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

- Affiliated / Constitution Colleges **Affliliated**

- 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. Dibyendu Panigrahi**

- Phone No.   **7980655516**

- 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-Calender-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

1.Name of the Institution	SREE CHAITANYA COLLEGE, HABRA
• Name of the Head of the institution	Dr. Indramohan Mandal
• Designation	Principal
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- 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

NIL

16.Academic bank of credits (ABC):
NIL

17.Skill development:
NIL

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

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

20.Distance education/online education:
NIL

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 Number of outgoing/ final year students during the year	**1336**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**84**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**0**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**8220176**
4.3 Total number of computers on campus for academic purposes	**110**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year the Principal, 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)	[View File](#)

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	<u>View File</u>

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. Extention 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	<u>View File</u>
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)	[View File](#)

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)	[View File](#)

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**

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

- **Advancedlearners are constantly guided and encouraged to participate in various online competitions and national and international webinars.**
- **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**
- **The College adopts an interactiveapproach by organizing group discussions, debates, quiz competitions and poster presentations to encourage greater participation and interactive learning. Speciallectures, webinars are organized to encourage and motivate students . Students are also encouraged to participate in national anDinternational webinars and conferences to acquire participativelearning.**

- **Somewebinars particularly on socio-economic, political, andcultural 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 participatein quiz and debatecompletions to develop their
argument, counter-argumentandproblem-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

58

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

2.4 - Teacher Profile and Quality

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

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	View File
Paste link for Additional information	https://api8.siliconpin.com/assets/afcbdcf0-3ae0-4e02-94a6-8fc349335976?download
Upload COs for all courses (exemplars from Glossary)	View File

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 examsetc. 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://api8.siliconpin.com/assets/d548adfe-b8ee-48d3-810f-af2c1576ce15?download

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	https://serb.gov.in/

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

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

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	[View File](#)
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	View File
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 theCommunity/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

0

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

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

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

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)	<u>View File</u>
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

01

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

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	<u>NIL</u>

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	<u>NIL</u>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)	<u>View File</u>

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

0

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

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

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 benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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	*View File*
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

123

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	*View File*
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	View File

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)	View File

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

THE STUDENTS ARE INVOLVED IN COMMITTES 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)	<u>View File</u>

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	<u>NIL</u>
Upload any additional information	**No File Uploaded**

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

PLEASE SEE THE ADDITIONAL INFORMATION ATTACHED

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	View File

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

The college practises collective decision-making through a system of delegation where most academic, administrative, and financial 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 byRUSA 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	https://sreechaitanyacollege.in/organogram
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

0

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

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

0

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

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 onlinegrievance and feedback through the College Grievance Cell. In addition, the college IQAC collects students' feedback in the form of online Students' Satisfaction Survey from time to time, which are in turn communicated to the individual departments 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](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)	View File

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	https://sreechaitanyacollege.in/icc

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 diposed separately and taken away by the vendors.

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**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 Defensestudies.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   D. Any 1 of the above

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

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	<u>View File</u>

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 (FOR DETAILS SEE OTHER RELEVANT INFORMATION)

BEST PRACTICE – 2

TITLE: Use of blog spot as teaching learning method.(FOR DETAILS SEE OTHER RELEVANT INFORMATION)

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 NationPresently, the Unit has two wings: Senior Wing for Boys and Junior Wing for Girls. Regular classes and special training is provided for the cadets. The NCC unit also arranges special camps for the cadets in different parts of West Bengal where the Army officers guide the cadets. The Unit sends best cadets for RDC camp at Delhi. Students can join this unit of our College to build a bright career of their own especially in the fields of police and defence. Dr.Bedprakash Ray, Department of Anthropology, is the ANO of the NCC unit of our College.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year the Principal, 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	B. Any 3 of the above

curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

34

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**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)	[View File](#)

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	[View File](#)

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. Extention 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)	*View File*

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)	*View File*

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`

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](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

- **Advancedlearners are constantly guided and encouraged to participate in various online competitions and national and international webinars.**
- **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](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**
- **The College adopts an interactiveapproach by organizing group discussions, debates, quiz competitions and poster**

presentations to encourage greater participation and interactive learning. Speciallectures, webinars are organized to encourage and motivate students . Students are also encouraged to participate in national anDinternational webinars and conferences to acquire participativelearning.

- Somewebinars particularly on socio-economic, political, andcultural 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 participatein quiz and debatecompletions to develop their argument, counter-argumentandproblem-solving ability.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[NIL](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	<u>NIL</u>

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

58

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

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)	<u>View File</u>
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	[View File](#)
Paste link for Additional information	https://api8.siliconpin.com/assets/afcbdc f0-3ae0-4e02-94a6-8fc349335976?download
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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 examsetc. 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://api8.siliconpin.com/assets/d548adfe-b8ee-48d3-810f-af2c1576ce15?download

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	*https://serb.gov.in/*

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

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

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	[View File](#)
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	[View File](#)
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 theCommunity/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

0

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

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

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

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)	View File
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

01

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate infrastructure and physical facilities for teaching and learning like class rooms, laboratories, Library, seminar hall, auditorium, common room for students (for boys and girls) and common staffroom for teaching and non-teaching staff. Every Department has also its Departmental chamber for faculties with facilities of computers, laptops and printers. The College has a Boys Hostel to accommodate students from distant places. There are 34 class rooms for conducting theory classes out of which 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.

08-01-2025 03:47:01

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[nil](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](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-	**C. Any 2 of the above**

| **books Databases Remote access toe-resources** | |

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

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)	<u>View File</u>

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

0

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)	<u>View File</u>

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)	<u>View File</u>

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

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

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 benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	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	View File
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

123

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
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	<u>View File</u>
Any additional information	<u>View File</u>

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 uni versity/state/national/internatio nal level (During the year) (Data Template)	<u>View File</u>

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 COMMITTES CONDUCTING THE SARASWATI PUJA,TEACHERS DAY CELEBRATION (ON LINE)

File Description	Documents
Paste link for additional information	<u>NIL</u>
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)	**E. <1Lakhs**

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

File Description	Documents
PLEASE SEE THE ADDITIONAL INFORMATION ATTACHED	

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	View File

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

The college practises collective decision-making through a system of delegation where most academic, administrative, and financial 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 byRUSA 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	https://sreechaitanyacollege.in/organogram
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

0

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

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

0

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

year	
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 onlinegrievance and feedback through the College Grievance Cell. In addition, the college IQAC collects students' feedback in the form of online Students' Satisfaction Survey from time to time, which are in turn communicated to the individual departments 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)	[View File](#)

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](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	https://sreechaitanyacollege.in/icc

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 diposed separately and taken away by the vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NIL
Any other relevant information	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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**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 Defensestudies.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 (FOR DETAILS SEE OTHER RELEVANT INFORMATION)

BEST PRACTICE – 2

TITLE: Use of blog spot as teaching learning method.(FOR DETAILS SEE OTHER RELEVANT INFORMATION)

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 NationPresently, the Unit has two wings: Senior Wing for Boys and Junior Wing for Girls. Regular classes and special training is provided for the cadets. The NCC unit also arranges special camps for the cadets in different parts of West Bengal where the Army officers guide the cadets. The Unit sends best cadets for RDC camp at Delhi. Students can join this unit of our College to build a bright career of their own especially in the fields of police and defence. Dr.Bedprakash Ray, Department of Anthropology, is the ANO of the NCC unit of our College.

File Description	Documents
Appropriate web in the Institutional website	[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.