



YEARLY STATUS REPORT - 2020-2021

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,
P.O. Prafullanagar, Dist. North
24 parganas**
- City/Town **Habra**
- State/UT **West Bengal**
- Pin Code **743268**

2. Institutional status

- 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/upload/Admin_Upload/Docs/AQAR_report-2019-20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://sreechaitanyacollege.in/upload/Admin_Upload/Docs/Academic-Calendar-2020-21.pdf

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, 2 YEARS	12.26 lacs
Sree Chaitanya College	RUSA 2.0	Central & 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 4

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

* Counseling of the students were done. * An online workshop on CBCS was conducted. * R&D cell of the college decided to provide research

grant to the full time teachers in order to encourage more and more research work of the faculties. *Plans for formation of student welfare fund was finalized. * In the college website an 'online resource hub' was introduced to upload the study materials for easy access by the students

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 to be organized by IQAC on CAS.	Workshop was conducted on 20th July ,2020.
More seminars and workshops	Conducted by IQAC and various Departments
Research grant from the college fund to the teachers	For academic advancement of faculties, Rand D cell framed plans to sanction the research grant of Rs. 50,000/-to the teachers for research work.
MOU with a voluntary blood donor organization was almost finalized.	This process was postponed due to the pandemic situation.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/04/2022

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sreechaitanyacollege.in/upload/Admin Upload/Docs/Academic-Calendar-2020-21.pdf				
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Sree Chaitanya College	RUSA 2.0	Central & State government	2018	1.5 Crore

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
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Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/04/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	04/02/2022

15. Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	
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	5551
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	1336
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	84
Number of full time teachers during the year	
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	34
Total number of Classrooms and Seminar halls	
4.2	8220176
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	110
Total number of computers on campus for academic purposes	
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, IQAC Coordinator and Heads of all the Departments prepare an academic calendar reflecting the schedule of curriculum delivery. The curriculum is delivered recently through online mode for theory, video of practical demonstrations and also through projects, assignments, webinars etc. 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	No File Uploaded
Link for Additional information	Nil

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

Yes, the institution adheres to the academic calendar including for the conduction of Continuous Internal Evaluation (CIE). The academic calendar is prepared on the basis of the proposed calendar of the affiliating university. Execution of teaching through various online platforms viz. Google meet, ZOOM, Whatsapp, Duo, Skype has successfully been completed under the guidance of the Principal and Heads of all the Departments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development

B. Any 3 of the above

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	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	

0

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

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 affiliated university which was strictly followed by the Institution. Several crosscutting issues relevant to the environment and sustainability have been addressed by the various cells under the IQAC through webinar, poster competition etc. Extension activities such as tree plantation, biodiversity awareness were also conducted. All activities in 2020-21 have 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	E. None of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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

3502

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

1204

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 is not possible for teachers to judge the learning levels of the students in the classroom. But they have tried their level best to assess the learning levels of the students during online classes, class tests, interactive sessions, and giving assignments, and ultimately identify slow and advanced learners. Then special teaching-learning programmes have been followed for the academic progress of both slow and advanced learners.

Efforts for Slow Learners:

- Extra online classes are arranged regularly for the slow learners to improve their academic performance.
- They are provided with additional study materials and simple books to develop their understanding of the subject.
- Bilingual (English and Bengal) explanations and discussions are followed in the class to make them understand of the topic.
- Home assignments and its evaluation are carried out on regular basis to improve their standard.

Efforts for Advanced learners:

- Advanced learners are constantly guided and encouraged to participate in various online competitions and national and international webinars.
- They are advised to read standard reference books, journals and magazines available in e-sources of the College library.
- They are motivated to discuss and analyze relevant current issues of their subject through their WhatsApp Group.
- The College Library provides INFLIBNET facility and other e-resources to help the advanced learners to widen their intellectual horizon.

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
5551	81

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 makes its best possible efforts amid Covid-19 pandemic to enable students to realize their potential and evolve as leaders and transforming agents of society. Some of the student-centric methods followed by the institution are:

- Students generally gain practical experience by conducting projects, field survey, educational tours and visiting slum areas, forest areas, fish farms, biodiversity parks, heritage sites etc. But as it is not possible for pandemic situation, the College follows other ways to achieve this objective. Special motivational programmes are organized by the College during pandemic situation to sensitize students about the value of life, to remain at home, regularly wash hands, use mask and obey Covid protocols and guide others to remain safe which helped them to experience a critical phase of their life and at the same time how to tackle it. Students are insured with physical and emotional safety so that the relationships of the students to self, to others, and to the world at large may be developed and nurtured. Different Clubs and Cells under IQAC arrange special events

like environment day, national pollution day, international women's day, sexual harassment and human rights day to make students more aware and conscious and experience their own responsibility.

- The College adopts an interactive approach by organizing group discussions, debates, quiz competitions and poster presentations to encourage greater participation and interactive learning. Special lectures, webinars are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge. Students are 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.
- Some webinars particularly on socio-economic, political, and cultural issues relating to Covid-19 pandemic have been organized with an aim to engage students for critical thinking of the ways of solution of these issues. Students are encouraged to work out their own approach in defining, analyzing and solving the challenges. Students are motivated to participate in quiz and debate completions to develop their argument, counter-argument and problem-solving ability.

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

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

Teachers used ICT enabled tools including online resources for effective teaching-learning processes during the year. Theory classes are conducted in online mode through Google Meet and Zoom.

Teachers are encouraged to use power-point presentations during their online class. Recording of video lectures is also made available to students. Online competitions like poster presentation, paper presentation, project presentation, quiz, debate etc. are organized in online mode. Assignments, class tests are done through Google Classroom, WhatsApp Group and Google Forms. Study materials are provided in online mode through Google Classroom and WhatsApp Group. Internal and External Examinations are also conducted both in online and offline mode. Learning modules, e-books and virtual labs are 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

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

44

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

983

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.

Examination committees, in conjunction with all 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 of time.

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 answered scripts in their individual emails. Some departments chose submission of project work over email in the form of pdfs.

The departments of the college stress continuous evaluation, as required by CBCS, by conducting regular class tests, which are followed up with do-at-home projects. The scripts of class tests are shared with the students, but since internal assessment is a component of the university's credit requirements under the semester system, the marks for it are 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 as follows:

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

department 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 and links on the college website explaining processes of online submission.

For university examinations: • Students forward their applications to the college office and the Grievance Cell, which forward the issues to to the affiliating university. • RTI provision is also available.

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 (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents.

The college has stated learning outcomes graduate attributes which are integrated into the assessment process in its syllabi that is clearly publicised through its website and other documents. Each department which offers any programme of study is displayed in the college website. The syllabus of each programme provides clear information about core courses, generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The syllabus also provides information about scheme of instruction and evaluation when a student gets his degree, he is equipped with discipline, knowlegde, critical thinking, problem-solving ability, communication skills and digital capability. Each programme provides the students to opt from generic courses, which are offered to expand the knowledge of the students and to initiate them into interdisciplinary fields.

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 serves the institution for its further improvement. The students are made aware of these during the orientation programme at the very beginning. The college evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes during the year through mid-semester exam, end-semester exam, assignment, presentation and viva-voce exam etc. Appreciating results of the students have been seen pointing towards the significant achievement of the 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

1227

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/upload/Admin_Upload/Docs/ANALYSIS-OF-STUDENT-SATISFACTION-SURVEY-2020.pdf

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**

02

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	Nil

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

year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
13	
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	
29	
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	
07	
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. NSS unit of our college has successfully framed the SES REC Action Plan and constituted ten working groups for improving facilities in the Campus and the Community/Adopted Villages in the areas of Sanitation & Hygiene, Waste Management, Water Management, Energy Conservation and Greenery post COVID-19, along with the observation of three environment, entrepreneurship and community engagement related days to inculcate in faculty, students and community, the practices of Mentoring, Social Responsibility, Swachhta and Care for Environment and Resources under Mahatma Gandhi National Council of Rural Education Department of Higher Education, Ministry of Education Government 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

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

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

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

YRC etc., during the year

06

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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**

135

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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**

01

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

3.4.2 - Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the year

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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 9 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 practical-based 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 e-resources. 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 in the college.

File Description	Documents
Upload any additional information	No File Uploaded
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 excellent facilities for cultural activities, yoga, games (indoor and outdoor) and sports. It facilitates a number of indoor and outdoor games like table-tennis, carom boards, football, 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	No File Uploaded
Paste link for additional information	Nil

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

206000

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)

Library is partially automated Integrated library managementsystem 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

C. Any 2 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)	View File

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)

Rs . 2 , 66 , 521 / -

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)	View File

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

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

4.3 - IT Infrastructure

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

The Institution continuously updated 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- 8250U

processor).The CCTV Surveillance system and biometric system were established in 2013 and 2016 respectively. The Wifi system was established in the year of 2013.

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	No File Uploaded
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)

8220176

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 following COVID-19 protocols. The departments maintain their facility on a day-to-day basis, reporting to the IQAC and 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	No File Uploaded
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

1274

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

476

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
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	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
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	C. Any 2 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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**

123

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**

1

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.**

0

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

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

THE STUDENTS ARE INVOLVED IN COMMITTEES CONDUCTING THE SARASWATI PUJA, TEACHERS DAY CELEBRATION (ON LINE)

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

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

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

4

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	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

Nil

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

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

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 shift- 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 shifts to look after the academic and administrative discipline . 1. The

College adopts two different ways for decentralization system through: Statutory committees and different Administrative and Academic committees. Statutory committees function under the participation of The Principal, President and elected member of GB, Co-ordinator IQAC, Secretary of TC as well as senior teaching faculties and N. T. S., and representatives of the students' Union of college. The Principal is the secretary of the Governing Body and Chairperson of the IQAC as well as the President of the different committee such as Development Committee, Finance Committee Purchase Committee constituted by the GB. These committees plan and implement different academic, administrative, financial and developmental activities. In this connection decisions are taken unanimously towards overall development of the institution. Under this unit the following committees are constituted as per Guideline of the Government: I. Rusa, HRMS, PFMS II. AISHE III. Counselling Cell. IV. Redress grievance cell. V. Website Committee. VI. service book-opening updating committee.. VII. Anti-Ragging Committee. Academic and Administrative sub-committees are formed by the T. C. in order to fulfill various academic and administrative functions of the Institution. Faculties are in charge of these sub-committee. Different Cells and Clubs are formed by IQAC to monitor academic and extra-curricular activities of the Institution. As member of many sub-committees and Cells, Non-teaching Staff and students from all shift also carry out various activities of the Institution. The College attempts to promote a conducive atmosphere for participative Management for the academic session. Regarding Admission, Examination, Academic Discipline Grievances, Sports Service and Finance related activities, Various plans and policies, guidelines, rules and regulations are framed by the Principal along with the G. B., IQAC, TC and other stakeholders for the proper implementation. For Smooth functioning for academic administrative disciplines, two senior faculties have been appointed for both Morning and Evening shift as per the guideline of UGC. Different sub-committees under the supervision of IQAC and Conveners exchange their academic, administrative and cultural view in different meeting among all stakeholders. Curriculum development The design of the curriculum is Primary decided by Affiliated University, i.e., West Bengal State University faculty member and members of Board of Studies (BOS) participate in different Curriculum-workshop conducted by the University Departments and give their valuable opinion in different aspects of Curriculum development. Students dissipation in Field-survey, Industrial Visits and Educational tour to fulfill their knowledge and aspirations. Class tests, Tutorials, seminars discussion and project work are regularly conducted for continuous internal

assessment of students Teaching and Learning Use effective methods like ICT enabled classrooms, language lab along with Chalk and Duster. Students are encouraged for PowerPoint presentation, seminars, organizing quiz, Debate and group discussion . Active participation of students are there in the publication of departmental Wall magazine. Development of learning skills of students are through Field survey, Industrial visit, educational tour and their presence in different seminars. Use of e-books, e-journals by the students of UG and PG for preparation of projects and syllabus-related course. Special lectures by the subject experts are arranged by different department for the development of academic interests for both students and faculties. Inter-disciplinary lectures by internal-faculties are also arranged to acquire multiple idea from different disciplines Examination and evaluation University and College level examinations are conducted as per the schedule. Class tests are conducted regularly. CBCS has been introduced since 2018. Every year teachers are engage in University examination as head examiner/ examiner/ paper setter/reviewer/ moderator. Progress of students is assessed through assignments, project work and Viva-voce. Examination sub-committee has been formed by teachers' Council for conducting examinations smoothly in the college. Preparation of question paper, continuous evaluation, internal examination by departmental faculties, preparation and submission of result to examination committee as per the schedule is done. Research and development College Publishes one journal named "Journal of Science and humanities" 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/ postdoctoral research work under FDP. Faculties are encouraged to present paper in International/ National/ state level seminar, workshops and to act as resource persons. Faculties are motivated to publish their research paper in UG referred journals. Library, ICT and Physical Infrastructure/ instrumentation College has a central library with automation. Open access to E-Journals and E-books through membership of N-List (National Library and information services Infrastructure of scholars content) under INFLIBNET (information and Library network Centre). Book Bank facility is made available. University and college questions paper sets are available. Plan for installation of RFID system. A new two storied Administrative building is ready for inauguration. Plan for procurement of more equipment, teaching aids, books, computers and laptop. An existing spacious cycle stand is in use for accommodating cycles, motorcycles for stakeholders. Nine ICT class rooms are presently functioning. Internet bandwidth has been increased from 200 MBPS to support

retrieving data and information quickly. Wi-Fi facility is available in campus to facilitate students, faculties and non-teaching staff in their study, research and other official activities. Human Resource Management College manage human resources mainly faculties, non-teaching staff and students so efficiently for the 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 program 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 program as part of extension activities.

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

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 work is done by various specialized committees catering to the diverse needs of the institution.

In the key areas of administration, strategies, policies, and financial 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 the Principal, the GB comprises of nominated state-government representatives, eminent educationists, community stakeholders, as well as elected representatives from the faculty, non-teaching staff, 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 faculty representatives, monitors the college's finances to ensure transparency and accountability. Ratified yearly by the Teachers' Council of the college, and working in close consultation with the IQAC 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, Grievance Redressal Committee, Admission Committee, Website Committee, Cultural Committee, separate Examination Committees for every semester examinations, Library Committee, Training and Placement Cell.

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

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 thereby 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/
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, and the Department of Higher Education, West Bengal. 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 the institution, receive various directions regarding policies, decisions, rules and regulations from the Directorate of Higher Education and implements them accordingly. The college has the following organisational structure:

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

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

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

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

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

01

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)	No File Uploaded

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

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

14

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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 of improvement. 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 online grievance 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 of the 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	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

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)

nil

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 inviting requisite 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 every semester), 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 like that 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 to the 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 the greater 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 online essay writing competitions, poster writing, and debates and discussions
- Regularly promoting awareness and explaining COVID-19 protocols to students and the greater college community during the pandemic years

File Description	Documents
Paste link for additional information	Nil
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 earmarking methodological 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 the academic 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's plans for incremental improvement. In the years of the pandemic, 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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	No File Uploaded

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 about

sexual harassment is also created through the value education classes, monitoring system and the counseling cell.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

The college is 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 disposed 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	No File Uploaded

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

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:

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

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

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

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

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	No File Uploaded

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

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. Many audio video classes as well as study materials are uploaded in the online resource hub of the college website for easy access by the students.

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

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

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:

SL.NO.

Title of the programme

DATE

No. of participants

1.

Independence Day

15.08.2020

200

2.

Republic day

26.01.2021

225

3.

International day of Yoga

21.06.2021

100

4.

State Level Poster Competition-by Dept. of Defense studies. topic
Indian armed forces-our pride.

21.07.2020- 24.07. 2020

48

5.

Celebration of teacher's day.

05.09.2020

117

6.

One day State Level Webinar on "Stress Management in this Covid 19 Situation"- by dept. of Philosophy.

29.07.2020.

85

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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

D. Any 1 of the above

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

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

The following is the list of national and international commemorative days, events and festivals the institute celebrates every year and make the students and faculty to participate

Sl.No.

Name of the event

date

No .of participants

1.

Independence Day

15.08.2020

200

2.

Republic day

26.01.2021

225

3.

International day of Yoga

21.06.2021

100

4.

Teachers Day

05 .09.2020

300

5.

World Environment Day

05.06.2021

220

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

7.2 - Best Practices

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

BEST PRACTICE - 1

Title of the Practice: Biodiversity conservation through student's projects

Objectives: To make students more responsive to the surrounding ecosystem. To enhance the student's overall understanding and appreciation of research by sharpening the student's practical laboratory skills. To upgrade the student's ability to collect, analyze and interpret experimental data.

Context : The selection of courses and curriculum design is in line with current and future critical issues of the environment that serve the society at large. This provides exposure and opportunities for implementation of the knowledge gained academically and also design projects as and when required.

Practice:

Success: Some of the projects carried out by students of the dept. of Zoology got appreciation in west Bengal regional science congress organised by Dept of science and technology and biotechnology. They are able to create awareness regarding

biodiversity conservation. The project -Study of ophiofaunal diversity in surrounding areas, given this academic year proved to be a fruitful one. The students made the people know the importance of protecting snakes. They spread the message to contact the forest authority if viewed in the locality instead of killing snakes. Our students have rescued a large number of snakes after proper training. Thus through such kind of projects our students cultivate the sense of responsibility to protect animals and increase awareness among local people to restore biodiversity.

Problems Encountered and Resources Required: Students come from different types of background. They have to strike a balance between course curriculum and other projects. They definitely like to go ahead with the gained knowledge but lack of project sponsorer and any kind of internship opportunities in this field is a matter of great challenge to them.

BEST PRACTICE - 2

TITLE: Use of blog spot as teaching learning method.

OBJECTIVES: In the covid and post covid period, this proved to be a unique way to share curriculum-related content and many other related informations. This allows an opportunity for social interaction and provide a virtual "space" for learners. This may enhance student networking and collaboration with each other . Use of the advanced technology in the teaching learning process will make the teaching learning process more interesting.

THE CONTEXT: Faculties can utilize social media as a tool for imparting knowledge to the students. Even a practical based topic can also be well illustrated through this medium. Blogs provide an easy way for discussion and communication. The student will learn to have maximum use of advanced technology in their learning phase.

THE PRACTICE:

Through this blog the teachers post study material, practice questions, assignments, college notices, relevant articles, and many more. The link is sent to the student group already made for this process of teaching learning. The students visit the blog whenever he wishes. Even a student who is far away from the college due to covid situation can attend regular classes and get relevant study materials. Blogs provide more opportunities for

discussion and communication and supplement teaching and learning in traditional classroom environments.

EVIDENCE OF SUCCESS: The students can frequently visit the blog and progress his or her syllabus. He can easily comment if he or she is not able to understand a point. The teacher is then able to clear their doubts as soon as he notices and also can modify the course material if required. Everything can be settled in a very short time without waiting for the next classroom class to come. Teachers of the college have developed many blogs namely geo-synthesis, SOCIETY-POLITICS-ENVIRONMENT: CHANGES AND CHALLENGES; website-<http://sanphuip.wixsite.com/priyankar>, etc. Our college website also has an online resources hub which contain various study materials for the students.

PROBLEM ENCOUNTERED: Some students are not frequent users of internet. Sometimes they face connectivity problems. Also one of the biggest challenges in this type of education is the lack of interaction between students. Students should get pocket friendly data plan in this mode of study.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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 Nation. Presently, 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	View File
Any other relevant information	No File Uploaded

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. In order to facilitate Online learning and E content development, workshop to be organized for teachers.
3. To encourage and appreciate teachers for various awards and recognition.
4. Projects in the subject of Foundation Course for awareness and sensitization of students towards clean environment and positive social ecology .
5. Major and Minor Research Projects to be submitted to various Research organizations.
6. Ensuring Wi Fi connectivity in all Class Rooms to facilitate learning experiments.
7. Designing new courses for employment opportunities.
8. MoUs to be attained for enabling skill development and employability of students.
9. initiative to be taken for a geen audit.
10. To form an alumni association.