



Yearly Status Report - 2017-2018

Part A

Data of the Institution

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 own campus	Yes
Phone no/Alternate Phone no.	03216236767
Mobile no.	9432849491
Registered Email	sreechaitanyacollege@rediffmail.com
Alternate Email	scc.iqac2014@gmail.com
Address	P.O.-Habra Prafullanagar, Habra Dist. 24 Parganas (N) Pin-743268
City/Town	Habra
State/UT	West Bengal
Pincode	743268

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Dibyendu Panigrahi			
Phone no/Alternate Phone no.		03216236767			
Mobile no.		9433416277			
Registered Email		scc.iqac2014@gmail.com			
Alternate Email		dibyendupanigrahi@yahoo.co.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://drive.google.com/file/d/1w_iK61NbWY4kv2Qdy8fO8Wy-w5uP-i6B/view			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://sreechaitanyacollege.in/upload/Admin Upload/Docs/Academic-Calender-2017-18.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	81.00	2006	02-Feb-2006	01-Feb-2011
2	B++	2.88	2016	05-Nov-2016	04-Nov-2021
6. Date of Establishment of IQAC			10-Oct-2013		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Students feedback was taken and considered towards ensuring the overall quality of the Institution	10-Aug-2018 4	40
Students feedback was taken and considered towards ensuring the overall quality of the Institution	07-Aug-2018 4	50
Students feedback was taken and considered towards ensuring the overall quality of the Institution	03-Aug-2018 4	50
Regular meeting of Internal Quality Assurance Cell (IQAC)	12-Jun-2018 3	10
Regular meeting of Internal Quality Assurance Cell (IQAC)	30-Jan-2018 3	10
Regular meeting of Internal Quality Assurance Cell (IQAC)	18-Dec-2017 2	11
Regular meeting of Internal Quality Assurance Cell (IQAC)	18-Jul-2017 3	8
Students feedback was taken and considered towards ensuring the overall quality of the Institution Students feedback was taken and considered towards ensuring the overall quality of the Institution	03-Aug-2018 4	40
Students feedback was taken and considered towards ensuring the overall quality of the Institution	07-Aug-2018 4	40
Students feedback was taken and considered towards ensuring the overall quality of the Institution	10-Aug-2018 5	60
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World

Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mr. Artatrana Gochhayat	Minor Research Project	UGC	2015 720	90000
Dr. Eva Sarkar	Minor Research Project	UGC	2015 720	20000
Smt. Projnaparamita Chatterjee	Minor Research Project	UGC	2014 720	53614
Dr. Sagarika Chowdhury	Minor Research Project	UGC	2015 720	62500
Mr. Jibananda Gayen	Minor Research Project	UGC	2017 720	155000
Dr. Uttam Das	Minor Research Project	UGC	2017 720	240000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Student's Orientation Programme: 12/09/2017 to 14/09/2017 Thalassemia camp: 20/02/2018, 22/02/2018, and 23/02/2018 Workshop on CAS: 26/02/2018 Workshop on CBCS: 04/05/2018

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

Plan of Action	Achivements/Outcomes				
To organize seminars	Under the active guidance of IQAC, different departments have organized seminars, conferences and workshops towards academic enhancement for both students and faculties				
Preparation for introduction of CBCS curriculum for forthcoming session	A Workshop on CBCS was organized on 04/05/2018 in order to introduce CBCS curriculum				
To organize Health Awareness Programme	A Thalassemia camp was arranged from 20/02/2018 to 23/02/2018				
To organize Workshops on CAS	A workshop on CAS was organized on 26.02.2018				
Office automation	Steps have been taken for partial automation in the college office				
Online admission	Online admission commenced from the academic session 201617				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body, Sree Chaitanya College, Habra</td> <td>13-Sep-2019</td> </tr> </tbody> </table>	Name of Statutory Body	Meeting Date	Governing Body, Sree Chaitanya College, Habra	13-Sep-2019	
Name of Statutory Body	Meeting Date				
Governing Body, Sree Chaitanya College, Habra	13-Sep-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	04-Mar-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The college maintains the following administrative procedures for effective management information system (MIS): <ul style="list-style-type: none"> • Student Admission • Student Attendance • Evaluation and Exam Procedures • Research activities • Seminar, conference, and other training activities • Finance related works 				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The syllabi is generally revised and upgraded by the University. For the proper implementation and documentation of the curriculum, the college follows the following mechanisms: ? All departmental meetings are held at the very beginning of the academic session for syllabus distribution among faculties and preparation of lesson plan by faculties for students. Teachers prepare their lecture and provides a detailed reading list of their lectures at the commencement of classes ? College routine sub-committee provides a routine for each year/semester for both UG and PG courses and departmental heads prepare their routine duly signed by the Principal ? The College Central Library has sufficient text books as per syllabi and open access is also available for teachers and students. INFLIBNET system is also available for teachers. Every department has its departmental library and students get reading facility in their departments. ? The College adopted different teaching methods such as Chalk-duster method, ICT-based teaching learning method, use of scientific models and charts for effective lecture delivery ? Students' participation in Field survey, Industrial Visit and Educational Tour to fulfill their knowledge and aspirations ? Class tests, tutorials, seminars, group discussions and project work are regularly conducted for internal assessment of students

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Anthropology (Hons & Gen)	91
BSc	Botany (Hons & Gen)	168
BSc	Geography (Hons)	31
BSc	Zoology (Hons & Gen)	257

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

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

Feedback Obtained
Students feedback form is generally filled up by UG students on their last Part I Exam-2018 and Part II Exam-2018 in the college. Feedback from the students collected on different aspects of the college including curriculum, teaching learning, laboratory, library facilities, administration and overall college environment. The points are calculated as per the grades given by students on various aspects. The grades are given as 1, 2, 3, 4, (where 1Poor, 2Not Satisfactory, 3Satisfactory, 4Good, and 5Very Good). The average and percentage of different criteria are calculated along with a thorough scrutinization on the strengths and weaknesses of the areas as mentioned by the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons	639	1275	332
BA	General	1700	2253	1178
BSc	Hons	544	1519	281
BSc	General	500	695	337
MSc	Chemistry	46	113	37
MA	Bengali	50	42	14

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2128	51	65	0	15

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
65	48	80	10	1	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring of students is conducted by the departments of the College. Mentoring of students is based on the following objectives: • To increase the teacher-student contact hours • To identify and address the problems faced by slow learners and first generation learners • To encourage advanced learners • To decrease the student drop-out rates Every year, College organizes the orientation programme for the 1st year students to explain the designing and implementation of the mentoring system of the department, Departmental teachers. Departments maintain the records of class tests/surprise tests, attendance records etc. related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students. Teachers discuss with parents during parent-teacher meetings and try to identify the problems faced by students and related issues. Time factor is a major constraint of the mentoring system. To overcome this constraint, teachers sometimes suggest students to provide the list of difficult questions and problems faced by them while preparing for competitive examinations and then the teachers provide solutions in written form to the students. In some departments, tutorial classes are also organized for students. Outcome of the departmental mentoring system in the current year (2017-2018)

1. Significant improvement in the teacher-student relationship has been observed
2. Students have shown outstanding performance in sports tournaments. College has been declared as champion in different events of inter college district sports and games championship, inter college athletic championship state sports and games championship. The biggest challenge of the mentoring system is to decrease the drop-out rates of the college due to shifting of students from general courses to technical and medical courses at the beginning of each academic session. College has planned to introduce a mentoring guideline for all departments from the next academic session to address this problem.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2128	65	1 : 33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	65	20	1	38

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized
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	international level		bodies
2017	Dr. Banidipa Mandal Biswas	Assistant Professor	Ph.D.
2017	Dr. Pranab Kr. Das	Assistant Professor	Ph.D.
2018	Dr. Bedprakash Roy	Assistant Professor	Ph.D.
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	B.Sc. Part I Examination, 2018	2018	05/07/2018	05/10/2018
BA	B.A. Part I Examination, 2018	2018	05/07/2018	05/10/2018
BSc	B.Sc. Part II Examination, 2018	2018	24/05/2018	06/08/2018
BA	B.A. Part II Examination, 2018	2018	24/05/2018	06/08/2018
BSc	B.Sc. Part III Examination, 2018	2018	26/03/2018	05/06/2018
BA	B.A. Part III Examination, 2018	2018	26/03/2018	05/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College constantly endeavors for the academic development of students. The College, thus, carries out continuous internal evaluation throughout the year by conducting class tests, projects, debates, group discussion, student seminar presentation etc. particularly for Honours courses. For the evaluation of General Course students, MCQ type questions are followed for ENVIS (environmental science).

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

The college is an affiliated college to WBSU. Test examinations are conducted before the final examination of the each year. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct class tests for students in order to perform better in the final examination. Annexure - III Sree Chaitanya College, Habra Academic Calendar for the Academic Session 2017-18 Session-I UG July 1- September 25, 2017 (87 days)

Sundays- 13 Holidays- 5 Teaching days- 69 Puja Holidays Sept 26-Oct-21, 2017 Session-II UG Oct-22-Dec-24, 2017 (64 days) Sundays- 10 Holidays- 3 Teaching days- 51 Winter Holiday Dec, 25, 2017 to Dec, 31, 2017 (7 days) Session-III UG Jan 1- May 15, 2018 (135 days) Test Examination- 29 days Sundays- 19 Holidays- 13 Teaching days- 74 Total Teaching Days 194 Admission, Examination, Form Fill-Up and Publication of Test Result 1. (a) Admission of 1st Yr. Students May 17 - July 7, 2017 (b) Commencement of 2nd Yr. And 3rd Yr. Classes July 10, 2017 (c) Commencement of 1st Yr. Classes August 11, 2017 2. Test Examinations (UG) (a) Test Examination for 3rd Yr. Students (Hons General) Dec 14- 2017- Jan 8, 2018 (b) Test Examination for 2nd Yr. Students (Hons General) Jan 29-Feb 5, 2018 (c) Test Examination for 1st Yr. Students (Hons General) Feb 8-17, 2018 3. Publication of Test Results (UG) (a) Part III (Hons General) Jan 29, 2018 (b) Part II (Hons General) Feb 20, 2018 (c) Part I (Hons General) March 5, 2018 4. Form Fill-Up (UG) (a) Part III (Hons General) Feb-05-10, 2018 (b) Part II (Hons General) Feb 27-Mar 5, 2018 (c) Part I (Hons General) April 9-15, 2018

2.6 – Student Performance and Learning Outcomes

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

<https://sreechaitanyacollege.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A. (H)	BA	Honours	215	194	90.23
B.A. (Gen)	BA	General	498	182	36.54
B.Sc. (H)	BSc	Honours	140	131	93.57
B.Sc. (General)	BSc	General	166	148	89.15

[View File](#)

2.7 – Student Satisfaction Survey

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

<https://www.drive.google.com/file/d/1R60fcEGn0uPFnXkYomYIqu56YsgcJ29p/view>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	720	UGC	621114	621114
Major Projects	1095	SERB, DST, Govt. of India	3591086	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Indian Parliament at Crossroads	Political Science	28/11/2018
Chhou Nritya o Bangla Lokosamaskriti	Bengali	27/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	1	0.13
National	History	3	0.13
National	Sanskrit	1	0.13
International	Anthropology	2	3.19
International	Chemistry	5	3.19
International	Physics	3	3.19
International	Mathematics	2	3.19
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	8
Geography	1
History	1
Political Science	9
Zoology	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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No Data Entered/Not Applicable !!!

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Thalassemia Camp	Ranaghat Thalassemia Detection Centre, Dept. of Health and Family Welfare, Government of West Bengal	24	400

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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National RD, 2018	Government of India	National Republic Day Parade at Delhi	0	2
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Major Research Project	Dr. Dibyendu Panigrahi	CSIR	1095
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3240000	2876282

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	3.10.03.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	36644	2233052	488	136684	37132	2369736
Reference Books	293	95225	16	21658	309	116883
Journals	8	15030	0	0	8	15030
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	93	5	37	40	0	13	17	100	0
Added	2	0	0	0	0	0	0	200	0
Total	95	5	37	40	0	13	17	300	0

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

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
10320585	4392165	13958735	7638432

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

The college invites requisition from all Heads of the Department (HODs) regarding requirements of class rooms, computers and other electronic devices, equipments, chemicals, books and journals, laboratories and other infrastructural resources well before the commencement of each academic year. ? The laboratories are restructured owing to the introduction of CBCS curriculum. Heads of all departments are responsible for maintaining equipments of laboratories, computers, ICT classrooms etc. ? Purchase of Software for Official accounts management along with to meet the demands of the students ? Introduction of Wi-Fi facilities in the campus especially for all stakeholders ? Biometric attendance system for all employees of the institution ? The Bursar of the College look after the procurement, maintenance, repair and replacement of equipments like computers, laptops, projectors, binocular, microscope, cameras etc. Some portion of the fund received under RUSA project has been utilized for upgradation of administrative building and renovation of Auditorium, purchase of books and sports accessories.

<https://sreechaitanyacollege.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	13	B.Sc. (Hons)	Anthropology	West Bengal State University, Viswabharati University, University of Calcutta	M. Sc.
2018	3	B.Sc. (Hons)	Botany	West Bengal State University, Rahara Ramkrishna Mission	M. Sc.
2018	7	B.Sc. (Hons)	Chemistry	Sree Chaitanya College, Habra (PG Dept.), West Bengal State University, Kalyani University.	M. Sc.
2018	12	B.Sc. (Hons)	Geography	West Bengal State University, University of Calcutta, Presidency University, Chatrapati Sivaji University, Guru Ghasidas University	M. Sc.
2018	5	B.Sc. (Hons)	Physics	West Bengal State University, APC college (PG Dept.), Barasat Govt. College (PG Dept.)	M. Sc.

2018	5	B.Sc. (Hons)	Zoology	Barasat Govt. College (PG Dept.), West Bengal State University	M. Sc.
2018	4	B.A. (Hons)	Bengali	Sree Chaitanya College, Habra, West Bengal State University	M.A.
2018	2	B.A. (Hons)	English	West Bengal State University	M.A.
2018	4	B.A. (Hons)	History	West Bengal State University	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	2
View File	

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

Activity	Level	Number of Participants
Orientation Programme	Institutional	1200
Freshers' Welcome	Institutional	2200
Teachers' Day Celebration	Institutional	1500
College Social	Institutional	5000
Celebration of Saraswati Puja	Institutional	800
International Mother Language Day	Institutional	151
Intra-College Football Tournament	Institutional	40
Annual Sports	Institutional	54
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Union (SU) of the College serves for the greater interests of students throughout the year. The President and Vice-President of the SU act as a link between the Principal, faculties and students as a whole. Both the President and Vice-President also participate in important student-related meetings of the College and their suggestions are given due consideration. The President of the SU is also a member of the Governing Body of the College. Their major activities for the year 2017-18 are: ? Organize Freshers' Welcome for the newly admitted students ? Celebrate Teachers' Day to show their gratitude to teachers and also as a tribute to Dr. Sarvapalli Radhakrishnan ? Organize Annual Social, a cultural programme of the College ? Celebrate Saraswati Puja in the College ? Organize different sports activities like Inter-college Football tournament, Inter-college Cricket tournament and Annual Sports of the College and ? Prepare a list of economically weaker students to avail of concession fee from the college fund

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

- For effective coordination of the administrative activities of the College, a number of statutory sub-committees such as GB sub-committee, Finance sub-committee, Development sub-committee etc. have been formed with representation from all stakeholders of the college
- A number of Clubs under the supervision of IQAC have been formed to maintain decentralization and participative management in the College
- Different academic and administrative sub-committees like admission, examination and election have also been formed under the supervision of IQAC comprising of representative from all stakeholders of the College for smooth running of administrative and academic activities of the College.
- There is a Finance sub-committee for financial planning and implementation mainly comprises of GB members (teaching non-teaching staff and outside members)
- There is a Building sub-committee with members from faculties, engineers, contractors and office staff to assist in the planning and execution of infrastructure related work

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none">• Faculties from the Institution participated in different seminars, workshops and symposium conducted by West Bengal State University in framing curriculum of both ongoing and newly implemented CBCS system• Students' participation in Field survey, Industrial Visit and Educational Tour to fulfil their knowledge and aspirations• Class tests, tutorials, seminars, group discussions and project work are regularly conducted for internal assessment of students
Teaching and Learning	<ul style="list-style-type: none">• Use of effective methods like ICT enabled class rooms, Language Labs along with Chalk and duster• Students are encouraged for power-point presentation and seminars• Organizing quiz, debate and group discussions for students• Active participation of students in the publication of departmental Wall Magazine• Development of learning skills of students through Field survey, industrial visit, Educational tour and participating in different seminars
Examination and Evaluation	<ul style="list-style-type: none">• University and College level examinations are conducted as per the schedule• Class tests for both old and semester system are conducted regularly• CBCS has been introduced since 2018• Progress of students is assessed through assignments, seminar presentation, group discussion, debates, project work and viva-voce• Every year, faculties are engaged in university examinations as Head Examiner/examiner/paper setter/reviewer/moderator
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none">• College publishes one journal named "Sree Chaitanya College Journal of Science and Humanities (JOSH)" and a magazine named "Sampan".• Well-equipped Labs are available for research work particularly in science subjects• Faculties are granted with special leave for completion of their doctoral/post-doctoral research work under FDP• Faculties are encouraged to present papers in international/national/state level seminars, workshops and to act as

resource persons • Faculties are motivated to publish their research work in UGC referred journals • College provides information about various funding agencies for sponsoring Major/Minor Research Projects • Faculties are encouraged to act M.Phil./Ph.D. Guide/Supervisor • College encourages faculties to organize international/national/state level seminars

Library, ICT and Physical Infrastructure / Instrumentation

• College has a Central Library with fully automation • Open access to E-journals and E-books through membership of N-List (National Library and Information Services Infrastructure of scholarly content) under INFLIBNET (Information and Library Network Centre) • Book bank facility is made available • University and College Question Paper sets are available • Plan for installation of RFID system under CPE fund • A new Administrative Building is under construction • Plan for more model class rooms and auditoriums under College and other external funds • Plan for procurement of more equipment, teaching aids, books, computers and laptops under CPE fund

Human Resource Management

College manages human resources mainly faculties, non-teaching staff and students so efficiently for the institutional development as well as extension activities • Faculties are encouraged to participate in Orientation Programme, Refresher Course and other short term courses for their promotion under CAS • Special computer training programmes for official staff for smooth running of administration of the college • Career and Guidance Cell arranges special lectures for students to aware them about different competitive examinations and various career options • NCC and NSS students are involved in different social awareness programmes as a part of extension activities

Admission of Students

• Transparency is maintained in the admission process of the college which is purely on merit basis • Online admission with online payment facility at both UG and PG Levels • Admission sub-committee of the college looks after the entire admission process • Admission process is made as possible

as fast, efficient, time-saving and error free • Rules and regulations regarding reservation policy as laid down from time to time by State Government and affiliating university are strictly followed in admission process

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

E-governance area	Details
Planning and Development	• Creation of WhatsApp Group for detailed information of college activities and notices for faculties
Administration	• Online advertisement for different temporary teaching and non-teaching posts • Online e-tender for purchasing different administrative and teaching instruments
Finance and Accounts	• College office and account section with computerized system • HRMS portal for reception of Government salary
Student Admission and Support	• Online admission with online payment facility • Online students database
Examination	• Career Guidance Cell (CGC) arranged online admission and training for different competitive examinations • Online receiving and sending of Descriptive Roll (DR) of students for different Under Graduate Examinations under WBSU.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	One day Workshop on CAS		04/05/2018	04/05/2018	72	0

2018	6.3.2 Number of professional development / administrative training programmes		26/02/2018	26/02/2018	89	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RC in Earth Sciences, Geography and Allied disciplines (Interdisciplinary)	2	19/06/2017	19/07/2017	21
Orientation Programme	1	10/07/2017	05/08/2017	21
Orientation Programme	1	31/01/2018	26/02/2018	21
RC in International Relation (Multi-Disciplinary)	1	28/05/2018	16/06/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Cooperative and Welfare Fund	Staff Cooperative and Non-teaching Welfare Fund	Students' Welfare Fund

6.4 – Financial Management and Resource Mobilization

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

External Audit done by Bikash Bhavan, Govt. of West Bengal. (By Sen Roy Associates , Kolkata 700074)

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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No Data Entered/Not Applicable !!!

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

NIL

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

1. Five (05) support staff of the college was trained with Microsoft office for increasing their computer proficiency. 2. Office staffs were trained in Computer so that they will be able to manage the online admission and registration of newly admitted students. 3. Two (02) support staff of Accounts department was also trained by the college to perform with e-Pradhan and HRMS systems of West Bengal and PFMS of the Government of India.

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

1. Initiatives were taken to encourage the faculties to bring major research projects. 2. Institution has taken initiatives to submit proposal for conducting National/ International Conferences towards quality enhancement of the Institution. 3. IQAC actively takes part in improving strength of academic affairs by conducting different workshops on CBCS, CAS, departmental seminars, wall magazine, etc. 4. Initiatives were taken by the Institution to introduce Undergraduate programme on Physical Education (general course). 5. Resource mobilization for research and faculty development opportunities was explored. 6. Teachers were encouraged to perform ICT based interactive teaching for the betterment of students.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"Debasmita Bhattacharyya Memorial Lecture" on Gender Relations in the Socio-Cultural Perspectives	04/04/2018	04/04/2018	30	46

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus for all stakeholders	02/07/2018	A well illustrated code of conduct is mentioned in the Prospectus. Arrangement of a three day-long Orientation Programme at the beginning of academic session for students to imbibe towards value education

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2017	15/08/2017	206

[View File](#)

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

? Plastic-free campus ? Tree Plantation in the campus ? No-smoke zone ?
Medicinal Plants garden ? Vermicomposting unit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-I: The College has one NSS unit which very actively organizes different programmes on social activities both inside and outside the College. The following activities are carried on by NSS unit during the Academic Session 2017-2018. ? Awareness programme on Drug abuse its impact on youth on 13th December, 2017 ? Celebration of Republic Day on 26th January, 2018 ? Vivek Samhati Utsab - 2018 on 16th February, 2018 ? Thalassemia Awareness and Blood Sample Collection Camp on 20th, 22nd and 23rd February, 2018 ? Government-led Road Safety Workshop on 14th and 15th March, 2018 ? Awareness Programme on "Blood Donation HIV/AIDS" on 26th March, 2018 ? Celebration of World Environment Day on 5th June, 2018 ? World Blood Donors Day at Swasthya Bhawan 14th June, 2018 ? Swachh Bharat Summer Internship Programme 2018 from 10th May

BEST PRACTICE: II The college campus is environment friendly green campus. There are many plants planted in the campus for having cleaned air and eco-friendly environment. Many seasonal flowering plants along with many fruit plants such as mango tree, banana tree, lemon tree, etc have enhanced the beauty of our college campus. The college regularly maintains these trees. There is also a medicinal plants garden with tulsi, turmeric, alovera etc. The campus is tobacco and plastic free zone. The college also maintains precaution in disposal of the laboratory wastes. Our college campus is a Swachh (cleaned) campus.

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

<https://drive.google.com/file/d/1cMQoco3lVjXw5s-UctBD0yXTCLSzu9FJm/view>

7.3 – Institutional Distinctiveness

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

The National Cadet Corps (NCC) of Sree Chaitanya College, Habra is one of the distinctive areas. The NCC unit of Sree Chaitanya College is the 6th Bengal Battalion under Bongaon group. The main motto of NCC is "Unity and Discipline" and SCC NCC Unit under Captain Dr. Bedprakash Ray, has been maintaining it with precision and perfection. The NCC unit of the college has two wings: Senior Wing for Boys and Junior Wing for Girls. The Cadets are offered A, B and C certificates after completion of their course and have a bright prospectus to enter into defence services. 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 Nation. ? The NCC cadets perform traffic control duties throughout the year especially during Durga Puja, Kali Puja, Banipur Lok Mahotsav and Madhyamik and Secondary Examinations in the local areas. ? They also participate in the Independence Day Parade and the Republic Day Parade which signifies and instill a sense of understanding of national values in the hearts of the youth.

Provide the weblink of the institution

<https://sreechaitanyacollege.in/>

8.Future Plans of Actions for Next Academic Year

• Preparation of AQAR 2018-19 • Online admission • Office automation • Orientation Programme for students • Workshop on CAS • Health Awareness Programme • Preparation for introduction of CBCS curriculum • Proposal to all departments for organizing conference/seminars/workshops • Programme on training to the administrative staff • Programme on Gender sensitization • Programme on Career Advancement for faculties • Programme on Environmental Awareness • Encouraging Research work for faculties for quality education • Library automation • Managing activities of different Clubs and Cells • Programme on reunion of Alumnus

Annexure - I

Sree Chaitanya College, Habra

Feed Back / Student Satisfaction Survey

I/II/III Year (Session -2017 – 2018)



Personal Details

Course: (H/G)

Department:

Session:

Subject Combination:

Your overall attendance/percentage :

Table of Rating and Grade is provided below:

Rating	1	2	3	4	5
Grade	Poor	Not Satisfactory	Satisfactory	Good	Very Good

For following each item please indicate your level of satisfaction with the following statement by choosing a rating between 1 and 5

Section A: Curriculum		Rating
1	Extent of syllabi covered in the class (Give proportionate grading with 5 for 100%)	
2	Overall experience with internal assessment	
3	Integration of theory and Practical classes (wherever applicable)	
4	Opportunity to participate in activities beyond the classroom (Excursion/ Projects /Fieldwork)	
5	Learning activities matched the objectives	
Subtotal		
Section B: Teaching & Learning		Rating
1	Quality of lectures (interesting and easy to understand)	
2	Regularity of classes	
3	Communication Skill-The teacher illustrates the concepts through examples and applications.	
4	Was performance in assignments discussed with you	
5	Fairness of the Internal evaluation process	
6	Usage of appropriate teaching methods (ICT Tools/Multimedia etc)	
7	Teachers make effort to identify your weakness and help overcome them	
8	Overall mentoring of students with regard to career opportunities after college	
9	The overall quality of teaching-learning process in your institute .	
Subtotal		

Section C: Laboratory		Rating
1	Availability/Quality of Laboratory Equipments	
2	Guidance by Teachers	
3	Support by Laboratory Staff	
Subtotal		
Section D : Library		Rating
1	Availability of prescribed books/reading materials	
2	Availability of reading room and common room in college building.	
3	Library staff are cooperative and helpful	
4	Availability and accessibility of online educational resources in college	
Subtotal		
Section E: Student Facilities		Rating
1	Sports facility in college	
2	Medical facility in college	
3	Internet facility in college	
4	Extra-curricular activities in college	
5	Canteen facility in college	
6	NSS activities in college	
7	NCC activities in college	
8	College arranges for skill-development of students	
Subtotal		
Section F: College Environment		Rating
1	Toilets/washrooms are hygienic and properly maintained	
2	Availability of clean drinking water in college	
3	Grievances/problems are redressed/resolved well in time	
4	The College makes effort for placement of students	
6	The building/classrooms are accessible to differently-abled persons	
7	Classrooms are clean and well maintained	
8	Co-operation from office in administrative matters	
Subtotal		

Give your observation / suggestions to improve the overall teaching – learning experience in your institution. a)

b)

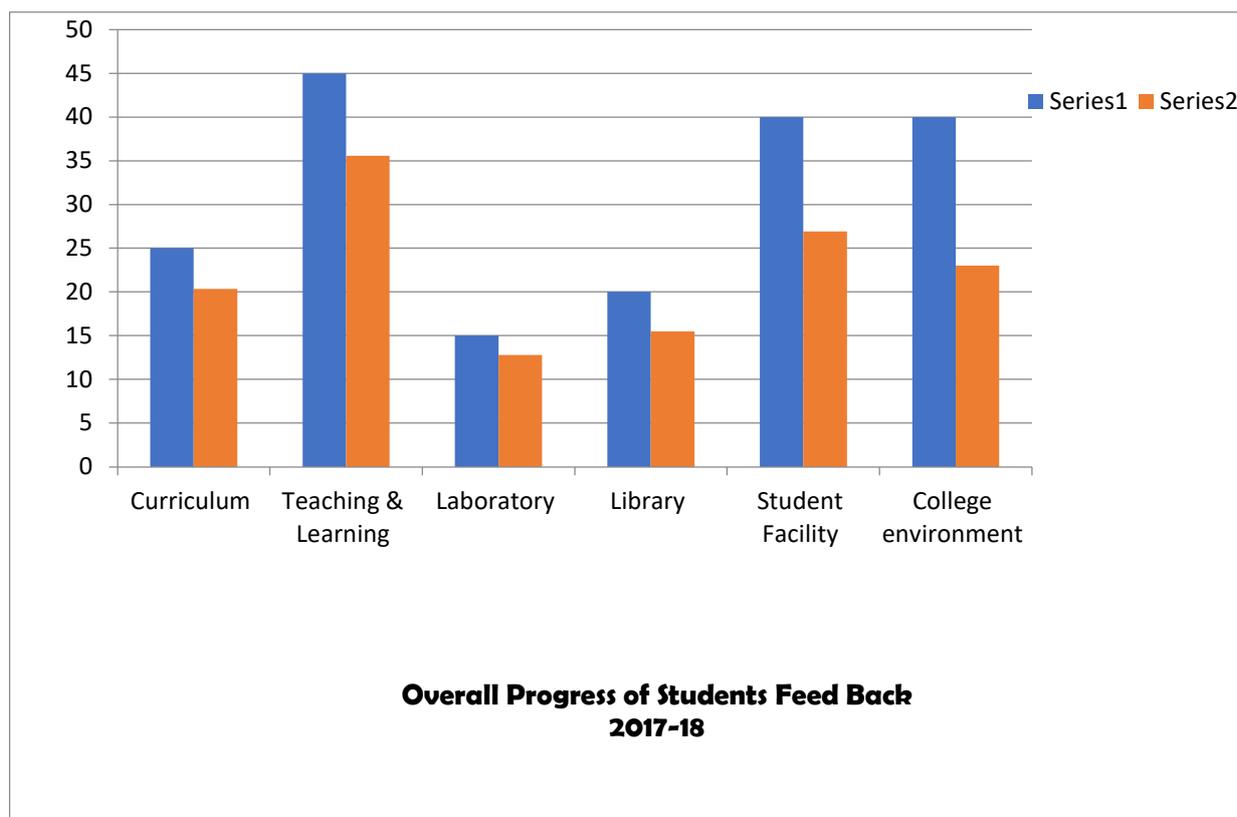
Annexure - II

Sree Chaitanya College, Habra

Reports of Students Feed Back

Academic Session: 2017-18

Particulars	No of Students	Curriculum	Teaching & Learning	Laboratory	Library	Student Facility	College environment
		(A)	(B)	(C)	(D)	(E)	(F)
Maximum points		25	45	15	20	40	40
Total	140	2847	4979	921	2170	3768	3222
Average		20.34	35.57	12.8	15.5	26.92	23.02
Percentage of Achievements		81.36	79.05	85.34	77.5	67.3	57.55



Admission, Examination, Form Fill-Up and Publication of Test Result

1. (a) Admission of 1st Yr. Students	May 17 – July 7, 2017
(b) Commencement of 2nd Yr. And 3rd Yr. Classes	July 10, 2017
(c) Commencement of 1st Yr. Classes	August 11, 2017
2. Test Examinations (UG)	
(a) Test Examination for 3rd Yr. Students (Hons & General)	Dec 14- 2017- Jan 8, 2018
(b) Test Examination for 2nd Yr. Students (Hons & General)	Jan 29-Feb 5, 2018
(c) Test Examination for 1st Yr. Students (Hons & General)	Feb 8-17, 2018
3. Publication of Test Results (UG)	
(a) Part III (Hons & General)	Jan 29, 2018
(b) Part II (Hons & General)	Feb 20, 2018
(c) Part I (Hons & General)	March 5, 2018
4. Form Fill-Up (UG)	
(a) Part III (Hons & General)	Feb-05-10, 2018
(b) Part II (Hons & General)	Feb 27-Mar 5, 2018
(c) Part I (Hons & General)	April 9-15, 2018