Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North24 Parganas, PIN -743468
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Institutional Strategic Plan/Perspective Plan and Deployment

Since its establishment, Sree Chaitanya Mahavidyalaya (erstwhile Sree Chaitanya College of Commerce) is worth trying to spread the education among the society especially to cater the priority sector and weaker section of the vicinity. The Institution has grown exponentially over the years, has always shown its commitment to uphold continuous good academic performance, to inculcate learner-centric and effective teaching-learning process, to ensure transparency and credibility in the process of students' evaluation, as well as in academic and administration.

The institution seeks to implement various innovative teaching-learning process and activities to enable the students not only to thrive in academics and research activities but also to motivate in character building, personality development, leadership and co-curricular activities including developing awareness for gender equality, protection of environment and quest for alternative source of energy for societal development.

The institution in keeping with the vision and mission had set up certain goals and designed an institutional plan for balanced growth. The IQAC in order to realize the goals of the institution plays an important role in designing developmental plans, policies and implementing them in academic and administrative sector of the institution. For quality enhancement IQAC prepares an Action Plan based on feedbacks of stakeholder.

Participatory role of the stakeholders is very important in implementation and execution of strategic plans in every sphere of the institution. Suggestions through meetings in different functional committees are incorporated in accomplishing the strategic plan for holistic education for students and making them socially responsive citizens for future.

Objectives of Strategic Plans:

- The institution follows merit based transparent admission process with strictly adhering to the reservation policy of the government.
- Traditional Teaching learning methodologies as well as using ICT for better curriculum delivery.
- Using student-centric teaching methods for attaining better learning outcomes.
- Introduce skill based add on and value added courses as per NEP 2020 to increase their employability.
- To create adequate infrastructure for extra-curricular and co-curricular activities especially for the sports category for holistic development of the students.

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- To inculcate creativity and leadership quality among the students in order to make them better citizens for the nation.
- To strengthen the innovative practices by the students through Institutional Innovation Council (IIC) and Incubation Cell.
- To develop adequate research facilities for faculties and students.
- To ensure the promotion of constitutional values and gender equity measures through various activities.
- To ensure sustenance of ragging free, plastic free and smoke free campus.
- The institution has plans to offer **newer disciplines** like Fashion Designing, Mass Communication, Computer Application, Information Technology, BBA in Hospitality, Aviation and Tourism Management and undergraduate Management Programmes like Bachelor of Business Administration.
- The institution has very recently materialized industry-institution linkage for employability training to the students.
- The institution has a plan to make the existing career counseling cell more a vibrant for our final year students by inviting potential employers from the industry.
- The institution plans for generating more resources optimally.

Short term plans

- Upgradation of new laboratory room according to CBCS curriculum.
- Modernisation of Software in the college website.
- Introduction of 'Entry-in –service' software to strengthen the functioning of Career Counseling cell.
- Purchase of furniture for office and various departments
- Purchase of Laboratory apparatus for science departments
- Purchase of more books for CBCS syllabus.
- Construction of new 2nd computer lab with all advanced computers and accessories.
- Renovation work for the college building
- Optimum utilization of Boys Hostel.
- Increasing the intake capacity of P.G. Course (M.Com)

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Long term plans

- New construction of Annex College building.
- Development of play ground
- Applying for new subjects at the under graduate level.
- Setting up of ICT based classroom and improving the teaching-learning experience.
- Designing and setting up Digital Display Board and Pollution monitoring Board.
- Installation of more Solar Plan in the new annex building.

For achieving the institutional developmental plans the IQAC takes initiative and coordinates with the other stakeholders of different Committees, Sub-committees and cells for implementation. For achieving the short-term plans the college uses the available college fund. For fulfilling long-term plans, the College submits proposals to the Government and MLA/MP, for sanctioning the grants for developmental works, after checking its own financial viability. After the allocation of the fund, the Finance Committee and the Development and Maintenance Committee of the college with the approval of the Governing Body disburse the allotted grants for utilization. This process of utilization of funds is monitored by the Principal and Bursar of the college.

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❖ DEPLOYMENT OF PLAN:

The College plans for deployment across the all possible areas of development to sustain and improvement in its academic standard. Following are the mechanisms adopted to implement the deployment of plans.

I. Curricular Aspects:

- Curriculum delivered by the college comprises of Learning Management System exercised by all teachers.
- Attendance regularity of students is ensured by maintaining individual attendance register and e-attendance mechanism.
- Outcome based education reflected by POs and COs in Hons. and P.G. Department and ventilated to the students.
- The college offers courses related to skill development, environmental studies and human values and professional ethics.
- Institution motivates the faculties for orientation with the up to date and changing vibrant academic and professional environment within the college.
- Strengthening the relationship between students and teachers and mentoring them for being good human through induction programme, parent- teachers meeting, regular mentoring activities etc.
- College conducts Academic and Administrative Audits regularly.
- Introduction of certificate/ add-on/ value added course.
- Collaborations with different institutions for effective execution of curriculum to promote excellence, value addition and for cultural exchange.
- Introducing interdisciplinary and multidisciplinary course as per NEP 2020 for more academic flexibility.
- Academic discipline in Teaching-Learning process is assured by preparing prospectus, Academic Calendar and time-table.
- To obtain the feedback on curriculum, its scientific, systematic analysis for effective communication to Academic subcommittee / IQAC / PG Board of Studies for taking positive move for revision and restructuring of curriculum.

II. Teaching Learning and Evaluation:

- Ensure enhancement of academic quality.
- College adopts Online Transparent Admission Process and a well-defined mechanism based on merit following strict reservation policy as per government rules.
- Proposed introduction in Multidisciplinary/General courses in Economics, Political Science, Sociology and Philosophy.
- Parent-teacher meetings are organized for betterment of the students.
- Departmental meetings, All-teachers' meeting with the Principal and Teachers' Council meetings are the mechanisms to assure quality, to analyses the results. Regular seminars / webinars, workshops, special lectures, experiential learning, participative learning and problem solving methodologies etc. help enhancing the quality of students.
- Best library user awards are given to the students every year to motivate them for better performance.
- College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling QPAC, INFLIBNET-NLIST services for the students and the teachers and reading rooms. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.
- Use of ICT and innovative teaching and learning resources like **LCD projectors** for power point presentations, internet etc. in Teaching-learning has changed the dimension of teaching and has made learning more interesting for the students.
- Continuous evaluation of the students by taking **MCQ test**, **Entry-in–service** questions via online mode and semester end internal assessment.
- Tutorials are parts of the regular teaching-learning and continuous evaluation.
- Parameters are set by the teachers to identify advanced learners and slow learners through **Student Profile Mapping** and classes for advanced learners are arranged to bridge the gaps and/or to enrich further.
- **PO-CO** attainment results are used for executing outcome based education.
- Mentoring by the teachers help the students to achieve the overall goals.
- Faculty exchange programmes also help to provide support to the students.

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- Introduction of job oriented Programmes by Career Counseling and Placement Cell and by IQAC with the help of the departments and in collaboration with industrial partners.

- Institutional Innovation Cell and Incubation Centre of the College are continuously trying to enhance entrepreneurial ability among the students.

III. Research Innovation and Extension:

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

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

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

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

- RDC keeps in touch with the library for a vibrant and resourceful academic environment. It assures the availability of e-Journal and e-Resources to all the students and faculties.

- RDC motivates teachers and students to undertake research activities such as project and publication of research papers in reputed journals and in college journal 'The Impression' (Print/online) and participate and present the research papers in seminars / workshops / conferences.

- The Governing Body sanctioned a total of Rs. 40,000/- as Seed money for college-based Minor Research Projects for the faculties.

- Recommends faculties applying for various Fellowships/ Scholarship programs for higher education.

- Sponsorship to attend conferences for paper presentations to all faculties are recommended by RDC.

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

- The college has created an environment of Indian Knowledge System (IKS) by making the students aware of the cross cutting issues like Professional Ethics, Human Values, Gender and Health Issues, IPR.
- It plans to encourage and help more faculties to participate in FDPs related to new technologies and subject upgradation.
- Institution encourages more extension and outreach programmes conducted in collaboration with industry, community and NGOs.
- It aims to increase the number of functional MoUs or linkages for on-the-job training, student/faculty exchange and other collaborative activities.

IV. Infrastructure and Learning Resources:

- The institution has perspective Plan as regards to Infrastructure and Learning Resources
- It is committed for continuous improvement of infrastructure and learning resources.
- The institutional plans and policies aim at optimum utilization and maintenance of available infrastructure and learning resources
- It constantly endeavours to obtain grants for infrastructure development
- The institution has well-equipped Computer laboratories
- It has a Library with increasing holdings and user friendly, automated and comprehensive services
- Fully equipped auditorium hall with audiovisual facilities
- Good quality furniture in classrooms
- Departmental rooms for faculty with departmental libraries, computers and internet facilities in teachers' staff room, office, Bursar room, departmental rooms, library, and IQAC room.
- Safe, pure and cold drinking water facility in every floor
- Adequate number of toilets in all blocks for students.
- Well-furnished Seminar Hall
- Well-furnished Administrative Office

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- Spacious, well-furnished, well-ventilated canteen.

- Maintenance and cleanliness of infrastructure

- Supply of electricity power with separate panels in every floor coupled with solar power, generator facility to ensure continuous and uninterrupted power supply.

- Reduction in electricity bills by use of LED bulbs and solar panels

- Well secured fire extinguisher with gas and water facilities.

- Computers at laboratories, offices, Library and departments with LAN

- Within limited scope college library keeps sufficient reference books, subject related good quality text books, sufficient PCs with internet access for the completion of projects and research work etc.

- The college maintains the system of quadrilateral evaluation of teachers by self, students, Principal and external peers to prepare faculty members towards their respective responsibility.

- The college has set biometric system of attendance for recording the arrival and departure time of the staff.

- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements have been strengthened for sustenance of quality.

V. Student Support and Progression:

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

- The institution provides benefits of concession to the poor and meritorious students and expedites the processing of other scholarships.

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

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

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- Right to Information Cell, Internal Complaints Committee (ICC), Anti Ragging Committee, staff and community help generating awareness amongst the students.
- Field visits, frequent counseling sessions provide information about career options, organization of trainings for employment, preparation for Govt. jobs etc.
- The institution has made a provision for benefiting the students by guidance for competitive examination through online question answer system namely, Entry-in-Service.
- The institution has a registered Alumni Association which contributes significantly for the development of the college.

VI. Governance Leadership and Management:

- Vision and Mission of the institution are communicated effectively to all the stake holders through website and prospectus.
- The Governing Body of the college, Principal, Teachers and staff work together for the development of the institution.
- Democratic and participatory governance through various statutory committees and sub-committees act in academic and administration.
- The substantive posts of teaching faculty are filled up by the recommendation of the West Bengal College Service Commission after following the requisite steps devised by the Govt. of West Bengal.
- The appointment of non-teaching staff is done through an interview process conducted by the college with the approval of the Department of Higher Education, Government of West Bengal.
- Strategy Development and Deployment of Perspective Plan is designed collectively based on feedback from stakeholders.
- The college is maintaining its organizational arrangements for effective functioning through Decentralized administrative mechanism with accountability, Participatory management, Distribution of responsibilities equitably according to capabilities.
- Constituting statutory committees and sub committees with clearly specified roles, responsibilities and objectives is invariably a part of decision making.
- Grievance Redressal Cell, Students' Welfare Committee, Anti Ragging Cell, Women Cell, Internal Complaints Committee (ICC) etc. are working efficiently
- Capacity building of Faculty and Staff is ensured by organizing Faculty Development Programmes and Staff Training Programmes regularly.

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- All the major financial decisions regarding academic expenses and administrative expenses are taken by the Finance Sub-Committee and Governing Body by following the recommendations of the Development and Maintenance Sub-Committee and Purchase Sub-Committee.
- Financial assistance is provided to teaching staff for attending conferences/ seminars/ workshops/ FDP.
- The College undergoes two types of audits i.e. Internal Audit and External Audit.
- IQAC takes effort to record comprehensive and effective performance appraisal of faculty as per API
- The institution is vigil on maintaining conducive work environment.
- Extensive use of ICT in teaching-learning system and governance is an essential feature..
- The institution is characterized by growth oriented annual budgetary allocation.
- Regular internal and external academic and administrative audit and timely financial audit of the accounts are done.
- The institution gives consistent effort for grants from government
- The IQAC will further strengthen the appraisal system of teachers by Quadrilateral Assessment which will enable them to realize their academic standard and endear them in various activities to excel in their academic performance.
- PBAS / Individual performance report is verified by the IQAC, Principal, Governing Body nominees and University nominees
- Verification of data and documents is done related to teaching- learning by the IQAC and by the Principal and then by the external experts.
- Feedbacks given by the stakeholders are analyzed and necessary actions are taken at the earliest.

VII. Institutional Values and Best Practices:

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

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- The institution has installed Solar Panel and Rain Water Harvesting. It also has taken exhaustive initiative to use LED and/ CFL lights towards energy conservation objective.
- Besides, it has taken several ventures on Environment awareness.
- Each day college ensures cleanliness of the campus.
- Promoting eco-friendly campus is of utmost priority. As a part of this, the authority has decided to maintain 'No Vehicle Day' once in a month and in near future once in a week.
- Efforts are already taken to ensure no-plastic and no-tobacco campus.
- Nurturing innovative practices in the field of Indian Knowledge System which include cross cutting issues like Professional Ethics, Human Values and Gender and Environmental sustainability
- The institution focuses on various extra and co- curricular activities especially sports and has achieved a commendable success.
- The college has successfully implemented Best Practices like Student Profile Mapping (Demographic and Skill-Strength Tracking), 360- degree appraisal (Quadrilateral Assessment of teachers), promotion of Sustainable Environment and carrying out initiatives under Institutional Social Responsibilities.
- The college has a distinctive feature of 'Nurturing Inclusive Education' formalized by intensive and affectionate gesture on the part of it towards "Gandhi Centenary B.T Primary School" situated in the college campus.