YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Sree Chaitanya College, Habra
• Name of the Head of the institution	Dr. Indramohan Mandal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03216237020
• Mobile No:	9433177110
• Registered e-mail	sreechaitanyacollege@rediffmail.com
• Alternate e-mail	scc.iqac2014@gmail.com
• Address	Sree Chaitanya College, Habra, PO. Prafullanagar, Dist. North 24 Parganas.
• City/Town	Habra
• State/UT	West Bengal
• Pin Code	743268
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**West Bengal State University**
• Name of the IQAC Coordinator	**Dr. Sobhana Palit**
• Phone No.	**9830356685**
• Alternate phone No.	**03216237020**
• Mobile	**9830356685**
• IQAC e-mail address	**scc.iqac2014@gmail.com**
• Alternate e-mail address	**sccprincipal139@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sreechaitanyacollege.in/aqar
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sreechaitanyacollege.in/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**81**	**2006**	**02/02/2006**	**01/02/2011**
Cycle 2	**B++**	**2.88**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**10/10/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Sikha Mondal	Major Research Project	SERB	2018, 3 years	35.94 lacs
Dr. Sikha Mondal	Major research project	WBDST	2019, 3 years	11.74 lacs
Smt. Sanchita Mistry	Major research project	ICMR, New Delhi	2019, 2years	12.26 lacs
Sree Chaitanya College, Habra	RUSA 2.0	Central and State Government	2018	1.5 crore

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	06	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

*Orientation programme for the semester I students conducted on

25.01.2022. *Workshop on career awareness for semster VI students conducted on 12.04.2022. * *Seminar on gender equity conducted on 29.06.2022. *Inauguration of counseling cell. *Inauguration of the counseling cell on 30.06.2022 *Seminar on gender equity on 29.06.2022 *Green audit of the college campus.

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

Plan of Action	Achievements/Outcomes
Workshop for teaching and non teaching staff on admission related software.	Workshop conducted on 22.03.2022
Conduction of college sports after long spell of pandemic	Sports conducted successfully on 15.03.2022
Orientation programme for Semester I students	Orientation programme conducted successfully on 25.01.2022
Plantation programme on account of World Environment day	Week wide Celebration of World Environment day
Inauguration of counseling cell	Inaugation of counseling cell done on 30.06.2022
Green audit of the college campus	Green audit was completed
Programme on gender equity	Dr. Manabi Bandopadhyay was the invited speaker in the programme of gender equity
Student welfare fund	Working procedure of student welfare fund was initiated.It is supposed to function from the next academic year.
Career guidance cell to organize programmes related to career oppotunities of the outgoing students	A programme of the career guidancecell was conducted for the outgoing semester VI students.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing body	04/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	24/12/2022

15.Multidisciplinary / interdisciplinary

The college encourages multidisciplinarity and interdisciplinary practices through its adoption of the Choice-Based Credit System (CBCS), under the West Bengal State University (WBSU). The college offers 14 Honours Subject Courses and 18 General Subject Courses according to the CBCS syllabi framed by WBSU and its respective Boards of Studies (BOS). For each of these courses, students are able to choose elective subjects of their choice, as offered by the college from time to time. Special lectures organised by the college IQAC from time to time cater to the need for dialogue, discussion, and research among the faculty.

16.Academic bank of credits (ABC):

Sree Chaitanya College, Habra, is a constituent college of West Bengal State University, and follows the curriculum and examination structure approved by the university.
Already the college has in place a system of elective courses and an online system of admission, also a student management system which contains all their personal and academic details, pertaining to continuous internal evaluation and examination. The college's database is synchronized with the university portal during the time of examinations, and there is a flow and exchange of all student-related data between our college and WBSU. As and when the WBSU decides to initiate the Academic Bank of Credits, the college will try its best to implement it.

17.Skill development:

Sree Chaitanya College offers its students access to holistic education through its regular courses, which enable them to acquire skills necessary to academic pursuits, develop social skills, and become better citizens of the country. The General Elective Courses, especially in the science and laboratory-based departments, help students to acquire knowledge on a hands-on basis. The humanities departments offer courses in Modern Indian Languages, which enable students to acquire linguistic skills and cultural training suited

to tradition and the contemporary world.

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

The college has three literature departments, e.g. Sanskrit, Bengali, and English, all of which offer undergraduate Honours courses in which traditions of Indian language and culture are explored. Apart from these departments, Indian knowledge systems remain a core component of the Honours syllabi of the departments of philosophy, political science, and history.

Faculty members acquire knowledge about Indian tradition and culture through attending online Faculty Development Programmes such as refresher courses, workshops, seminars and conferences.

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

The College has in place a process of continuous evaluation of students through an internal assessment system and an holistic view of education which caters to OBE through the semester system. Apart from regular classroom and laboratory-based interactions, a regular system of class tests conducted by the departments monitor the progress of students. Faculty members pay special attention to the slow learners in class, and conduct special classes from time to time to help the weak students. The intention of these processes is to create an amicable teaching-learning environment, which would in turn, positively affect the academic outcome of all students.

20.Distance education/online education:

The college offers working people, or students unable to pursue regular courses, the chance to pursue undergraduate degrees in a number of subjects under the distance learning programme. These subjects and courses are administered by the college, in a separate wing of the college, and conducted under affiliation to the Netaji Subhas Open University.

During the pandemic years of 2020-21, the college had switched entirely to the online modes of teaching and administration. After the college re-opened, teaching and learning was being carried out successfully in the blended mode, where active classroom teaching and laboratory work is complemented with the use of communicative technologies of the internet, the use of e-resources, and online lectures.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**34**

File Description	Documents
Data Template	[View File]

2.Student	
2.1 Number of students during the year	**6407**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1544**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**1309**

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**83**

File Description	Documents
Data Template	[View File]

3.2	**0**

Number of Sanctioned posts during the year	
File Description	**Documents**
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**7931824**
4.3 Total number of computers on campus for academic purposes	**110**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year the Principal, the IQAC Coordinator and the Heads of the Departments prepare an academic calendar reflecting the schedule of curriculum delivery. The curriculum is delivered recently through both online and offline mode, video of practical demonstrations, and also through projects, assignments, webinars etc along with regular theory classes. Importance is given to the use of ICT tools like PPTs, videos, e-books etc. Effectiveness of the curriculum delivery is judged through various evaluations and short tests prior to the University exams. The POs, PSOs and COs are measured by the faculty members of the institute.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

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

The institution does adhere to the academic calendarfor the conduction of Continuous Internal Evaluation (CIE). The academic calendar is prepared on the basis of the proposed calendar of the affiliating university WBSU. Execution of teaching through various online platforms viz. Google meet, ZOOM, Whatsapp, Duo, Skype has success fully been completed under the guidance of the Principal andHeads of all the Departments. However, offline teaching was also resumed later.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://api8.siliconpin.com/assets/2ab55ba3-48ef-4b01-8544-06129d542c01?download

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

34

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The course curriculum is set by the affiliating university which is strictly followed by the Institution. Courses on ethics and gender

sensitivisation are regularly conducted by the college's Women's Cell, Anti-Sexual Harassment Cell, and Counselling Cell, in coordination with the IQAC. Several crosscutting issues relevant to the environment and sustainability have been addressed by the various cells under the IQAC through webinar, postercompetition etc. Extention activities such as tree plantation, biodiversity awareness were also conducted. Someactivities in 2021-22have been carried out online due to restrictions of the COVID pandemic.

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

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

0

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

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

0

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	[View File]
URL for feedback report	https://api8.siliconpin.com/assets/338cc571-281b-4409-90c9-61b70d403627?download

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3527

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1251

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Due to long persistence of Covid-19 pandemic, it was possible for the teachers to judge the learning levels of the students in the classroom for a brief period of time in the said academic year. But they tried their level best to assess the learning levels of the students throughonline classes, class tests, interactive sessions, and by givingassignments, and ultimately identify slow and advanced learners. Then special online teaching-learning programmes followed for the academic progress of both slow and advanced learners. Extra classes were arranged regularly for the slow learners to improve their academic performance. They were provided with additional study materials and books to develop their understanding of the subject. Bilingual (English and Bengali) explanations and discussions were followed during class to make them understand the topics. Home assignments and their evaluation were carried out on regular basis. Advanced learners were constantly guided and encouraged to participate in various online competitions and national and international webinars. They were advised to read standard reference books, journals and magazines available in e-sources of the College library and motivated to discuss relevant current issues. The College Library provided access to INFLIBNET facility and other e-resourcesto help the advanced learners to widen their knowledge.

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

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

Number of Students	Number of Teachers
6407	126

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college follows many methods for enhancing the learning experiences of its students. Special motivational programmes were regularly conducted by the college during the pandemic through the online mode to sensitize students about the value of life,and sensitize them to follow Covid protocols. Teachers tried toguide their students to remain safe, and encourage others to follow safety protocols, while helping them to experience a critical phase of their lives. Students were made cognizant of the importance of physical and emotional safety so that the relationships of the students to their selves, to others, and to the world at large. The different Clubs and Cells under the IQAC arranged special events like World Environment Day, National Pollution Day, International Women's Day, and Human Rights Day to make students more aware and conscious of their own responsibility. The College adopted an interactive approach with its students by organizing group discussions, debates, quiz competitions and poster presentations. Special lectures, webinars were organized to encourage and motivate students to become active participants and not just passive recipients of knowledge. Students were also encouraged to participate in national and international webinars and conferences to acquire participative learning. Some of the courses also have papers designed to develop the research skills among students like research methodology, statistical learning, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://api8.siliconpin.com/assets/c453e331-2da6-4bd1-81aa-c104fc6ef084?download

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

Teachers used ICT-enabled tools and online resources for effective teaching-learning processes during the year. Theory classes were conducted in online mode through Google Meet. Skype, and Zoom. Teachers were encouraged to use power-point presentations during their online class. Recording of video lectures were also made available to students. Online competitions like poster presentation,paper presentation, project presentation, quiz, debate etc. were organized in online mode. Assignments, class tests were done through Google Classroom, Skype,and Google Forms. Study materials were provided in online mode through Google Classroom, email, Telegram and WhatsApp. Internal and External Examinations were also conducted both in the online and offline modes. Learning modules, e-books and virtual labs were also made available.

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

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

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

45

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

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

2.4.3.1 - Total experience of full-time teachers

989 years

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

2.5 - Evaluation Process and Reforms

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

College examination committees, in conjunction with all the departments, supervise and coordinate all internal assessments under the CBCS. Regular tutorials, project work, class tests and continuous evaluation processes complement mid-semester examinations, and the committees work alongside the departments to ensure that evaluation and submission of marks are completed within a stipulated period oftime. During the COVID-19 lockdown period, many departments switched to Google Forms as a primary mode of examination for class tests and mid-semester internal assessment exams, where students got copies of their answerscripts in their individual emails. Some departments chose submission of project work over email in the form of pdfs. The departments of the college pursued continuous evaluation, as required by CBCS, by conducting regular class tests, which were followed up with do-at-home projects. The scripts of class tests were shared with the students, but since internal assessment is a component of the university's credit requirements under the semestersystem, the marks for it were not disclosed to the students.

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

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

Mechanisms to redress grievances with reference to evaluation are asfollows: For internal assessments: • Students forward their applications to the concerned departmental email, or to the college Grievance Cell, from where the issues are forwarded to the concerned departments. • As per university norms, there are no re-examinations for internal assessments. During the COVID-19 lockdown period, all

departments took the extra effort to contact students on an individual basis so that none were left out in the examination process. • The college sent out bulk SMS messages to all students with information on the semester exams, shared information on student groups onTelegram and Whatsapp. • The college alsoupdated links on the college website on a regular basis explaining processes of online submission.

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

2.6 - Student Performance and Learning Outcomes

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

The institution has stated learning outcomes andgeneric and programme-specific graduate attributes which are integrated into the assessment process and widely publicized through the website and publications like the yearly Prospectus. The college has stated learning outcomes which are integrated into the assessment process in the syllabi that is clearly publicised through its website and other documents. Eac department which offers any programme of study is displayed in the college website, and all the information is contained in the Prospectus, an e-copy of which is downloadable from the website. The syllabus of each programme listed in the Prospectus provides clear information about core courses, generic elective courses,fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The Prospectus also provides information about scheme of instruction and evaluation process for each course offered by the college. The undergraduateprogrammes in the sciences and humanities enable the students to opt for generic courses, which are offered to expand their knowledge and to initiate them to academic pursuits.

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

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

- **Evaluation of outcomes are monitored by the institution through its departments, and various academic committees under the IQAC.**
- **The students are initiated into their academic programmes of choiceduring the College Orientation Programme at the very beginning of their courses. Orientation toward specific course-contents is also offered by the respective departments to their students pursuing general and Honours course every academic year, and at the beginning of every semester.**
- **The college evaluates the attainment of general course outcomes, programme-specific outcomes during each semester through mid-semester and end-semester examinations, assignments (and lab-based projects for science subjects), presentations, viva-voce examinations, etc.**
- **The improvement of student results during the last few years, which is integral to their performances, is indicative of the college's commitment to its programme and course outcomes.**

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

2.6.3 - Pass percentage of Students during the year

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

1309

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://sreechaitanyacollege.in/notice/student-satisfaction-survey-2021-22

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

59.94 Lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

26

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

25

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

Our College is now a Recognized Social Entrepreneurship, Swachhta &Rural Engagement Cell (SES REC) Institution from 02/09/2020. NSSunit of our college has successfully framed the SES REC Action Planand constituted ten working groups for improving facilities in theCampus and theCommunity/Adopted Villages in the areas of Sanitation& Hygiene, Waste Management, Water Management, Energy Conservationand Greenery post COVID-19, along with the observation of threeenvironment, entrepreneurship and community engagement related daysto inculcate in faculty, students and community, the practices ofMentoring, Social Responsibility, Swachhta and Care for Environmentand Resources under Mahatma Gandhi National Council of RuralEducation Department of Higher Education, Ministry of EducationGovernment of India

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/NSS
Upload any additional information	**No File Uploaded**

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

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

3

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

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

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

14

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

713

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **The college has adequate infrastructure and physical facilities for teaching and learning like class rooms, laboratories,library, seminar hall, auditorium, common room for students (for boys and girls) and common staffroom for teaching and non-teaching staff.**
- **Every Department has also its Departmental chamber for faculties with facilities of computers, laptops and printers. The College has a Boys Hostel to accommodate students from distant places.**
- **There are 34 class rooms for conducting theory classes out of which few class rooms are well furnished with LCD projectors and internet facility to adapt advanced teaching-learning methods.**
- **The institution has well equipped laboratories for both practicalbased subjects and language subjects. One research lab is available in the Department of Botany.**
- **There are 110 computers which include both desktops and laptops.**
- **The College has a central library facilitating to both teachers and students with eresources.**
- **All departments have also their independent libraries with sufficient books and study materials as per the syllabi prescribed by the University.**
- **There is a Seminar Hall with good audio-visual facility. It is**

- mainly used for seminars, workshops, conferences and other activities.
- An Auditorium with well seating arrangement and good audio visual facility is also available inthe college.
- A computer lab funded by RUSA is also there which can be used when required.

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

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

- The College has adequate facilities for cultural activities, yoga, games (indoor and outdoor) and sports. It facilitates a number of indoor and outdoor games like table-tennis, carrom boards, football, high jump, long jump, volleyball etc. The College organizes Annual Athletic Meets and inter-collegiate sports for students.
- The College regularly conducts Yoga practices and classes for students for a sound mental health.
- A Gymnasium with well physical equipments is available for both the students and the staff.
- There is an auditorium which is well equipped with light and sound systems to carry out different cultural activities and programmes.
- There is an open air stage for flag hoisting and other open air programmes.
- Several activities are also held at departmental levels such as fresher's welcome, farewell along with screenings of movies. Independence Day, Republic Day. Birthdays of national freedom fighters are also celebrated as a part of cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sreechaitanyacollege.in/notice/annual-sports-events-2022

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

4467134

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

4.2 - Library as a Learning Resource

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

The college library is partially automated, using card catalogues as well asIntegrated Library Management System, which works through KOHA software.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0

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

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

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

14

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The Institution continuously updates its ICT facilities to ensure efficient functioning and extensive infrastructure has been setup during the last five years. The infrastructure comprises of a total of 110 systems including Desktops (Intel i5- 9th generation, 64 bit operating systemwith 8GB RAM),Laptops (i5- 8250Uprocessor). The CCTV Surveillance system and biometric system were established in 2013 and 2016 respectively. The Wifi system was established in the year of 2013. Apart from the computers in the departments, there is a common computer lab which is accessed by students and teachers as and when required.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

3464690

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

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

All the academic infrastructural facilities including classrooms, laboratories, and computer facilities have been maintained properly. The departments maintain their facilities on a day-to-day basis, reporting to the IQAC and the Purchase Committee if a particular department requires some additional facilities, and conduct yearly reviews on upgrade of equipment which are reviewed by the Purchase Committee and the college Bursar. Most departments maintain their departmental libraries, run jointly by student committees under the supervision of departmental faculty. A Library Sub-Committee reporting to the IQAC and the GB supervises the maintenance and purchase of books and computers at the College Central Library. Recently, the college has seen greater infrastructural upgrade in the form of new Administrative and Academic buildings as well as built a new Auditorium with support of grants from RUSA 2.0.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1176

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

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

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

836

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

B. 3 of the above

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

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

203

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

203

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

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

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

5.2.2.1 - Number of outgoing student progression to higher education

58

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

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

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

examinations) during the year

02

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

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

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

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

The students are involved in committees conducting Freshers welcome, Farewell of outgoing students, College sports, Saraswati puja, Teachers Day celebration, Independence day celebration, Republic day celebration, etc.

File Description	Documents
Paste link for additional information	https://api7.siliconpin.com/assets/358afb06-cd9f-489b-a147-88307305efe0
Upload any additional information	View File

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

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

568

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college has been functional for many years. Among the faculty there are former students of this college like Dr. Biswanath Bhoumik (Convenor of the college committee coordinating with the Alumni Association), Dr. Bedprakash Ray and Dr. Chinmay Biswas from the Department of Anthropology, and Dr. Abhijit Das, alumnus and external member of the current IQAC Committee, who are active in organising the work of the Alumni Association. The association closely works with the college to offer academic support to present and former students, and is present at college celebration of national events like the celebration of the Republic Day, Independence Day, and Birth Anniversary of Netaji Subhas Chandra Bose, and festive occasions like the celebration of Saraswati Puja in the college premises each year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college runs with three shifts- Day shift, Morning shift and Evening shift (Extended day shift) and which are under one Principal and one Governing body. Even though the Principal takes all over well responsibilities of shifts, two teachers are appointed as Teacher-in-Charge for both morning and evening shiftsto look after the academic and administrative discipline .College adopts two different ways for decentralization system through: Statutory committees and different Administrative and Academic committees. Statutory committees function under theparticipation of The Principal, President and elected member ofGB, Co-ordinator IQAC, Secretary of TC as well as senior teaching faculties and N. T. S.The Principal is the secretary of the Governing Bodyand Chairperson of the IQAC as well as the President of thedifferent committes such as Development Committee, FinanceCommittee, Purchase Committee constituted by the GB. These committees plan and implement different academic, administrative, financial and developmental activities.Under this unit the followingcommittees are constituted as per Guideline of the Government: I.Rusa, HRMS, PFMS II. AISHE III. Counselling Cell. IV. Grievance cell. V. Website Committee. VI. Anti-Ragging Committee.

Students dissipation in Field-survey, Industrial Visits and Educational tour to fulfill theirknowledge and aspirations. Class tests, Tutorials, seminarsdiscussion and project work are regularly conducted for continuousinternal assessment of studentsTeaching and

Learning Use effective methods like ICT enabled classrooms, language lab along with Chalkand Duster.Students are encouraged for PowerPoint presentation,seminars,organizing quiz, Debate and group discussion .

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

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

The college practises collective decision-making through a system of delegation where most academic, administrative, and financial workis done by various specialized committees catering to the diverse needs of the institution.In the key areas of administration, strategies, policies, andfinancial decisions, coordination with the university, government,and other stakeholders, the Governing Body (GB) of the college plays a pivotal role in decentralizing administration. Apart from thePrincipal, the GB comprises of nominated state-governmentrepresentatives, eminent educationists, community stakeholders, aswell as elected representatives from the faculty, non-teachingstaff, and students. The GB follows delegation and decentralization through the work of dedicated and specialized committees. A Finance Committee, headed by the Bursar, along with facultyrepresentatives, monitors the college's finances to ensuretransparency and accountability. Ratified yearly by the Teachers'Council of the collegeand working in close consultation with theIQAC Committee (which works in conjunction with UGC and other educational directives to provide direction for future academic growth and development), some of the committees and cells are as follows: Research and Development Cell, Academic Committee, GrievanceRedressal Committee, Admission Committee, Website Committee,Cultural Committee, separate Examination Committees for everysemester examinations, Library Committee, Career guidance cell,etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college sets up a perspective plan for academic and infrastructural development. All decisions are taken in IQAC meetings for academic excellence.The college has received funding from RUSA which was effectively used in infrastructural development,renovation of buildings, procuring more books for the library,etc. Construction of new classrooms are going on. An auditorium has been renovated recently. All these activities have been verified by the visits by RUSA officials. More ICT enabled classrooms will be there by bringing technological advancements in teaching - learning.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://sreechaitanyacollege.in/iqac
Upload any additional information	**No File Uploaded**

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

The College abides by the rules and policies of the UGC, the Department of Higher Education, Govt of West Bengal and Statute of WBSU.The institute regularly updates its website with necessary information regarding government programmes for ensuring quality in higher education and plans of action that individual institution has to implement. The Principal, who is appointed by the State Government and heads theinstitution, receive various directions regarding policies,decisions, rules and regulations from the Directorate of Higher Education and implements them accordingly.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://sreechaitanyacollege.in/organizations
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

A staff cooperative is there for the teaching and non teaching staff of the college.

For the mental wellbeing of the staff members, there is a councilling cell which functions in association with professional psychologists.

The college also have a internal complaint committee constituting of internal and external members as per the government rule for acertaining the safty of women in the workplace.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/documents/aqar
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

1

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

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

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

19

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Headed by the Principal, the college maintains an Internal Performance Appraisal system for all its staff. Faculty members as well as non-teaching staff receive feedback on areas ofimprovement. The performance and career advancement of faculty members under the UGC-recommended Career Advancement Scheme is actively monitored and encouraged by the college.Grievance and feedback boxes for students placed at strategic locations at the college, apart from the process of registering onlinegrievance and feedback through the College Grievance Cell.In addition, the college IQAC collects students' feedback in the form of online Students' Satisfaction Survey from time to time, which are in turn communicated to the individual departments ofthe college for improvement. Conditions of confidentiality are maintained in the acquiring, processing, and forwarding of all feedback.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/notice/student-satisfaction-survey-2021-22
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Nil

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

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

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

0

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

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

At the beginning of every financial year, the college prepares a budget to accommodate its financial needs for the following year. Every possible purchase of the college (including books,laboratory equipment, and infrastructural upgrade and maintenance) is taken into consideration. Purchases are supervised by committees and the Bursar, and are made only after invitingrequisite number of quotations and a thorough scrutiny. The primary sources of income of the college are: fees (collected from students during admission and at the beginning of everysemester), state government grants, central grants from the UGC or programmes like RUSA, and interests from fixed deposits. Other sources of income are fines, and other miscellaneous income likethat from the sale of old newspapers, periodicals and magazines,et cetera. The collection of fees is done by the offices of the college through online bank transactions on a portal, with each and every transaction systematically accounted for. The process is supervised by the college's Account Office in consultation with the Bursar. After the collection of funds, and after the consideration of the college's necessary expenditure according tothe budget, the surplus is invested as fixed deposits in

the college bank account.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has focused on overseeing holistic education in the college in the following ways: Regular meetings and feedback mechanism between the IQAC, the academic departments, and thegreater college community: Organising and supporting interactive academic sessions and webinars during the pandemic phase Offering support to various academic departments to conduct online classes and laboratory-work, as well as helping to compile e-resources on the college website Coordinating activities of the college's clubs and societies to involve students in extra-curricular activities like writing competitions, poster writing, anddebates and discussions Regularly promoting awareness and explaining COVID-19 protocols to students and the greater college community during the pandemic years.

Various programmed are organized to promote universal ethics among the students. The carrier guidance cell along with IQAC takes every attempt to open job opportunities for the students. There is also a counseling cell in the college in order to take care of the mental health of the students as well. Participations of the students in various seminars are also encouraged to developed interest in their subjects.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/iqac
Upload any additional information	**No File Uploaded**

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

The IQAC works with the academic committees and the departments of

the college to promote an inclusive teaching-learning process. Regular meetings are held, along with stock-taking and earmarkingmethodological goals at the beginning of a semester session, and for every academic year, which enables it to improve on the college's greater academic goals. Monthly meetings with theacademic committees ensure that a continuous process of evaluation is adhered to, while structured work patterns of all committees, drawing from the experience of earlier work, adhere to the IQAC'splans for incremental improvement. The feedback pattern has been gradually shifted to the online mode. Apart from its focus on strengthening teaching-learning, and encouraging holistic education, the IQAC regularly undertakes programmes on ethics, as well as offering counseling to students.

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

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has a Women's Cell. The functions of the women's cell are to purely safeguard the rights of female students, faculty, and staff members and also to provide a platform for listening to complaints. The cell tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. The cell intends to promote gender awareness to one and all and make the college a gender-sensitive space. An anti sexual Harassment Cell is constituted and provides information to the students and staff from time to time. It organizes awareness workshops on this issue. Awareness aboutsexual harassment is also created through the value education classes, monitoring system and the counseling cell and also by Internal complaint committee of the college.

The IQAC has also arranged seminar on gender equity on 29.06.2022.The speaker invited was Dr. Manobi Bandopadhyay.

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization plan for the year 2021-2022: Gender sensitization programme creates awareness regarding 'gender equality' issues and tries to modify the behaviour and views that people hold about themselves and other gender. Women's Cell of Sree Chaitanya College, Habra, in collaboration with IQAC, works incessantly throughout the year to create a gender sensitized working atmosphere in the college. Keeping this in view, the cell proposes to undertake different activities for the year 2021-22. 1. A two day awareness workshop regarding gender sensitization training to all staffs of the college 2. One day seminar on different gender issues with special reference to gender – based violence to promote a safer work-environment for women employees of the college. 3. Poster competition among the students of the college on 'Women Empowerment'.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The College has Anti Sexual Harrasment cell, Internal Complaint committee and seperate common room for Girls

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

D. Any 1 of the above

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

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

Hazardous chemicals and radioactive waste management

The college is very conscious of generating less waste. Wastes are segregated into two parts : routine wastes like papers,pens, food, plastics are disposed off in the dustbin located at certain intervals in each floor.From there it is taken by the sweepers at regular intervals and disposed off in the landfills. Another kind of wastes such as laboratory wastes/e wastes are diposed separately and taken away by the vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File](#)

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

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

D. Any 1 of the above

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

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

Different sports and cultural activities are organized inside the college to promote harmony and positive interaction among people of different racial and cultural backgrounds. Commemorative days like Yoga day, world environment day along with many regional festivals like Saraswati puja are celebrated in the college. Grievance cell of the college deal with grievances without considering anyone's racial or cultural background. The college has student welfare fund and concession are granted to the students in need without any type of discrimination. Study materials are given to the students time to time as per requirement.

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

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

The College ensures that the students participate very enthusiastically in different activities. The College celebrates the Independence Day & Republic Day with great pomp and vigour. This causes awareness about different National identities and symbols. For the propagation of the Fundamental Duties and Rights of the citizens, the faculties organize many academic programs like Seminar, Conferences, Expert talks, etc . Various activities like poster making competition, essay competition,photography competition

are arranged from time to time. Various activities conducted in the Institute for inculcating values for being responsible citizens are given below.

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

The list of national and international commemorative days, events and festivals the institute celebrates every year and make the students and faculty to participate (file uploaded).

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

7.2 - Best Practices

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

BEST PRACTICE – 01 TITLE: Use of blog spot as teaching learning method. OBJECTIVES: A unique way to share curriculum-related content and many otherrelated informations.This allows an opportunity for socialinteraction and provide a virtual "space" for learners. Use of the advanced technology in the teaching learning process will make the teaching learning process more interesting. THE CONTEXT:Even a practical based topiccan also be well illustrated through this medium.The student will learn tohave maximum use of advanced technology in their learning phase.

Best Practice 2

Title : Sustainable Green Practices

Objectives of the Practice:

1.To in culcate environment consciousness amongst faculty, students and non- teaching staff. 2. To create an environment conscious campus through eco-friendly practices 3. To develop and beautify college campus which will result in an increased biodiversity 4. To reduce the consumption of fossil fuel based energy.

The Context: College has more than 50 species of plants in the campus with proper labeling of its botanical and common names and a good collection of medicinal plants. College has rich biodiversity of trees and birds. The college has taken step for installingSolar Panels.Vermi Compost pit is constructed at Garden.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

The NCC unit of our College began its journey from the very inception of the institution in 1956. The cadets are offered with A, B and C certificates after completion of their course accordingly and have a bright prospectus to enter into defence services. They are generally given special preference over normal candidates during selections or recruitment of defence services. The main motto of NCC is "Unity and Discipline" .Its aim stands at developing discipline, character, and brotherhood, the spirit of adventure and ideals of selfless service amongst young citizens and enlighten leadership qualities among them who will serve the NationPresently, the Unit has two wings: Senior Wing for Boys and Junior Wing for Girls. Regular classes and special training is provided for the cadets. The NCC unit also arranges special camps for the cadets in different parts of West Bengal where the Army officers guide the cadets. The Unit sends best cadets for RDC camp at Delhi. Students can join this unit of our College to build a bright career of their own especially in the fields of police and defence. Dr.Bedprakash Ray, Department of Anthropology, is the ANO of the NCC unit of our College.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year the Principal, the IQAC Coordinator and the Heads of the Departments prepare an academic calendar reflecting the schedule of curriculum delivery. The curriculum is delivered recently through both online and offline mode, video of practical demonstrations, and also through projects, assignments, webinars etc along with regular theory classes. Importance is given to the use of ICT tools like PPTs, videos, e-books etc. Effectiveness of the curriculum delivery is judged through various evaluations and short tests prior to the University exams. The POs, PSOs and COs are measured by the faculty members of the institute.

File Description	Documents
Upload relevant supporting document	[View File]
Link for Additional information	**Nil**

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

The institution does adhere to the academic calendarfor the conduction of Continuous Internal Evaluation (CIE). The academic calendar is prepared on the basis of the proposed calendar of the affiliating university WBSU. Execution of teaching through various online platforms viz. Google meet, ZOOM, Whatsapp, Duo, Skype has success fully been completed under the guidance of the Principal andHeads of all the Departments. However, offline teaching was also resumed later.

File Description	Documents
Upload relevant supporting documents	[View File]
Link for Additional information	[https://api8.siliconpin.com/assets/2ab55ba 3-48ef-4b01-8544-06129d542c01?download](https://api8.siliconpin.com/assets/2ab55ba3-48ef-4b01-8544-06129d542c01?download)

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

34

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The course curriculum is set by the affiliating university which is strictly followed by the Institution. Courses on ethics and gender sensitivisation are regularly conducted by the college's Women's Cell, Anti-Sexual Harassment Cell, and Counselling Cell, in coordination with the IQAC. Several crosscutting issues relevant to the environment and sustainability have been addressed by the various cells under the IQAC through webinar, postercompetition etc. Extention activities such as tree plantation, biodiversity awareness were also conducted. Someactivities in 2021-22have been carried out online due to restrictions of the COVID pandemic.

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

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://api8.siliconpin.com/assets/338cc571-281b-4409-90c9-61b70d403627?download

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3527

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1251

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Due to long persistence of Covid-19 pandemic, it was possible for the teachers to judge the learning levels of the students in the classroom for a brief period of time in the said academic year. But they tried their level best to assess the learning levels of the students throughonline classes, class tests, interactive sessions, and by givingassignments, and ultimately identify slow and advanced learners. Then special online teaching-learning programmes followed for the academic progress of both slow and advanced learners. Extra classes were arranged regularly for the slow learners to improve their academic performance. They were provided with additional study materials and books to develop their understanding of the subject. Bilingual (English and Bengali) explanations and discussions were followed during class to make them understand the topics. Home assignments and their evaluation were carried out on regular basis. Advanced learners were constantly guided and encouraged to participate in various online competitions and national and international webinars. They were advised to read standard reference books, journals and magazines available in e-sources of the College library and motivated to discuss relevant current issues. The College Library provided access to INFLIBNET facility and other e-resourcesto help the advanced learners to widen their knowledge.

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

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

Number of Students	Number of Teachers
6407	**126**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college follows many methods for enhancing the learning experiences of its students. Special motivational programmes were regularly conducted by the college during the pandemic through the online mode to sensitize students about the value of life,and sensitize them to follow Covid protocols. Teachers tried toguide their students to remain safe, and encourage others to follow safety protocols, while helping them to experience a critical phase of their lives. Students were made cognizant of the importance of physical and emotional safety so that the relationships of the students to their selves, to others, and to the world at large. The different Clubs and Cells under the IQAC arranged special events like World Environment Day, National Pollution Day, International Women's Day, and Human Rights Day to make students more aware and conscious of their own responsibility. The College adopted an interactive approach with its students by organizing group discussions, debates, quiz competitions and poster presentations. Special lectures, webinars were organized to encourage and motivate students to become active participants and not just passive recipients of knowledge. Students were also encouraged to participate in national and international webinars and conferences to acquire participative learning. Some of the courses also have papers designed to develop the research skills among students like research methodology, statistical learning, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[https://api8.siliconpin.com/assets/c453e33 1-2da6-4bd1-81aa-c104fc6ef084?download](https://api8.siliconpin.com/assets/c453e331-2da6-4bd1-81aa-c104fc6ef084?download)

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

Teachers used ICT-enabled tools and online resources for effective teaching-learning processes during the year. Theory classes were conducted in online mode through Google Meet. Skype, and Zoom. Teachers were encouraged to use power-point presentations during their online class. Recording of video lectures were also made available to students. Online competitions like poster presentation,paper presentation, project presentation, quiz, debate etc. were organized in online mode. Assignments, class tests were done through Google Classroom, Skype,and Google Forms. Study materials were provided in online mode through Google Classroom, email, Telegram and WhatsApp. Internal and External Examinations were also conducted both in the online and offline modes. Learning modules, e-books and virtual labs were also made available.

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

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

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

45

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

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

2.4.3.1 - Total experience of full-time teachers

989 years

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

College examination committees, in conjunction with all the departments, supervise and coordinate all internal assessments under the CBCS. Regular tutorials, project work, class tests and continuous evaluation processes complement mid-semester examinations, and the committees work alongside the departments to ensure that evaluation and submission of marks are completed within a stipulated period oftime. During the COVID-19 lockdown period, many departments switched to Google Forms as a primary mode of examination for class tests and mid-semester internal assessment exams, where students got copies of their answerscripts in their individual emails. Some departments chose submission of project work over email in the form of pdfs. The departments of the college pursued continuous evaluation, as required by CBCS, by conducting regular class tests, which were followed up with do-at-home projects. The scripts of class tests were shared with the students, but since internal assessment is a component of the university's credit requirements under the semestersystem, the marks for it were not disclosed to the students.

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

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

Mechanisms to redress grievances with reference to evaluation are asfollows: For internal assessments: • Students forward their applications to the concerned departmental email, or to the college Grievance Cell, from where the issues are forwarded to the concerned departments. • As per university norms, there are no re-examinations for internal assessments. During the COVID-19 lockdown period, all departments took the extra effort to contact students on an individual basis so that none were left out in the examination process. • The college sent out bulk SMS messages to all students with information on the semester exams, shared information on student groups onTelegram and Whatsapp. • The college alsoupdated links on the college website on a regular basis explaining processes of online submission.

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

2.6 - Student Performance and Learning Outcomes

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

The institution has stated learning outcomes andgeneric and programme-specific graduate attributes which are integrated into the assessment process and widely publicized through the website and publications like the yearly Prospectus. The college has stated learning outcomes which are integrated into the assessment process in the syllabi that is clearly publicised through its website and other documents. Eac department which offers any programme of study is displayed in the college website, and all the information is contained in the Prospectus, an e-copy of which is downloadable from the website. The syllabus of each programme listed in the Prospectus provides clear information about core courses, generic elective courses,fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The Prospectus also provides information about scheme of instruction and evaluation process for each course offered by the college. The undergraduateprogrammes in the sciences and humanities enable the students to opt for generic courses, which are offered to expand their knowledge and to initiate them to academic pursuits.

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

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

- **Evaluation of outcomes are monitored by the institution through its departments, and various academic committees under the IQAC.**
- **The students are initiated into their academic programmes**

of choiceduring the College Orientation Programme at the very beginning of their courses. Orientation toward specific course-contents is also offered by the respective departments to their students pursuing general and Honours course every academic year, and at the beginning of every semester.

- The college evaluates the attainment of general course outcomes, programme-specific outcomes during each semester through mid-semester and end-semester examinations, assignments (and lab-based projects for science subjects), presentations, viva-voce examinations, etc.
- The improvement of student results during the last few years, which is integral to their performances, is indicative of the college's commitment to its programme and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

1309

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://sreechaitanyacollege.in/notice/student-satisfaction-

survey-2021-22

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

59.94 Lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.serb.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

26

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

25

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Our College is now a Recognized Social Entrepreneurship, Swachhta &Rural Engagement Cell (SES REC) Institution from 02/09/2020. NSSunit of our college has successfully framed the SES REC Action Planand constituted ten working groups for improving facilities in theCampus and theCommunity/Adopted Villages in the areas of Sanitation& Hygiene, Waste Management, Water Management, Energy Conservationand Greenery post COVID-19, along with the observation of threeenvironment, entrepreneurship and community engagement related daysto inculcate in faculty, students and community, the practices ofMentoring, Social Responsibility, Swachhta and Care for Environmentand Resources under Mahatma Gandhi National Council of RuralEducation Department of Higher Education, Ministry of EducationGovernment of India

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/NSS
Upload any additional information	**No File Uploaded**

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

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

3

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

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

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

14

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

713

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- The college has adequate infrastructure and physical facilities for teaching and learning like class rooms, laboratories, library, seminar hall, auditorium, common room for students (for boys and girls) and common staffroom for teaching and non-teaching staff.
- Every Department has also its Departmental chamber for faculties with facilities of computers, laptops and printers. The College has a Boys Hostel to accommodate students from distant places.
- There are 34 class rooms for conducting theory classes out of which few class rooms are well furnished with LCD projectors and internet facility to adapt advanced teaching-learning methods.
- The institution has well equipped laboratories for both practicalbased subjects and language subjects. One research lab is available in the Department of Botany.
- There are 110 computers which include both desktops and laptops.
- The College has a central library facilitating to both teachers and students with eresources.
- All departments have also their independent libraries with

- **sufficient books and study materials as per the syllabi prescribed by the University.**
- **There is a Seminar Hall with good audio-visual facility. It is mainly used for seminars, workshops, conferences and other activities.**
- **An Auditorium with well seating arrangement and good audio visual facility is also available inthe college.**
- **A computer lab funded by RUSA is also there which can be used when required.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

- **The College has adequate facilities for cultural activities, yoga, games (indoor and outdoor) and sports. It facilitates a number of indoor and outdoor games like table-tennis, carrom boards, football, high jump, long jump, volleyball etc. The College organizes Annual Athletic Meets and inter-collegiate sports for students.**
- **The College regularly conducts Yoga practices and classes for students for a sound mental health.**
- **A Gymnasium with well physical equipments is available for both the students and the staff.**
- **There is an auditorium which is well equipped with light and sound systems to carry out different cultural activities and programmes.**
- **There is an open air stage for flag hoisting and other open air programmes.**
- **Several activities are also held at departmental levels such as fresher's welcome, farewell along with screenings of movies. Independence Day, Republic Day. Birthdays of national freedom fighters are also celebrated as a part of cultural activities.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sreechaitanyacollege.in/notice/annual-sports-events-2022

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

4467134

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

4.2 - Library as a Learning Resource

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

The college library is partially automated, using card catalogues as well asIntegrated Library Management System, which works through KOHA software.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

0

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

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

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

14

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

4.3 - IT Infrastructure

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

The Institution continuously updates its ICT facilities to ensure efficient functioning and extensive infrastructure has been setup during the last five years. The infrastructure comprises of a total of 110 systems including Desktops (Intel i5- 9th generation, 64 bit operating systemwith 8GB RAM),Laptops (i5-8250Uprocessor). The CCTV Surveillance system and biometric system were established in 2013 and 2016 respectively. The Wifi system was established in the year of 2013. Apart from the computers in the departments, there is a common computer lab which is accessed by students and teachers as and when required.

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

3464690

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

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

All the academic infrastructural facilities including classrooms, laboratories, and computer facilities have been maintained properly. The departments maintain their facilities on a day-to-day basis, reporting to the IQAC and the Purchase Committee if a particular department requires some additional facilities, and conduct yearly reviews on upgrade of equipment which are reviewed by the Purchase Committee and the college Bursar. Most departments maintain their departmental libraries, run jointly by student committees under the supervision of departmental faculty. A Library Sub-Committee reporting to the IQAC and the GB supervises the maintenance and purchase of books and computers at the College Central Library. Recently, the college has seen greater infrastructural upgrade in the form of new Administrative and Academic buildings as well as built a new Auditorium with support of grants from RUSA 2.0.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1176

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

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

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

836

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

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

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

203

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

203

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

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

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

5.2.2.1 - Number of outgoing student progression to higher education

58

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

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

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

government examinations) during the year

`02`

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

`01`

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

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

The students are involved in committees conducting Freshers welcome, Farewell of outgoing students, College sports, Saraswati puja, Teachers Day celebration, Independence day celebration, Republic day celebration, etc.

File Description	Documents
Paste link for additional information	https://api7.siliconpin.com/assets/358afb06-cd9f-489b-a147-88307305efe0
Upload any additional information	View File

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

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

568

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college has been functional for many years. Among the faculty there are former students of this college like Dr. Biswanath Bhoumik (Convenor of the college committee coordinating with the Alumni Association), Dr. Bedprakash Ray and Dr. Chinmay Biswas from the Department of Anthropology, and Dr. Abhijit Das, alumnus and external member of the current IQAC Committee, who are active in organising the work of the Alumni Association. The association closely works with the college to offer academic support to present and former students, and is present at college celebration of national events like the celebration of the Republic Day, Independence Day, and Birth Anniversary of Netaji Subhas Chandra Bose, and festive occasions like the celebration of Saraswati Puja in the college premises

each year.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college runs with three shifts- Day shift, Morning shift and Evening shift (Extended day shift) and which are under one Principal and one Governing body. Even though the Principal takes all over well responsibilities of shifts, two teachers are appointed as Teacher-in-Charge for both morning and evening shiftsto look after the academic and administrative discipline .College adopts two different ways for decentralization system through: Statutory committees and different Administrative and Academic committees. Statutory committees function under theparticipation of The Principal, President and elected member ofGB, Co-ordinator IQAC, Secretary of TC as well as senior teaching faculties and N. T. S.The Principal is the secretary of the Governing Bodyand Chairperson of the IQAC as well as the President of thedifferent committes such as Development Committee, FinanceCommittee, Purchase Committee constituted by the GB. These committees plan and implement different academic, administrative, financial and developmental activities.Under this unit the followingcommittees are constituted as per Guideline of the Government: I.Rusa, HRMS, PFMS II. AISHE III. Counselling Cell. IV. Grievance cell. V. Website Committee. VI. Anti-Ragging Committee.

Students dissipation in Field-survey, Industrial Visits and Educational tour to fulfill theirknowledge and aspirations. Class

tests, Tutorials, seminarsdiscussion and project work are regularly conducted for continuousinternal assessment of studentsTeaching and Learning Use effective methods like ICT enabled classrooms, language lab along with Chalkand Duster.Students are encouraged for PowerPoint presentation,seminars,organizing quiz, Debate and group discussion .

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

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

The college practises collective decision-making through a system of delegation where most academic, administrative, and financial workis done by various specialized committees catering to the diverse needs of the institution.In the key areas of administration, strategies, policies, andfinancial decisions, coordination with the university, government,and other stakeholders, the Governing Body (GB) of the college plays a pivotal role in decentralizing administration. Apart from thePrincipal, the GB comprises of nominated state-governmentrepresentatives, eminent educationists, community stakeholders, aswell as elected representatives from the faculty, non-teachingstaff, and students. The GB follows delegation and decentralization through the work of dedicated and specialized committees. A Finance Committee, headed by the Bursar, along with facultyrepresentatives, monitors the college's finances to ensuretransparency and accountability. Ratified yearly by the Teachers'Council of the collegeand working in close consultation with theIQAC Committee (which works in conjunction with UGC and other educational directives to provide direction for future academic growth and development), some of the committees and cells are as follows: Research and Development Cell, Academic Committee, GrievanceRedressal Committee, Admission Committee, Website Committee,Cultural Committee, separate Examination Committees for everysemester examinations, Library Committee, Career guidance cell,etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college sets up a perspective plan for academic and infrastructural development. All decisions are taken in IQAC meetings for academic excellence.The college has received funding from RUSA which was effectively used in infrastructural development,renovation of buildings, procuring more books for the library,etc. Construction of new classrooms are going on. An auditorium has been renovated recently. All these activities have been verified by the visits by RUSA officials. More ICT enabled classrooms will be there by bringing technological advancements in teaching - learning.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://sreechaitanyacollege.in/iqac
Upload any additional information	**No File Uploaded**

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

The College abides by the rules and policies of the UGC, the Department of Higher Education, Govt of West Bengal and Statute of WBSU.The institute regularly updates its website with necessary information regarding government programmes for ensuring quality in higher education and plans of action that individual institution has to implement. The Principal, who is appointed by the State Government and heads theinstitution, receive various directions regarding policies,decisions, rules and regulations from the Directorate of Higher Education and implements them accordingly.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://sreechaitanyacollege.in/organizations
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

A staff cooperative is there for the teaching and non teaching staff of the college.

For the mental wellbeing of the staff members, there is a councilling cell which functions in association with professional psychologists.

The college also have a internal complaint committee constituting of internal and external members as per the government rule for acertaining the safty of women in the workplace.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/documents/aqar
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

19

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Headed by the Principal, the college maintains an Internal Performance Appraisal system for all its staff. Faculty members as well as non-teaching staff receive feedback on areas ofimprovement. The performance and career advancement of faculty

members under the UGC-recommended Career Advancement Scheme is actively monitored and encouraged by the college.Grievance and feedback boxes for students placed at strategic locations at the college, apart from the process of registering onlinegrievance and feedback through the College Grievance Cell.In addition, the college IQAC collects students' feedback in the form of online Students' Satisfaction Survey from time to time, which are in turn communicated to the individual departments ofthe college for improvement. Conditions of confidentiality are maintained in the acquiring, processing, and forwarding of all feedback.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/notice/student-satisfaction-survey-2021-22
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Nil

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

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

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

0

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

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

At the beginning of every financial year, the college prepares a budget to accommodate its financial needs for the following year. Every possible purchase of the college (including books,laboratory equipment, and infrastructural upgrade and maintenance) is taken into consideration. Purchases are supervised by committees and the Bursar, and are made only after invitingrequisite number of quotations and a thorough scrutiny. The primary sources of income of the college are: fees (collected from students during admission and at the beginning of everysemester), state government grants, central grants from the UGC or programmes like RUSA, and interests from fixed deposits. Other sources of income are fines, and other miscellaneous income likethat from the sale of old newspapers, periodicals and magazines,et cetera. The collection of fees is done by the offices of the college through online bank transactions on a portal, with each and every transaction systematically accounted for. The process is supervised by the college's Account Office in consultation with the Bursar. After the collection of funds, and after the consideration of the college's necessary expenditure according tothe budget, the surplus is invested as fixed deposits in the college bank account.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has focused on overseeing holistic education in the college in the following ways: Regular meetings and feedback mechanism between the IQAC, the academic departments, and thegreater college community: Organising and supporting interactive academic sessions and webinars during the pandemic phase Offering support to various academic departments to conduct online classes and laboratory-work, as well as helping to compile e-resources on the college website Coordinating activities of the college's clubs and societies to involve students in extra-curricular activities like writing competitions, poster writing, anddebates and discussions Regularly promoting awareness and explaining COVID-19 protocols to students and the greater college community during the pandemic years.

Various programmed are organized to promote universal ethics among the students. The carrier guidance cell along with IQAC takes every attempt to open job opportunities for the students. There is also a counseling cell in the college in order to take care of the mental health of the students as well. Participations of the students in various seminars are also encouraged to developed interest in their subjects.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/iqac
Upload any additional information	No File Uploaded

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

The IQAC works with the academic committees and the departments of the college to promote an inclusive teaching-learning process. Regular meetings are held, along with stock-taking and earmarkingmethodological goals at the beginning of a semester session, and for every academic year, which enables it to improve on the college's greater academic goals. Monthly meetings with theacademic committees ensure that a continuous process of evaluation is adhered to, while structured work patterns of all committees, drawing from the experience of earlier work, adhere to the IQAC'splans for incremental improvement. The feedback pattern has been gradually shifted to the online mode. Apart from its focus on strengthening teaching-learning, and encouraging holistic education, the IQAC regularly undertakes programmes on

ethics, as well as offering counseling to students.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://sreechaitanyacollege.in/iqac
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has a Women's Cell. The functions of the women's cell are to purely safeguard the rights of female students, faculty, and staff members and also to provide a platform for listening to complaints. The cell tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. The cell intends to promote gender awareness to one and all and make the college a gender-sensitive space. An anti sexual Harassment Cell is constituted and provides information to the students and staff

from time to time. It organizes awareness workshops on this issue. Awareness aboutsexual harassment is also created through the value education classes, monitoring system and the counseling cell and also by Internal complaint committee of the college.

The IQAC has also arranged seminar on gender equity on 29.06.2022.The speaker invited was Dr. Manobi Bandopadhyay.

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization plan for the year 2021-2022: Gender sensitization programme creates awareness regarding 'gender equality' issues and tries to modify the behaviour and views that people hold about themselves and other gender. Women's Cell of Sree Chaitanya College, Habra, in collaboration with IQAC, works incessantly throughout the year to create a gender sensitized working atmosphere in the college. Keeping this in view, the cell proposes to undertake different activities for the year 2021-22. 1. A two day awareness workshop regarding gender sensitization training to all staffs of the college 2. One day seminar on different gender issues with special reference to gender – based violence to promote a safer work-environment for women employees of the college. 3. Poster competition among the students of the college on 'Women Empowerment'.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The College has Anti Sexual Harrasment cell, Internal Complaint committee and seperate common room for Girls

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

The college is very conscious of generating less waste. Wastes are segregated into two parts : routine wastes like papers,pens, food, plastics are disposed off in the dustbin located at certain intervals in each floor.From there it is taken by the sweepers at regular intervals and disposed off in the landfills. Another kind of wastes such as laboratory wastes/e wastes are diposed separately and taken away by the vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**A. Any 4 or All of the above**

1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	<u>View File</u>

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

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

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

Different sports and cultural activities are organized inside the college to promote harmony and positive interaction among people of different racial and cultural backgrounds. Commemorative days like Yoga day, world environment day along with many regional festivals like Saraswati puja are celebrated in the college. Grievance cell of the college deal with grievances without considering anyone's racial or cultural background. The college has student welfare fund and concession are granted to the students in need without any type of discrimination. Study materials are given to the students time to time as per requirement.

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

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

The College ensures that the students participate very enthusiastically in different activities. The College celebrates the Independence Day & Republic Day with great pomp and vigour. This causes awareness about different National identities and symbols. For the propagation of the Fundamental Duties and Rights of the citizens, the faculties organize many academic programs

like Seminar, Conferences, Expert talks, etc . Various activities like poster making competition, essay competition,photography competition are arranged from time to time. Various activities conducted in the Institute for inculcating values for being responsible citizens are given below.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

The list of national and international commemorative days, events and festivals the institute celebrates every year and make the students and faculty to participate (file uploaded).

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

7.2 - Best Practices

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

BEST PRACTICE – 01 TITLE: Use of blog spot as teaching learning method. OBJECTIVES: A unique way to share curriculum-related content and many otherrelated informations.This allows an opportunity for socialinteraction and provide a virtual "space" for learners. Use of the advanced technology in the teaching learning process will make the teaching learning process more interesting. THE CONTEXT:Even a practical based topiccan also be well illustrated through this medium.The student will learn tohave maximum use of advanced technology in their learning phase.

Best Practice 2

Title : Sustainable Green Practices

Objectives of the Practice:

1.To in culcate environment consciousness amongst faculty, students and non- teaching staff. 2. To create an environment conscious campus through eco-friendly practices 3. To develop and beautify college campus which will result in an increased biodiversity 4. To reduce the consumption of fossil fuel based energy.

The Context: College has more than 50 species of plants in the campus with proper labeling of its botanical and common names and a good collection of medicinal plants. College has rich biodiversity of trees and birds. The college has taken step for installingSolar Panels.Vermi Compost pit is constructed at Garden.

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

7.3 - Institutional Distinctiveness

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

The NCC unit of our College began its journey from the very inception of the institution in 1956. The cadets are offered with A, B and C certificates after completion of their course accordingly and have a bright prospectus to enter into defence services. They are generally given special preference over normal candidates during selections or recruitment of defence services. The main motto of NCC is "Unity and Discipline" .Its aim stands at developing discipline, character, and brotherhood, the spirit of adventure and ideals of selfless service amongst young citizens and enlighten leadership qualities among them who will serve the NationPresently, the Unit has two wings: Senior Wing for Boys and Junior Wing for Girls. Regular classes and special training is provided for the cadets. The NCC unit also arranges special camps for the cadets in different parts of West Bengal where the Army officers guide the cadets. The Unit sends best cadets for RDC camp at Delhi. Students can join this unit of our College to build a bright career of their own especially in the fields of police and defence. Dr.Bedprakash Ray, Department of Anthropology, is the ANO of the NCC unit of our College.

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

7.3.2 - Plan of action for the next academic year

The institutional goals for the academic year 2021-2022 are framed as follows.

1. Skill based and Value added Courses shall be introduced to foster competencies among students.

2. To encourage and appreciate teachers for various awards and recognition.

3. Projects in the subject of Foundation Course for awareness and sensitization of students towards clean environment and positive social ecology .

4. Major and Minor Research Projects to be submitted to various Research organizations.

5. Ensuring Wi Fi connectivity in all Class Rooms to facilitate learning experiments.

6.MoUs to be attained for enabling skill development and employability of students.

7. Initiative to be taken for a geen audit by some auditing agency.

8.Participation in NIRF ranking.

9. Initiative for solar panel installation.

10. Planning for some water conservwtion strategies.