YEARLY STATUS REPORT - 2022-2023

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

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

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Sikha Mondal	Major research project	WBDST	2019, 3 years	11.74 lacs
Sree Chaitanya College, Habra	RUSA 2.0	Central and State Government	2018	1.5 crore
Dr Partha Sarathi Saha	Major research project	SERB	2023	29.83lacs

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?	Yes
• 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)

*IQAC in collaboration with West Bengal State Police, Barasat Police District, conducted an awareness programme on Cybercrime on 9.09.22.

*IQAC and the departments of Anthropology, Botany, Chemistry, Physics, and Zoology facilitated a District Level School Visit to

the college involving five schools to promote understanding of the laboratory-based sciences on 16.12.2022.

*IQAC facilitated the signing of MOUs on academic collaboration and research respectively with Taki Govt College on 23.12.2022, with Brahmananda Keshab Chandra College on 20.01. 2023, with Barasat Government College on 15.05.2023, with AJC Bose College on 3.06.2023. A MOU with Habra State General Hospital was also signed on 5.06.2023 in order to conduct an annual Health Checkup Camp in the college's adopted village.

*IQAC and Career Guidance Cell of Sree Chaitanya College conducted a workshop on career counselling for students conducted by the George Telegraph Institute on 15.05.2023.

*As part of planned Students' Week Celebrations in January 2023, IQAC coordinated with all the departments of the college to conduct Parents-Teachers Meetings, quiz competitions, and slogan competitions.

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
Teaching staff on admission related software.	Workshop conducted on 22.03.2022
Planning of MOU on research and academic exchange with Taki Government College	MOU signed with Taki Government College on 23.12.2022
Planning of MOU on research and academic exchange with Barasat Government College	MOU signed with Barasat Government College on 15.05.2023
Planning of MOU on research and academic exchange with Brahmananda Keshab Chandra College	MOU signed with Brahmananda Keshab Chandra College 20.01. 2023
Planning of MOU on research and academic exchange with AJC Bose College	MOU signed with AJC Bose College on 3.06.2023
Workshop on Orientation Programme on Choice Based Credit System (CBCS)	Conducted by IQAC on 21.11.2022-22.11.2022 with around 500 students
Awareness programme on Students'	Conducted by IQAC on 2.01.2023

Credit Card	
Cleanliness drive and HIV /AIDs awareness programme	Organised by NSS unit in collaboration with on 5.1.2023-6.1.2023 with around 1000 participants each
Celebration of National Constitution Day	Conducted by IQAC with Dept of Political Science on 26.11.2022 with 200 participants
Students' Week Celebration 2023	Conducted by IQAC and various Departments and Clubs in January 2023
More seminars and workshops	Conducted by IQAC and various Departments.
Programmes of College Level Clubs, Cells and Societies	Supervised by IQAC throughout the year in the form of Cultural programmes, Film Shows, Quiz, Poster Competition and Cultural programmes

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

- Name of the statutory body

Name	Date of meeting(s)
GB	02/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
yes	29/01/2024

15.Multidisciplinary / interdisciplinary

The college encourages multidisciplinarity and interdisciplinary practices through its participation in Choice-Based Credit System(CBCS), under the West Bengal State University (WBSU). According to the CBCS syllabi framed by WBSU, the college offers 14 Honours Subject Courses, 18 General Subject Courses and Postgraduate courses in 3 subjects. Students are able to choose elective

subjects in the Sciences and Humanities, as offered by the college from time to time. Especially during the project work in postgraduate, students have an opportunity to investigate different interdisciplinary topics under the supervision of experts from home institutes as well as other institutes. Moreover, programmes and events organised by the college IQAC from time to time cater to the need for dialogue and discussion, and to facilitate research among the faculty.

16. Academic bank of credits (ABC):

Sree Chaitanya College, Habra, is an affiliate college of West Bengal State University (WBSU), and follows the undergraduate and postgraduate course structures approved by the university. The college has in place a system of software management system, through which the online system of admission is conducted every semester. As part of this software infrastructure, all the personal and academic data of every individual student are available. This database is synchronized with the university portal during the time of examinations, and there is a flow and exchange of all student-related data between our college and WBSU. Scholarship related online student data is synchronized through the Banglar Ucchashiksha website of the Department of Higher Education, Government of West Bengal. As and when the WBSU decides to initiate the Academic Bank of Credits, the college will try its best to implement it.

17. Skill development:

Sree Chaitanya College, Habra, offers access to holistic education to all its students through its regular courses, which enable them to acquire skills necessary to academic pursuits, develop social skills, and become better citizens of the country. The General Elective Courses, Skill Enhancement Course, especially in the sciences, help students to acquire knowledge on a hands-on basis in the laboratories. The humanities departments offer courses in Modern Indian Languages , which enable students to acquire language skills and cultural training suited to their future job needs.

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

The college has three literature departments, e.g. English, Bengali, and Sanskrit. All three departments offer Honours courses for undergraduates through which traditions of Indian language and culture are explored. Under the CBCS, English Honours students study selections from the Mahabharata, Rasa theory, and a play by Kalidasa in translation, apart from other elements of Indian culture, included in the Honours syllabus. Bengali and Sanskrit Honours

students are introduced to the rich cultural heritage of traditional Indian literature through the study of literary texts in Sanskrit and Bengali. Works of Classical Sanskrit authors like Bharata, Kalidasa, Bhasa, Bharavi, Magha, and theoreticians like Abhinavagupta and Dandin are closely studied in the Sanskrit Department. The Sanskrit Department also carries out courses in sceintific and technical usages of Modern Sanskrit. Apart from these departments, Indian knowledge systems remain a core component of the Honours syllabi of the departments of Philosophy, Political Science, and History. Faculty members acquire knowledge about Indian tradition and culture through attending online Faculty Development Programmes such as refresher courses, workshops, seminars and conferences.

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

The College has in place a process of continuous evaluation of students through an internal assessment system and a choice-based credit system which caters to Outcome-based Education through the semester system. A regular system of class tests and internal assessments conducted respectively by the departments monitor the progress of students. Apart from regular classroom lectures and laboratory-based interactions, faculty members pay special attention to the slow learners in class, and conduct special classes from time to time to help the weak students. The objective of these interactive programmes is to create an amicable teaching-learning environment, which will positively affect the academic outcome of all students.

20.Distance education/online education:

Under the distance learning programme, which operates under affiliation with the Netaji Subhas Open University, our college offers working individuals, professionals, and students unable to pursue regular courses, the chance to pursue undergraduate degrees in a number of subjects. All of these courses are administered by the college, in a separate wing of the college. After the college re-opened after the Covid-19 Pandemic of 2020-1, teaching and learning was initially carried out in the blended mode, after which a switch to active classroom teaching and laboratory work was implemented. Now, active classroom teaching and laboratory work is complemented with the use of assistive communicative technologies of the internet, the use of e-resources, and online knowledge repositories.

Extended Profile

1.Programme

1.1	34
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	5347
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

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

File Description	Documents
Data Template	[View File](#)

2.3	1403
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	83
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	0
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	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)	**67.13**
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 college IQAC prepares an academic calendar reflecting the schedule of curriculum delivery in consultation with the Principal and all the Heads of Departments. Post-pandemic, the university curriculum and syllabi, in accordance with the college's academic calendar, are disseminated among students through the online mode. Apart from in-person theory and laboratory classes, videos of practical demonstrations are made available to the students. The curriculum is also implemented through project works, assignments, and field visits for some of the sciences departments. Importance is given to the use of ICT tools like PPTs, videos, e-books etc. Effectiveness of the curriculum delivery is judged through various evaluations and short tests prior to the University exams.The POs, PSOs and COs are measured by the faculty members of the institute.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sreechaitanyacollege.in/curricular-planning-and-implementation

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 academic calendar of WBSU, the affiliating university. During the on-going semesters, continuous internal evaluation is carried out by the individual departments in the form of class tests and project work. The departments of Zoology, Anthropology, Botany, and Geography also have field work components as part of their continuous evaluation process.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sreechaitanyacollege.in/academic-calendar

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

6

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

6

File Description	Documents
Any additional information	View File
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 affiliating university WBSU which is strictly followed by the college. Several crosscutting issues relevant to the environment and sustainability have been addressed by the various cells under the IQAC through webinar, poster competition etc. The Nature Club of the college has played pro-active role in extension activities such as tree plantation, and biodiversity awareness. As part of awareness of digital technologies in an evolving world, an awareness programme on Cyber crime was conducted by the college.

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	View File

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

203

File Description	Documents
Any additional information	[View File](#)
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	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

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

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://sreechaitanyacollege.in/students-feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3527

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

1211

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

- **To assess the learning levels of the students, class tests and interactive sessions are conducted by the departments in offline mode.**
- **Home assignments and their evaluation are carried out by all departments on regular basis, both in online and offline modes.**
- **Extra attention is paid to slow learners during class lectures and laboratory work.**
- **The faculty members regularly interact and work with the slow learners to improve their academic performance.**

File Description	Documents
Link for additional Information	[https://sreechaitanyacollege.in/special-programmes-for-learners]()
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
5347	**123**

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 followed many methods for enhancing the learning experiences of its students. Starting with an Orientation Programme for every new undergraduate batch, special motivational programmes are conducted by the college on a regular basis to sensitize students about the value of life and the responsibility towards their community.**
- **During this academic session, the different Clubs and Cells under the IQAC organised special events throughout the academic session, such as World Environment Day, National Pollution Prevention Day, International Women's Day and Constitution Day to make students more aware and conscious of their own responsibility.**
- **The college also encouraged its students to participate in various interactive events conducted by the college, such as group-discussions, debates, quiz competitions and poster presentations.A few papers incorporated in some courses of different semesters were designed to develop the research skills like research methodology, statistical learning, etc. among the students.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sreechaitanyacollege.in/student-centric-methods

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

Sree Chaitanya College presently has ten ICT-rooms for conducting classes.

Teachers used ICT-enabled tools and online resources for effective teaching-learning processes throughout the semesters.

The Power Point Presentations used by the teachers while taking classes in the ICT-rooms are later made available to the students on their class WhatsApp groups. Learning modules, e-books and virtual labs were also made available.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sreechaitanyacollege.in/ict

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

2.3.3.1 - Number of mentors

55

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

2.4 - Teacher Profile and Quality

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

83

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

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

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

50

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

1042

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

- **Keeping in view the constraints and requirements of the departments, college sets up in every academic year examination committees for different semesters by selecting seven to eight teachers for each committee from different faculties to conduct, supervise and coordinate the internal examination as a part of internal assessments under the Choice Based Credit System.**
- **Marks that the students may secure in the Internal Examination are added up to the marks given to them by assessing their performance in regular tutorials, project work, class tests,**

- home assignment etc. under a broad heading of 'Continuous Evaluation Process'.
- This sum is further added up to set of marks assigned to them for their attendance in classes per cent maintaining the marking system for attendance stipulated by the West Bengal State University.
- The examination committees work together with the departments to ensure that the evaluation procedure and the submission of marks have been completed within a period of time spacified well in advance by the university.
- The scripts of class tests are shared with the students, but since the entire process of internal assessment is a component of the university's credit requirements under the semester system, the marks for it are not disclosed from the college end to the students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sreechaitanyacollege.in/notice/SEM-III-INTERNAL-EXAMINATION-ROUTINE-2022-23-1

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

For internal assessments:

1. Students may email soft copies of their applications to the email ID of the concerned departments or may submit hard copies of the same, by hand, to the teachers of the departments, seeking redressal of their grievances related to the internal assessment.
2. Students may also email or submit the same to the Grievance Redressal Cell of the college, where from the issues are forwarded to the concerned departments.
3. As per university norms, there is no provision of re-examination, so far the internal assessment is concerned. However, if it is found that any type of technical error has been occurred at the time of uploading the marks of the internal assessment to the university examination portal, college immediately inform the university about the error found and the university reopen the portal for the college to redress the grievance of the applicants.
4. Departments take the extra effort to contact students on an individual basis so as to ensure that none of the genuine

candidates may leave out of the examination process.

5. **College issues notification regarding internal examination in hard copy and then a scanned copy of the same is uploaded to the college website**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://sreechaitanyacollege.in/student-grievance

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 and, generic and programme-specific graduate attributes which are integrated into the assessment process and widely publicized through the website and publications like the yearly prospectus.**
- **The college has stated learning outcomes and offers various subject combinations, which are clearly publicised through the website during the time of admission. Each and every programme of study offered by any department of the college is displayed in the college website, and all the information are meticulously published in the prospectus, an e-copy of which is downloadable from the college website.**
- **The syllabus of each programme listed in the prospectus provides clear information about core courses, generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes.**
- **The prospectus also provides information about scheme of instruction and evaluation process for each course offered by the college. The undergraduate programmes in the sciences and humanities enable the students to opt for generic courses, which are offered to expand their knowledge and to initiate them to academic pursuits.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sreechaitanyacollege.in/subjects-combination
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 are monitored by the institution through its departments and various academic committees under the IQAC. The students are introduced to their academic programmes of choice during the College Orientation Programme held every year at the beginning of the academic session. Orientation toward specific course contents is also offered by the respective departments to their students pursuing general and honours courses in every academic year, and at the beginning of every semester. The college evaluates the attainment of general course outcomes, programme-specific outcomes during each semester through mid-semester and end-semester examinations, assignments (and lab-based projects for science subjects), presentations, viva-voce examinations, etc. The improvement in the results of student during the last few years, which is integral to their performances, indicates the commitment of college towards its programme and course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sreechaitanyacollege.in/po-pso-co

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

1125

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	[View File](#)
Paste link for the annual report	https://file-vault.siliconpin.com/scc_php0/gw2enger5c

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://file-vault.siliconpin.com/scc_php0/gw2eqnulte

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)

`2739792`

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

`1`

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

4

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

28

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

`10`

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

3.3 - Extension Activities

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

`Our College is now a Recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell (SES REC) Institution from 02/09/2020.`

`NSS unit of our college has successfully framed the SES REC Action Plan and constituted ten working groups for improving facilities in the Campus and 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://api8.siliconpin.com/assets/f44fbe94-ee37-4cf7-8fc2-5575a1f6026b?download
Upload any additional information	[View File](#)

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

12

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

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

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

749

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

3.4 - Collaboration

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

4

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

At present, 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 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 both teachers and students with eresources. All departments also have their independent libraries with sufficient books and study materials as per the syllabus prescribed by the University.
- There is a Seminar Hall with good audio-visual facilities. It is mainly used for seminars, workshops, conferences and other activities.
- A College Auditorium with well seating arrangement and good audio visual facility is also available in the college.
- There is a Seminar Hall with good audio-visual facilities. It is mainly used for seminars, workshops, conferences and other activities.
- A College Auditorium with well seating arrangement and good audio visual facility is also available in the college for academic events and cultural programmes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sreechaitanyacollege.in/infrastructure-and-learning-resources

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 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.
- Saraswati Puja, as well as birthdays of national freedom fighters are also celebrated as a part of cultural activities.

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

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sreechaitanyacollege.in/ict
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)

67.13

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

4.2 - Library as a Learning Resource

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

The Central Library of the college is partially automated Integrated library management system works through KOHA software. Access to various open access e-resources is provided by the College Library through its participation in e-ShodhSindhu.

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

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	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	[View File](#)
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)

0

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

30

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The Institution continuously 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- 8250Uprocessor).

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

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

4.3.2 - Number of Computers

110	

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

67.13

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

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

- **All the academic infrastructural facilities including classrooms, laboratories, and computer facilities have been maintained properly.**
- **The departments maintain their 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 newAuditorium with support of grants from RUSA 2.0.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2911

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

56

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

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

File Description	Documents
Link to institutional website	https://api8.siliconpin.com/assets/847a8cea-b3b7-4e81-bf55-8275c2b4337e?download
Any additional information	[View File](#)
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

54

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

54

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	**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
3

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

40

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

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

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

15

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

5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/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, ANNUAL SPORTS.

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

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

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

50

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

08-01-2025 03:45:03

5.4 - Alumni Engagement

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

The Alumni Association of the college was registered as a Society under West Bengal Societies Registration Act on 9.07.2004. From then on, it has played diverse roles in supporting the college. The alumnae participate in organizing cultural events of the college like the College Fest, Saraswati Puja, and College Sports. During the pandemic, the college alumnae were involved in reaching out to the poor, as well as provided support services to the needy. The alumnae play an important role in offering support to the institution, as many of the non-teaching staff, and a section of teachers were former students of this college. The President of the college's Governing Body, an eminent educationist of this locality, is also a former student of this college.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/alumni-association
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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

Ours is a three shift college. The college runs a morning shift, a day shift and an evening shift (which is an extension of the day shift) the college in its entirety is governed by one GB which is the Apex body (Three elected teachers and one elected/ selected staff from the NTS are members of the GB the Principal conducts the GB as the secretary under the able guidance of a President who is always an eminent person from the locality). For the sake of better

administration two senior teachers are appointed as morning and evening in-charge. A strong and functional IQAC is operational.A number of cells and clubs function under the direct control of the IQAC, for example, the Grievance cell, the Anti-Ragging Cell, and the Counselling Cell. A duly formed Internal Complaints Committee is in place to safeguard the interest of the girls students and female staff. A secretary is a selected/elected from the teaching staff to function as TCS (Teachers' Council Secretary).

A number of statutory academic and auxiliary committees ensure smooth running of the institution. Among these the Development, Purchase, and Finance committees are constituted at GB level, since these committees are entrusted with the responsibility of handling financial matters of crucial significance for the institution. Committees like HRMS, PFMS , AISHE, NIRF are formed in accordance with the Government guidelines.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/governing-body
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 practices a mode of decentralisation whereby responsibilities are delegated to the specific committees through the Teachers' Council to address the academic obligations of the institution.

The state government nominees and University representatives at the GB incorporates the views and interest of the local community in the decision /strategies adopted at the GB.

Apart from the Governing Body, the Teachers' Council plays an important role in carrying out participative management. Several committees are formed at the meetings of TC for example Academic Committee, Grievance Redressal Committee, Admission Committee, Website Committee, Cultural Committee, separate Examination Committees for every semester examinations, Library Committee etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Effective decisions for academic excellence are taken at the meeting of teachers Council, IQAC and academic sub committee. The grants received from RUSA has been used constructively in building infrastructural facilities, renovation ,procuring books and equipment which has contributed constructively to the overall development of the college environment. Endeavour is on to include more and more technology based learning into teaching process.

The IQAC regularly holds meeting for academic excellence. Funds received are used constructively in enhancement of infrastructure facilities. Regular renovations are carried out, books are regularly purchased for the library keeping in mind the latest modification in syllabus. To include technology into the learning and take teaching process ICT enabled classrooms are maintained. Attempts are being made to increase the number of such rooms.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://sreechaitanyacollege.in/strategic-plan
Upload any additional information	**No File Uploaded**

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

The College abides by the rules and policies of the UGC, the Department of Higher Education, Govt of West Bengal and Statute of WBSU.

The institute regularly updates its website with necessary information regarding government programmes for ensuring quality in higher education and plans of action that individual institution has to implement.

The Principal, who is appointed by the State Government and heads the institution, receive various directions regarding policies,decisions, rules and regulations from the Directorate of Higher Education and implements them accordingly through the GB, IQAC and various committees.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/governing-body
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	**B. Any 3 of the above**

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

6.3 - Faculty Empowerment Strategies

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

- **Group Insurance for the employees of the College:All the full time non-teaching staff of the Sree Chaitanya College, Habra**

have been brought under a group insurance scheme, against a payment of nominal monthly premium.At the time of superannuation employees receive a lump sum amount from here.

- Psychological counselling cell to ensure mental wellbeing of students and staff.
- Welfare provisions on behalf of the Teachers' Councilof the college for non permanent employeesfrom lower economic strata.
- Financial assistance from the college fund provided to non teaching staff in situation of medical emergencies.
- Strong ICC to safeguard the security of girl students and staff within the college campus.

File Description	Documents
Paste link for additional information	https://sreechaitanyacollege.in/facilities
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

04

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

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

1. **Career advancement of faculty members under the UGC recommended Career Advancement Scheme is actively monitored by the IQAC**
2. **Regular feedbacks are taken for students on their probable grievances by Grievance Cell**
3. **In addition to these, IQAC conducts a student satisfaction**

survey from time to time. The feedback are analysed and appraised and sent to relevant departments for correction and improvement. Confidentiality is maintained throughout the process of collecting feedback and addressing the grievances.

File Description	Documents
Paste link for additional information	https://file-vault.siliconpin.com/scc_php0/qw2eqnulte
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

1. **Purchase of each and every item for example books, laboratory equipments, maintenance contracts etc are supervised by the Purchase and the Finance committee only after inviting quotations in a proper manner.**
2. **Fees from students are collected by the office through online bank transactions on a portal, each of which is systematically accounted for. The accounts office is responsible for the overall supervision of this process.**
3. **Proposals from the development committee are finally discussed at the GB and funds are released from the college fund to implement them.**

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during

the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
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 likethat from the sale of old newspapers, periodicals and magazines,et cetera.

The collection of fees is done by the offices of the college through online bank transactions on a portal, with each and every transaction systematically accounted for. The process is supervised by the college's Account Office in consultation with the Bursar. After the collection of funds, and after the consideration of the college's necessary expenditure according to the budget, the surplus is invested as fixed deposits in the college 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 had taken the initiative in this academic year to sign MOUs on academic collaboration and research respectively with Barasat Government College on 15.05.2023, with AJC Bose College on 3.06.2023, It has also gone through the preliminary processes of signing a MOU with Brainware University in this academic year, which will be implemented in the next academic year. The IQAC is committed to improving the overall functioning of the institution.To carry out this responsibility regular interactions are maintained with the faculty ,the NTS and students through meetings, as theyare representatives from each of this sections in the IQAC.

Several clubs (for example Music club, creative writing club,drama club, Number club, and Nature club function under the aegis of the IQAC. These clubs significantly contribute in inculcating variant interest in our students.

Seminars and workshops are organized by the IQAC to spread awareness among the staff on technical and other issues.

As part of planned Students' Week Celebrations in January 2023, IQAC coordinated with all the departments of the college to conduct Parents-Teachers Meetings, quiz competitions, and slogan competitions.

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

To review the teaching learning process of the institution, IQAC organises general meetings with the academic sub committee. Constructive suggestions from this meetings are further forwarded to the principal to present it before the GB for granting provision for the necessary resources.

The lab-based departments follow a regular method of stock-taking.

In Academics IQAC strives towards the continuous process of evaluation followed in the institutional class test, tutorials and student seminars are organised to keep the students updated on the latest trends in the subject as well as to prepare them for the final University exams. The IQAC has taken up the task of preparing a document on the 'code of conduct' for all the stakeholders within the college campus this will contribute significantly towards developing an "ethical campus".

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

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

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has an active Women's Cell whose sole purpose is to safeguard the rights and interests of the female students, as well as those of the other female staff--faculty and non-teaching employees. The Grievance Cell of the college is always willing to listen to the troubles and inconveniences, and complaints, if any, and address those at the earliest, keeping in mind, the sensitivity of the issues being handled.

To ensure the hygiene of the female students and staff, periodical cleaning of the washrooms and spraying of anti-bacterial liquids are done.

Dissemination of awareness on gender-related issues is given priority since a large percentage of our students are from socio-economically deprrived families who are often first generation learners. An Awareness Programme on Mental Health was organized by the college's Pyschological Counselling Cell on 5.01.2023. An Awareness Programme on HIV-AIDS was organized by the NSS on 6.01.2023.

File Description	Documents
Annual gender sensitization action plan	Gender Sensitization Action Plan 2022-2023 I) To organize a number of Sensitization and awareness programs on Gender issues. II) To regularly monitor the specific email iD given to the female students & staff in case they want to lodge complaint or grievance. III) To equip the already existing Girls Common Room with requisite items, so that girl students can spend quality time there. IV) To further activate the already existing. Counseling cells organize workshops on 'mental health' and make it mandatory for both male & female students to attend it.
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	I) Regular monitoring the specific email ID given to the female students & staff in case they want to lodge complaint or grievance. II) already existing Girls Common Room has been equipped with requisite items, so that girl students can spend quality time there.

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	[View File](#)
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

Solid Waste Management:

The Institution is in a constant effort to reduce its waste component. Labelled waste bins are placed at crucial positions of the college so that food items and used stationary items are not thrown in the same bin.There's also a separate bin for plastic.These waste-bins are collected from each floor twice a day. The waste then is handed over to the Ashoknagar-Kalyangarh Municipal Waste Disposal System by the sweepers of our College.

Liquid and lab-wastes: Liquid and laboratory wastes are disposed separately as the vendors take them away from the college site.

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

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

campus

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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).

Providing an inclusive environment for students of varied socio-economic, cultural, religious sections is one of the core values of this institution.

- Throughout the year, cultural programmes are organized like Freshers' Welcome, Farewell Programmes for Outgoing Students, Teachers' Day, besides commemorative days like World Yoga Day, World Environment Day, Independence Day, and Republic Day. These programmes provide the students opportunities to learn the basic skills of organising and adjustment which in turn instill in them the values of tolerance and harmony.
- We appreciate the significance of vernacular in a person's life--so teachers and students of the Bengali department proudly observe the World Language Day every year.
- Saraswati Puja and social festivals like Holi and Vijaya Dashami are celebrated by the students which generates in them a feeling of harmony.

- **An Awareness Programme on on "STOP HIV/AIDS & KEEP HEALTHY" was conducted by the college NSS in financial support and collaboration with West Bengal State AIDS Prevention & Control Society (WBSAP&CS), Department of Health & Family Welfare, Government of West Bengal on 6th January, 2023, along with 'Slogan & Poster competitions' among the general students and NSS volunteers. Speakers spoke on inclusivity, and the removal of stigma when interacting with HIV/AIDS patients.**

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

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

Human Rights Day, Constitution Day, National Voters' Day are observed in the college under the able guidance of the faculty members of the Department of Political Science. The purpose of these programmes are to sensitize our students and staff and empower them with necessary information and knowledge. Once awareness reaches them, we can expect them to carry themselves in a manner befitting responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	[View File](#)
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

1. National Constituion day.

2. National Mathematics Day

3. Independence Day

4. World Environment Day

5.Birthday of Netaji Subhas Chandra Bose.

6.Republic Day

7.International Day of Forests .

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

7.2 - Best Practices

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

1. **Providing financial assistance to the deserving needy students:The Teachers' Council maintains a TC Fund, with monthly contributions by all fulltime teaching faculty,with an**

objective to provide financial assistance,without any kind of discrimination whatsoever, to students. The fund is also open to appeals for financial help from college employees, and their families, in case of medical emergencies.

2. Remedial classes for academically weak students: Remedial classes are conducted by most departments to address the difficulties of students in need of additional academic support. Study materials are provided to them to make them exam ready.

Additionally, the following can alsobe considered as part of our college's best practices:

- Preparing students for competitive exams:The teachers of our institution are deeply involved in the career of the students. With this mission a MoU has been signed with an organisation imparting professional training to train our students for the competitive examination at a nominal fee. Regular classes are held on Sundays (10 am-12pm) within the college campus.
- Psychological Counselling: We appreciate the importance of mental health of our students and staff. Confidentiality is observed. Teachers professionally qualified in the area are internal resources who monitor the functioning of the cells .

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

7.3 - Institutional Distinctiveness

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

Our college is a co-educational higher education institution situated in an economically backward area of the District of 24 Pgns, West Bengal. It was founded in the decade after Independence, in 1956, to facilitate the education of refugee children who had migrated to India from erstwhile East Pakistan, and to cater to the higher education needs of students of economically deprived sections who came to pursue higher education from the adjoining villages and small district towns. In the last sixty seven years since its founding, the college has dedicated itself to provide quality higher education in the Sciences and Humanities, and has emerged as one of the important higher educational institutes in the district that offers undergraduate programmes to aspiring youth from the

neighbouring villages and small towns.

According to the Vision Statement of the college, our stated aim is: "Character formation through knowledge and value-based education for transformation of the society and the nation." This can be considered as our distinctive priority area and thrust. In accordance with our Vision Statement, the college provides inclusive education to a large and diverse student population that includes female students in large numbers, as well as students from the SC, ST, OBC categories.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

The following the future plan of the college for the next academic year:

1. Introducing skill-based courses.
2. Designing new courses keeping in mind the requirements of the upcoming NEP-based curriculum.
3. Introducing several Add-on courses.
4. Organizing workshops and seminars on Environment-Awareness related themes.
5. Preparing for an external Green Audit and Energy Audit.
6. Technical upgradation of infrastructure of the departments.
7. Creating awareness on a gender-sensitive and an otherwise-enabled-friendly campus.
8. Further beautification of the college.
9. Reaching out to alumni and graduate students who have entered higher education
10. Organizing lectures by eminent personalities and academicians.