.00
" Fine	5,270.00	" Furniture	249,850.00
" Govt Grant (Hostel)	223,881.00	" Gardening	16,041.00
" Govt Grant (Pay Packet)	11,050,601.00	" Gas cylinder	809.00
" Govt Grant (Part Time Teacher )	70,000.00	" Govt Grant (Hostel)	302,369.00
" Hostel Fees	1,200.00	" Govt Grant (Pay Packet)	11,759,007.80
" Incidental	91,435.00	" Honorium Advisor	19,000.00
" Income Tax	707,229.00	" Income Tax	707,960.00
" Internal Examination Fees received	50,060.00	" Laboratory Materials	54,715.00
" M. Com Fees collection	95,480.00	" Laboratory Equipments	67,213.00
" L.I.C.I	652,411.80	" Legal Charges	1,700.00
" Miscellaneous Fees	44,100.00	" Library books	160,019.00
" Miscellaneous Received	2,098.00	" Library Expenses	7,466.00
" NAAC	38,300.00	" L.I.C.I	652,411.80
" Registration Fees Received	42,180.00	" Liability provision	10,000.00
" Re-Examination fees Received	22,460.00	" Miscellaneous (S. puja) Expenses	54,315.00
" P.F	883,100.00	" Medical Expenses	726.00
<b>Total C/O</b>	<b>20,530,326.11</b>	<b>Total C/O</b>	<b>16,424,673.15</b>

  
(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)

22 FEB 2014



For Roy Moulik & Co.

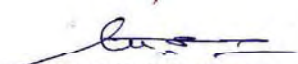
  
(S. Ghosh)  
Proprietor (M. No.-005886)  
Chartered Accountants  
F. R. No.-303045F



**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

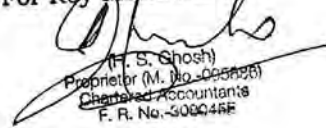
**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2012**

Receipts	Amount (Rs)	Payments	Amount (Rs)
<b>Balance B/F</b>	20,530,326.11	<b>Balance B/F</b>	16,424,673.15
To Professional Tax	52,640.00	By Modaration fees (P.G)	1,500.00
" Sale of Admission Form	79,730.00	" Newspaper & Magazine	2,325.00
" Scholarship (Minority)	1,800.00	" Postage	182.00
" Scrutiny Fees	4,780.00	" Printing & Stationary	73,123.00
" Session Charges	78,300.00	" P.F	815,688.00
" Sports Fees	1,030.00	" Professional Tax	47,080.00
" Staff contribution	24,317.00	" Re-valuation fees	1,530.00
" Student Health Home	3,930.00	" Registration fees (WBSU)	67,200.00
" Transferred Fees	4,200.00	" Re-Examination fees paid	20,655.00
" Tutition Fees	463,560.00	" Repairing	84,987.00
" Union Fees Received	78,300.00	" Review Fees	600.00
" UGC Grant (Ladies Hostel)	667,993.00	" Salary to Additional Staff	41,800.00
" UGC Grant (MRP)	131,500.00	" Salary to casual Staff	338,000.00
" University Sports Fees	20,940.00	" Salary to Constructual Teacher	401,275.00
" West Bengal State University	90,250.00	" Science Practical	653.50
		" Serutiny fees paid	7,370.00
		" Sports & Games	28,630.00
		" Student Aid Fund	500.00
		" Student health home	400.00
		" Staff contribution	24,423.00
		" Seminer Fees	25,309.00
		" Subscription	3,750.00
		" Telephone	6,017.00
		" T.A	26,195.00
		" T.D.S Filling Fees	2,000.00
		" Union Expeneesa	16,296.00
		" UGC Grant (MRP)	131,500.00
		" Closing balance	
		Cash in hand	9,925.93
		SBI Barasat	228,752.16
		PNB	544,727.12
		UBI	2,856,529.25
<b>Total</b>	<b>22,233,596.11</b>	<b>Total</b>	<b>22,233,596.11</b>

  
**(DR. C.H. SENGUPTA)**  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)



For Roy Moulik & Co.

  
F. S. Ghosh  
Proprietor (M. No. 000026)  
Chartered Accountant's  
F. R. No. -500046E

22 FEB 2014

**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2012**

Expenditure	Amount (Rs)	Income	Amount (Rs)
To Accounting charges	15,000.00	By Admission Fees	148,400.00
" Provision for audit fees	5,000.00	" Accrued Interest on Fixed deposit	249,253.00
" Advertisement	11,418.00	" Bank Interest	63,251.00
" Bank Charges	1,618.00	" Bonus	50,300.00
" Bonus	27,300.00	" BSC Fees Collection	1,027,850.00
" Casual Fees	2,500.00	" BSC Practical Fees received	7,100.00
" Centre Fees paid	140,550.00	" Casual Fees Received	3,900.00
" Ceremonials	2,435.00	" Centre Fees Received	72,420.00
" Certificate Fee payment	2,180.00	" Certificate Fees	5,940.00
" Career Councelling	2,400.00	" Caution Money	54,930.00
" Contingency	94,448.55	" Computer Fees	56,025.00
" Conveyance	6,315.00	" Cost of Form	25,840.00
" Cost of Form (C.U)	500.00	" Donation	20,000.00
" Depreciation	345,021.57	" Electricity Fees	200,540.00
" Electricity charges	48,524.00	" Examination Fees	215,285.00
" Examination Fess Paid	233,075.00	" Fine	5,270.00
" Ex-Gratia	39,900.00	" Hostel fees	1,200.00
" Fees Refund	10,065.00	" Incidental	91,435.00
" Gardening	16,041.00	" Internal Examination Fees received	50,060.00
" Gas Cylinder	809.00	" M.Com Fees Collection	95,480.00
" Honorarium to Advisor (EOC)	19,000.00	" Miscellaneous Fees	44,100.00
" Labotary Materials	54,715.00	" Miscellaneous Received	2,098.00
" Legal Charges	1,700.00	" Registration Fees received	42,180.00
" Library Expenses	7,466.00	" Re-Examination fees received	22,460.00
" Medical Expenses	726.00	" Sale of Admission Form	79,730.00
" Miscellaneous (S.puja) Expenses	54,315.00	" Scrutiny Fees	4,780.00
" Modaration fees (P.G)	1,500.00	" Session Charges	78,300.00
" Newspaper & Magazine	2,325.00	" Students Health Home	3,930.00
" Postage	182.00	" Sports Fees Received	1,030.00
" Printing & Stationary	73,123.00	" Transferred Fees	4,200.00
" Re-Valuation fees	1,530.00	" Tuton Fees	463,560.00
" Registration fees (WBSU)	67,200.00	" University sports fees	20,940.00
" Review Fees	600.00		
" Re-examination fees paid	20,655.00		
" Salary to Additional Staff	41,800.00		
" Salary to Casual Staff	338,000.00		
" Salary to Constructual Teacher	401,275.00		
" Science Practical	653.50		
" Serutiny fees paid	7,370.00		
" Seminer Fees	25,309.00		
" Sports & Games	28,630.00		
" Student Aid fund	500.00		
" Student health homè	400.00		
" Subscription	3,750.00		
" T.A	26,195.00		
" T.D.S Filling Fees	2,000.00		
" Telephone	6,017.00		
" Excess of Income over Expenditure	1,019,750.38		
	<b>3,211,787.00</b>		<b>3,211,787.00</b>

(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)



22 FEB 2014

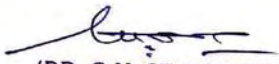
For Roy Moulik & Co.

(S. S. Chakraborty)  
Proprietor (N. No. 20588B)  
Chartered Accountants  
F. R. No. -308045E

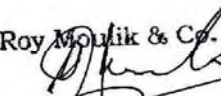
**SREE CHAITANYA MAHAVIDYALAYA  
HABRA PRAFULLANAGAR, NORTH 24 PARGANAS**

**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2012**

Liabilities	SCH	Amount(Rs)	Assets	SCH	Amount(Rs)
General Fund	A	9,198,649.58	Fixed Assets	I	5,750,139.27
Reserve Fund		16,451.21	Security Deposit with SEB		200.00
Development Fund	B	1,028,770.20	Security Deposit ( Indane)		7,160.00
Library Fund	C	308,796.30	Adv to Roy Building Constructor		720,000.00
Others Liabilities	D	3,695,503.22	Adv to Roy Building Construction		1,300,000.00
Libility Provision	E	5,000.00	Advance to staff	F	739,949.00
Building Fund	H	1,089,990.00	Amount Receivables	D	176,839.78
Earnest Money		52,594.00	Fixed deposit		3,151,782.00
West Bengal State University		90,250.00	Cash & Bank Balance		
			SBI Barasat		228,752.16
			PNB		544,727.12
			UBI		2,856,529.25
			Cash in hand		9,925.93
		15,486,004.51			15,486,004.51

  
(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)



For Roy Moulik & Co.  
  
H. S. Ghosh  
Proprietor (M. No.-005886)  
Chartered Accountants  
F. R. No.-309045E

22 FEB 2014

# AUDITED STATEMENTS

## 2012-13

Roy Moulik & Co.  
CHARTERED ACCOUNTANTS

To  
The Principal  
Sree Chaitanya Mahavidyalaya  
P.O. Habra-Prafullanagar  
Dist: North 24 Parganas

We have audited the attached Balance Sheet of SREE CHAITANYA MAHAVIDYALAYA of P.O. Habra-Prafullanagar, Dist North 24 Parganas on 31<sup>st</sup> March 2013 and the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date, annexed here to. These financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about where the financial statements are free of material mismanagement. An audit includes examination on test basis evidence supporting the amounts and disclosures in the financial presentation. We believe that our audit provides a reasonable basis of our opinion.

We report that:

- a) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of the audit.
- b) In our opinion proper books of account have been kept by the Management so far as appears from examination of these books.
- c) The Balance Sheet, Income and Expenditure Account and Receipts and Payments Account dealt with by this report are in agreement with the books of account.
- d) In our opinion and to the best of our information and according to the explanation given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India.

In case of the Balance Sheet, of the state of affairs of the college as on 31 March 2013.

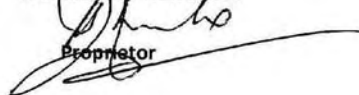
In case of the Income & Expenditure account of the excess of expenditure over income for the year ended on that date.

In case of the Receipts & Payments account, of the cash receipts and payments for the year ended on that date.



22 FEB 2014

For Roy Moulik & Co  
Chartered Accountants  
Firm Registration No. 308045E  
Membership No.005886

  
Proprietor

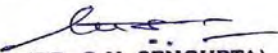
3, Mangoe Lane, (2<sup>nd</sup> Floor), Kolkata-700001  
Phone: 2248 4417/2231 4385. E-mail: [roymoulik.co@gmail.com](mailto:roymoulik.co@gmail.com)



**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

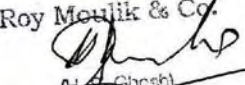
Receipts	Amount (Rs)	Payments	Amount (Rs)
To <u>Opening balance</u>		By Accounting charges	8,000.00
Cash in hand	9,925.93	" Advance Miscellaneous	169,000.00
SBI Barasat	228,752.16	" Adv to Roy Building Construction	1,233,220.00
PNB	544,727.12	" Adv to Roy Building Contractor	270,000.00
UBI	2,856,529.25	" Advance to Staff	503,700.00
" Admission Fees	228,800.00	" Advertisement	16,830.00
" Advance Miscellaneous	168,000.00	" Bank Charges	13,640.00
" Advance to Staff	624,976.00	" Bonus	32,500.00
" Bank Interest	100,267.00	" Bank loan	182,400.00
" Bank loan	175,936.00	" Casual Fees	4,760.00
" Bonus	32,500.00	" Centre Fees	120,070.00
" BSC Fees Collection	1,452,740.00	" Ceremonials	6,055.00
" BSC Practical Fees	2,940.00	" Certificate Fee Payment	9,150.00
" Building Fees	239,200.00	" Computer & Computer software	833,235.00
" Casual Fees Received	27,450.00	" Contingency	79,882.00
" Centre Fees Received	140,320.00	" Conveyance	26,560.00
" Certificate Fees	9,030.00	" Cost of Form ( C.U )	6,765.00
" Computer Fees	76,850.00	" Electricity charges	54,063.00
" Cost of Form	28,365.00	" Electrical fittings & Installation	108,411.00
" Caution Money	109,110.00	" ENVS Examination Fees	5,220.00
" Development Fees	227,700.00	" Security Deposit	41,067.00
" Donation	5,000.00	" Examination Fess Paid	452,780.00
" Electricity Fees	261,750.00	" Ex-Gratia	34,850.00
" Examination Fees Received	339,100.00	" Fees Refund	6,110.00
" ENVS Examination Fees Received	5,220.00	" Furniture	397,678.00
" Fine	4,180.00	" Gardening	12,494.00
" Govt Grant (Contractual Teacher)	1,540,800.00	" Gas cylinder	4,488.00
" Govt Grant (Hostel)	328,116.00	" Govt Grant (Hostel)	331,740.00
" Govt Grant (Pay Packet)	8,182,845.00	" Govt Grant (Pay Packet)	9,742,750.60
" Govt Grant (Part Time Teacher )	162,000.00	" Govt Grant (Part Time Teacher)	162,000.00
" Hostel Fees	600.00	" Govt Grant (Contractual Teacher)	1,155,600.00
" Incidental	135,170.00	" Honorarium to C.O.C	17,000.00
" Income Tax	503,365.00	" Honorarium to guest faculty (P.G)	32,800.00
" Internal Examination Fees received	84,375.00	" Income Tax	374,007.00
" M. Com Fees collection	166,240.00	" Laboratory Materials	57,173.00
" L.I.C.I	622,279.60	" Laboratory Equipments	19,059.00
" Leave Salary	241,280.00	" Tube Well	120,000.00
" Miscellaneous Fees	67,850.00	" Library books	122,316.00
" Miscellaneous Received	1,317.00	" Library Expenses	5,328.00
" NAAC	62,650.00	" L.I.C.I	623,149.60
" Registration Fees Received	77,880.00	" Building Plan	5,000.00
" Re-Examination fees Received	12,540.00	" Inter College Sports Meet	110,311.00
" P.F	913,322.00	" Painting	194,520.00
" Professional Tax	52,950.00	" Tution fees paid to Govt.	30,000.00
<b>Total C/O</b>	<b>21,054,948.06</b>	<b>Total C/O</b>	<b>17,735,682.20</b>

  
**(DR. C.H. SENGUPTA)**  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)

22 FEB 2014



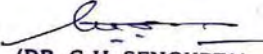
For Roy Moulik & Co.

  
Anil Ghosh  
Proprietor, No.-00889  
Chartered Accountants  
F. R. No.-306045E

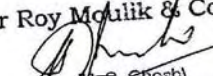
**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

Receipts	Amount (Rs)	Payments	Amount (Rs)
<b>Balance B/F</b>	21,054,948.06	<b>Balance B/F</b>	17,735,682.20
To Room Rent	200.00	By Leave Salary	241,280.00
" Sale of Admission Form	171,240.00	" Miscellaneous (S. puja) Expenses	69,070.00
" Scrutiny Fees	7,110.00	" Medical Expenses	1,629.00
" DPI Grant (Inter college Sports Meet)	100,000.00	" Modaration fees (P.G)	4,800.00
" Session Charges	166,860.00	" Postage	936.00
" Staff contribution	35,656.00	" Printing & Stationary	107,072.00
" Student Health Home	6,260.00	" P.F	763,500.00
" Transferred Fees	900.00	" Professional Tax	51,942.00
" Tution Fees	617,975.00	" Registration fees	132,090.00
" Union Fees Received	166,860.00	" Re-Examination fees paid	1,800.00
" University Sports Fees	60.00	" Repairing	430,965.00
" University Fees	38,400.00	" Review Fees	20,200.00
" UGC Grant (Xith Plan)	703,500.00	" Salary to Additional Staff	89,000.00
		" Salary to casual Staff	397,200.00
		" Salary to Constructual Teacher	481,000.00
		" Salary to Guest Teacher	432,100.00
		" Science Practical	13,200.00
		" Scrutiny fees paid	22,570.00
		" Sound System	240,000.00
		" Sports & Games	285.00
		" Webside Development	6,500.00
		" Student health home	10,357.00
		" Staff contribution	29,208.00
		" Seminar Expenses	15,422.00
		" Telephone	3,058.00
		" T.A	24,129.00
		" Union Expenses	197,591.00
		" Examination Expenses	25,700.00
		" Field Work expenses	4,529.00
		" Fuel Expenses	6,324.00
		" UGC Grant (EOC)	37,560.00
		" Refreshment	3,441.00
		" Sports goods	46,000.00
		" <u>Closing balance</u>	
		Cash in hand	55,083.93
		SBI Barasat	1,114,868.56
		PNB	14,015.12
		UBI	239,861.25
<b>Total</b>	<b>23,069,969.06</b>	<b>Total</b>	<b>23,069,969.06</b>

  
**(DR. C.H. SENGUPTA)**  
 Principal  
 Sree Chaitanya Mahavidyalaya  
 Habra-Prafullanagar  
 24 Parganas (N)



For Roy Moulik & Co.  
  
 (M. S. Ghosh)  
 Proprietor (M. No.-005866)  
 Chartered Accountants  
 F. R. No.-305045E

22 FEB 2014

**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

Expenditure	Amount (Rs)	Income	Amount (Rs)
To Accounting charges	8,000.00	By Admission Fees	228,800.00
" Provision for audit fees	5,000.00	" Accrued Interest on Fixed deposit	270,809.00
" Advertisement	16,830.00	" Bank Interest	100,267.00
" Bank Charges	13,640.00	" Bonus	32,500.00
" Bonus	32,500.00	" BSC Fees Collection	1,452,740.00
" Casual Fees	4,760.00	" BSC Practical Fees received	2,940.00
" Centre Fees	120,070.00	" Casual Fees Received	27,450.00
" Ceremonials	6,055.00	" Centre Fees Received	140,320.00
" Certificate Fee payment	9,150.00	" Certificate Fees	9,030.00
" ENVIS Examination Fees Paid	5,220.00	" Caution Money	109,110.00
" Contingency	79,882.00	" Computer Fees	76,850.00
" Conveyance	26,560.00	" Cost of Form	28,365.00
" Cost of Form (C.U)	6,765.00	" Donation	5,000.00
" Depreciation	541,048.95	" Electricity Fees	261,750.00
" Electricity charges	54,063.00	" Examination Fees	339,100.00
" Examination Fess Paid	452,780.00	" Fine	4,180.00
" Ex-Gratia	34,850.00	" Hostel fees	600.00
" Fees Refund	6,110.00	" Incidental	135,170.00
" Gardening	12,494.00	" Internal Examination Fees received	84,375.00
" Gas Cylinder	4,488.00	" M.Com Fees Collection	166,240.00
" Honorarium to C.O.C	17,000.00	" Miscellaneous Fees	67,850.00
" Honorarium to Guest faculty (P.G)	32,800.00	" Miscellaneous Received	1,317.00
" Labotary Materials	57,173.00	" Registration Fees received	77,880.00
" Leave Salary	241,280.00	" Re-Examination fees received	12,540.00
" Library Expenses	5,328.00	" Room Rent	200.00
" Medical Expenses	1,629.00	" Sale of Admission Form	171,240.00
" Miscellaneous (S.puja) Expenses	69,070.00	" Scrutiny Fees	7,110.00
" Modaration fees (P.G)	4,800.00	" Session Charges	166,860.00
" Webside Development	6,500.00	" Students Health Home	6,260.00
" Postage	936.00	" Transferred Fees	900.00
" Printing & Stationary	107,072.00	" Tutition Fees	617,975.00
" Examination Expenses	25,700.00	" University sports fees	60.00
" Registration fees	132,090.00	" University Fees	38,400.00
" Review Fees	20,200.00	" ENVIS Examination Fees Received	5,220.00
" Re-examination fees paid	1,800.00	" Leave Salary	241,280.00
" Salary to Additional Staff	89,000.00		
" Salary to Casual Staff	397,200.00		
" Salary to Constructual Teacher	481,000.00		
" Salary to Guest Teacher	432,100.00		
" Science Practical	13,200.00		
" Scrutiny fees paid	22,570.00		
" Seminer Expenses	15,422.00		
" Sports & Games	285.00		
" Sports Goods	46,000.00		
" Field Work Expenses	4,529.00		
" Student health home	10,357.00		
" Fuel Expenses	6,324.00		
" T.A	24,129.00		
" Tutition Fees Paid to Govt	30,000.00		
" Refreshment	3,441.00		
" Telephone	3,058.00		
" Building Plan	5,000.00		
" Painting	194,520.00		
" Inter College Sports Meet	10,311.00		
" UGC Grant (EOC)	37,560.00		
" Excess of Income over Expenditure	901,038.05		
	<b>4,890,688.00</b>		<b>4,890,688.00</b>

(DR. C.H. SENGUPTA)  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)

22 FEB 2014



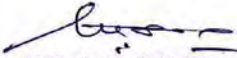
For Roy Moulik & Co.  
Chartered Accountants  
No. 405869



**SREE CHAITANYA MAHAVIDYALAYA  
HABRA PRAFULLANAGAR, NORTH 24 PARGANAS**

**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2013**

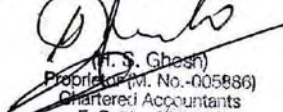
Liabilities	SCH	Amount(Rs)	Assets	SCH	Amount(Rs)
General Fund	A	12,940,019.63	Fixed Assets	I	8,039,789.32
Reserve Fund		16,451.21	Security Deposit with SEB		41,267.00
Development Fund	B	825,505.20	Security Deposit ( Indane)		7,160.00
Library Fund	C	308,796.30	Adv to Roy Building Construction		2,533,220.00
Others Liabilities	D	1,968,108.81	Advance to staff	F	618,673.00
Libility Provision	E	10,000.00	Amount Receivables	D	1,453,385.97
Building Fund	H	1,329,190.00	Advance Miscellaneous	G	1,000.00
Earnest Money		52,594.00	Fixed deposit		3,422,591.00
West Bengal State University		90,250.00	Cash & Bank Balance		
			SBI Barasat		1,114,868.56
			PNB		14,015.12
			UBI		239,861.25
			Cash in hand		55,083.93
		17,540,915.15			17,540,915.15

  
**(DR. C.H. SENGUPTA)**  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar  
24 Parganas (N)

22 FEB 2014



**For Roy Moulik & Co.**

  
(P. S. Ghosh)  
Proprietor (M. No.-005886)  
Chartered Accountants  
F. R. No.-300045E

# AUDITED STATEMENTS

## 2013-14

Roy Moulik & Co.  
Chartered Accountants

To  
The Principal  
Sree Chaitanya Mahavidyalaya  
P.O.-Habra-Prafullanagar  
Dist-North 24 Parganas

We have audited the attached Balance Sheet of SREE CHAITANYA MAHAVIDYALAYA of P.O.Habra-Prafullanagar, Dist North 24 Parganas as on 31<sup>st</sup> March 2014 and the Income and Expenditure Account and Receipts and Payments Account for the year ended on that date, annexed here to. These financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about where the financial statements are free of material mismanagement. An audit includes examination on test basis evidence supporting the amounts and disclosures in the financial presentation. We believe that our audit provides a reasonable basis of our opinion.

We report that:

- We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of the audit.
- In our opinion proper books of account have been kept by the Management so far as appears from examination of these books.
- The Balance sheet, Income and Expenditure Account and Receipts and Payments Accounts dealt with by this report are in agreement with the books of account.
- In our opinion and to the best of our information and according to the explanation given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India.

In case of the Balance Sheet, of the state of affairs of the college as on 31<sup>st</sup> March 2014.


In case of the Income & Expenditure account of the excess of income over expenditure for the year ended on that date.

In case of the Receipts & Payments Account, of the cash receipts and payments for the year ended on that date.

Date: 9th February, 2015.



For Roy Moulik & Co  
Chartered Accountants  
Firm Registration No. 308045E  
Membership No. 005886

  
Proprietor  
9.2.2015

3, Mangoe Lane (2<sup>nd</sup> Floor) Kolkata-700001  
Phone: 2248 4417 E-mail: roymoulik.co@gmail.com

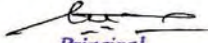




**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

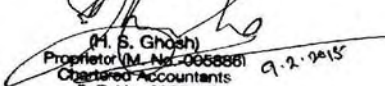
**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014**

Receipts	Amount (Rs)	Payments	Amount (Rs)
<b>Balance B/F</b>	25,616,477.06	<b>Balance B/F</b>	19,957,167.20
To Room Rent	200.00	By Moderation fees	7,200.00
" Sale of Admission Form	226,080.00	" Postage	379.00
" Scrutiny Fees	490.00	" Printing & Stationary	136,819.00
" Session Charges	203,000.00	" P.F	1,293,260.00
" Staff contribution	28,952.00	" Professional Tax	65,632.00
" Student Health Home	5,475.00	" Registration fees	86,420.00
" Tuition Fees	591,910.00	" Re-Examination fees paid	31,400.00
" Union Fees Received	203,000.00	" Registration Handling Expenses	7,420.00
" UGC Grant (XIth Plan)	179,000.00	" Repairing	164,291.00
" UGC Grant (XIIth Plan)	175,000.00	" Review Fees	24,300.00
" UGC Grant ( Ladies Hostel)	400,796.00	" Refreshment	6,790.00
" UGC Grant ( MRP)	41,200.00	" Salary to Additional Staff	115,000.00
" Uniform Fees	253,200.00	" Salary to casual Staff	447,850.00
		" Salary to Contractual Teacher	276,100.00
		" Salary to Guest Teacher	408,800.00
		" Science (Tour)	1,415.00
		" Sports & Games	22,315.00
		" Student Aid Fund	1,250.00
		" Student health home	10,500.00
		" Subscription & Donation	1,500.00
		" Staff contribution	28,952.00
		" Seminar Expenses	1,975.00
		" Telephone	9,723.00
		" T.A	30,451.00
		" Tuition Fees Paid to Govt	531,715.00
		" Union Expenses	33,651.00
		" University Sports Fees	31,330.00
		" UGC Grant ( MRP)	41,200.00
		" West Bengal State University	90,250.00
		" Water Cooler	25,645.00
		" Women Hostel Construction	34,000.00
		" Xerox Machine	95,856.00
		" <u>Closing balance</u>	
		Cash in hand	46,479.13
		SBI Barasat	1,805,145.36
		PNB	56,677.12
		UBI	1,995,922.25
<b>Total</b>	<b>27,924,780.06</b>	<b>Total</b>	<b>27,924,780.06</b>

  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
24 Parganas (N)



**For Roy Moulik & Co**

  
(M. S. Ghosh)  
Proprietor (M. No. 0068881)  
Chartered Accountants  
F. R. No.-308045E

9.2.2015

**SREE CHAITANYA MAHAVIDYALAYA  
HABRA- PRAFULLANAGAR, NORTH 24 PARGANAS.**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014**

Expenditure	Amount (Rs)	Income	Amount (Rs)
To Accounting charges	11,000.00	By Admission Fees	265,200.00
" Provision for audit fees	5,000.00	" Accrued interest on Fixed deposit	323,378.00
" Bank Charges	2,959.00	" Bank Interest	70,516.00
" Bonus	33,800.00	" Bonus	5,200.00
" Casual Fees	3,900.00	" BSC Fees Collection	1,489,700.00
" Centre Fees	166,390.00	" Casual Fees Received	25,900.00
" Ceremonials	11,275.00	" Centre Fees Received	189,490.00
" Certificate Fee payment	4,840.00	" Certificate Fees	46,730.00
" Contingency	59,022.00	" Computer Fees	66,750.00
" Conveyance	13,600.00	" Cost of Form	18,450.00
" Cost of Form	45,530.00	" Electricity Fees	338,475.00
" Cultural Expenses	268,880.00	" Examination Fee Received	394,090.00
" Depreciation	583,865.70	" Fine	8,820.00
" Dress For Physical Education	194,000.00	" Hostel fees	2,500.00
" Electricity charges	103,295.00	" Incidental	124,900.00
" Examination Fess Paid	441,070.00	" Internal Examination Fees received	92,100.00
" Ex-Gratia	36,400.00	" M.Corn Fees Collection	177,400.00
" Fees Refund	22,020.00	" Miscellaneous Collection	116,600.00
" Fine	400.00	" Miscellaneous Received	848.00
" Fuel Expenses	25,769.00	" Laboratory Fees	119,100.00
" Gardening	47,269.00	" Registration Fees received	87,750.00
" Honorarium to Guest faculty (P.G)	29,100.00	" Re-Examination fees received	40,460.00
" Internal Examination Expenses	21,532.00	" Room Rent	200.00
" Internet Expenses	3,132.00	" Sale of Admission Form	226,080.00
" Labotary Materials	39,492.00	" Scrutiny Fees	490.00
" Library Expenses	6,417.00	" Session Charges	203,000.00
" Miscellaneous (S.puja) Expenses	95,356.00	" Practical Fees Received	18,450.00
" Modaration fees	7,200.00	" Students Health Home	5,475.00
" Postage	379.00	" Tution Fees	591,910.00
" Printing & Stationary	136,819.00	" Uniform Fees	253,200.00
" Practical Fees Paid	27,650.00		
" Practical Expenses	8,401.00		
" Registration fees	86,420.00		
" Review Fees	24,300.00		
" Re-examination fees paid	31,400.00		
" Registration Handling Expenses	7,420.00		
" Refreshment	6,790.00		
" Salary to Additional Staff	115,000.00		
" Salary to Casual Staff	447,850.00		
" Salary to Constructual Teacher	276,100.00		
" Salary to Guest Teacher	408,800.00		
" Science (Tour)	1,415.00		
" Seminar Expenses	1,975.00		
" Sports & Games	22,315.00		
" Student health home	10,500.00		
" Student Aid Fund	1,250.00		
" Subscription & Donation	1,500.00		
" T.A	30,451.00		
" Tution Fees Paid to Govt	531,715.00		
" T.D.S	32,338.00		
" Telephone	9,723.00		
" University Sports Fees	31,330.00		
" Excess of Income over Expenditure	768,807.30		
	<b>5,303,162.00</b>		<b>5,303,162.00</b>

*Principal*  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
24 Parganas (N)



For Roy Moulik & Co.

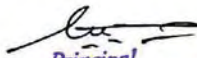
*(M. S. Ghosh)*  
Proprietor (M. No. 00585)  
Chartered Accountant  
F. R. No. 3700



**SREE CHAITANYA MAHAVIDYALAYA  
HABRA PRAFULLANAGAR, NORTH 24 PARGANAS**

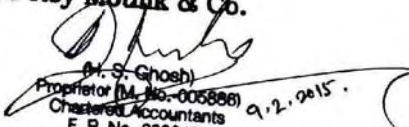
**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2014**

Liabilities	SCH	Amount(Rs)	Assets	SCH	Amount(Rs)
General Fund	A	13,782,826.93	Fixed Assets	I	7,804,283.62
Reserve Fund		16,451.21	Security Deposit with SEB		41,267.00
Development Fund	B	909,014.20	Security Deposit ( Indane)		7,160.00
Library Fund	C	434,996.30	Adv to Roy Building Contractor		62,000.00
Others Liabilities	D	2,711,685.44	Adv to Roy Building Construction		3,333,220.00
Libility Provision	E	5,000.00	Advance to staff	F	483,596.00
Building Fund	H	1,545,390.00	Amount Receivables	D	107,576.60
Earnest Money		52,594.00	Advance Miscellaneous	G	1,000.00
			Fixed deposit		3,713,631.00
			Cash & Bank Balance		
			SBI Barasat		1,805,145.36
			PNB		56,677.12
			UBI		1,995,922.25
			Cash in hand		46,479.13
		19,457,958.08			19,457,958.08

  
 Principal  
 Sree Chaitanya Mahavidyalaya  
 Habra - Prafullanagar  
 24 Parganas (N)



**For Roy Moulik & Co.**

  
 M. S. Ghosh  
 Proprietor (M. No.-005886)  
 Chartered Accountants  
 F. R. No.-308045E  
 9.2.2015

**AUDIT WORKS  
FOR THE YEAR 2014-15  
IN PROGRESS**



# Sree Chaitanya Mahavidyalaya

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