



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	SREE CHAITANYA COLLEGE, HABRA
Name of the head of the Institution	Dr. Indramohan Mandal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03216236767
Mobile no.	9432849491
Registered Email	sreechaitanyacollege@rediffmail.com
Alternate Email	scc.iqac2014@gmail.com
Address	Sree Chaitanya College, Habra PO. Prafullanagar, Dist. 24 Parganas (N)
City/Town	Habra
State/UT	West Bengal
Pincode	743268

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Dibyendu Panigrahi			
Phone no/Alternate Phone no.		03216236767			
Mobile no.		9433416277			
Registered Email		scc.iqac2014@gmail.com			
Alternate Email		dibyendupanigrahi@yahoo.co.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://drive.google.com/file/d/1R60fcEGn0uPFnXkYomYIqu56YsqcJ29p/view			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://sreechaitanyacollege.in/upload/Admin Upload/Docs/Academic-Calender-2018-19.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	81.00	2006	02-Feb-2006	01-Feb-2011
2	B++	2.88	2016	05-Nov-2016	04-Nov-2021
6. Date of Establishment of IQAC			10-Oct-2013		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of Internal Quality Assurance Cell (IQAC)	31-Jul-2018 1	7
Regular meeting of Internal Quality Assurance Cell (IQAC)	04-Dec-2018 1	8
Regular meeting of Internal Quality Assurance Cell (IQAC)	19-Dec-2018 1	14
Regular meeting of Internal Quality Assurance Cell (IQAC)	01-Feb-2019 1	13
Regular meeting of Internal Quality Assurance Cell (IQAC)	12-Mar-2019 1	8
Regular meeting of Internal Quality Assurance Cell (IQAC)	23-Apr-2019 1	22
Regular meeting of Internal Quality Assurance Cell (IQAC)	26-Apr-2019 1	11
Regular meeting of Internal Quality Assurance Cell (IQAC)	12-Jun-2019 1	12
Internal Academic Audit (IAA)	25-Feb-2020 11	65
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Sikha Mondal	Major Research Project	DST	2019 1095	3591086
Dr. Uttam Das	Minor Research Project	UGC	2019 720	295000
Sri. Jibananda Gayen	Minor Research Project	UGC	2019 720	200000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :	8
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Opening up of Students' portal, all internal information through SMS system, Collection of funds for admission, from fill up, registration, and examination through online system.

* One-day Workshop was organized on "E-Learning through ICT" for teaching faculties dated on 01/03/2019.

* Two-Day training programme on software skill development was conducted for five office Staff of three shifts dated on 16/01/2019 & 19/01/2019.

* Promotion of five faculties under Career Advancement Scheme (CAS) was incurred: two faculties from Assistant Professor (Stage-III) to Associate Professor, two faculties from Assistant Professor (Stage-I) to Assistant Professor (Stage-II), and one faculty from Assistant Professor (Stage-II) to Assistant Professor (Stage-III).

* Under the active guidance of IQAC, Music Club had also organized Music Competition among the students of the College on 29/05/2019 and Tree Plantation Programme was conducted by the members of Nature Club on 03/06/2019 in College premises.

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

Plan of Action	Achivements/Outcomes
Orientation Programme for students	A two day programme was arranged for the UG newly admitted students (SemI) on 04.09.2018 and 07.09.2018
Online Admission	Successfully carried out with partial online payment system
Office automation	Fully office automation for three shifts (Morning/Day/Evening)

Programme on introduction of CBCS curriculum	CBCS curriculum just introduced from this session (2018-19)
Programme on training to the administrative staff	2 day programme organized by Dr. Dibyendu Panigrahi (16/01/2019 & 19/01/2019)
Awareness Programme on Advancement of Teaching -Learning Process	Programme on E-learning through ICT for Faculties was organized on 1 March 2019
Health Awareness Programme	Awareness Programme on "HIV/AIDS PREVENTION & CONTROL" on 30 March, 2019.
Programme on Environmental Awareness	Tree Plantation for Green environment in the campus was arranged by Nature Club under IQAC on 3 June 2019
Encouraging Research work for faculties for quality education	Faculty attended national, international seminars/workshops/symposium/training programme both in India and abroad
Library automation	The process of automation in the Library has slightly upgraded in comparison to the earlier year
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body of Sree Chaitanya College, Habra	12-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	31-Jan-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college maintains the following administrative procedures for effective management information system (MIS): • Student Admission: In order to make the admission more feasible to the applicants, the college adopts policies like online advertisement in the
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college website and then circulation of important notifications through SMS, • Student Attendance: Students are able to know their information regarding attendance and other internal assessment records of their class through faculty log in system • Evaluation and Exam Procedures: Regarding evaluation and examination procedures, the stakeholders use university portal to submit detailed record of evaluation process. Faculties use college official WhatsApp Group for information regarding internal and university examination and evaluation related activities • Research activities: The R D Cell of the College notifies information in the WhatsApp Group regarding projects funded by different agencies as well from the college fund. • Seminar, conference, and other training activities: Faculties from time to time circulate information in the official WhatsApp Group about seminars, conferences and training activities • Finance related works: The College adopts tendering process in the college web portal and conventional notices for different financereLATED activities.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

? The college prepares an academic calendar at the very beginning of each academic session and uploaded it in the college website which helps students to get information about teaching days, dates of internal exams, and other co-curricular activities. ? Separate orientation programmes for the newly admitted students (both Honours and General) are organized in every year to make them aware about the rules and regulations of the college, different facilities available in the college, and the curriculum of UG courses. The Principal, Bursar, Co-ordinator of IQAC, Convener of CBCS Committee, Secretary of Teachers' Council, and Heads of all Departments supervise and monitor the programme. ? At the very beginning of the Academic Session, the routine sub-committee prepares a master routine for all departments and Departments also prepare their respective routine accordingly following the master routine which is finally approved by the Principal. Arranging departmental meetings, all departments plan their syllabus distribution among faculties, preparation of lesson plans by faculties for the students and preparation of a detailed reading list of lectures for the students. Teachers prepare their lectures as per the syllabus allotted to them and all classes are held as per the schedule. Teachers also provide study materials to the students after their classes. ? The College has a Central Library with open access system for both students and

teachers and it has good number of books as per the needs of syllabus. INFLIBNET (e-books and e-journals) facility is also available for teachers and students. Some journals (particularly for Science epts..) are proposed by our college. ? The faculties of our College adopt different teaching methods for effective learning of the curriculum such as Chalk and Blackboard method, ICT-based teaching-learning method, use of scientific models and charts and use of different software. ? Class tests, remedial and tutorial classes for slow-learners, Mid-term examinations, Mid-term semester examinations, assessment of practical classes and viva-voce, group discussion among students, micro-teaching and seminars relating to the syllabus by the students, paper presentation by students, seminars and special talks by experts are regularly conducted to make the curriculum more effective and meaningful. ? Departments arrange different need-based surveys, field works and educational excursions for students. Lab-based departments regularly conduct project works as a part of syllabus and curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours and General	01/07/2018
BSc	Honours and General	01/07/2018

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

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

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	1. Field work of B.Sc. (H) III year students on the 'Koras' of Ballavpur, Sriniketan, Birbhum, 2018	30

	(Day shift)	
BSc	2. Field work of B.Sc. (G) III year at Siliguri. (Morning shift)	30
BSc	3. Field work of B.Sc. (G) III year at Malbazar. (Evening shift)	32
BA	4. Post Graduate Project for Sem III students on "Bangla Sanskritir Boichitramoy Mukh: Rava Janajagir Jiban o Sanskriti"	14
BSc	5. Field work of B.Sc. (H) III year students on 'Physio-Cultural Study of Sillery Gaon and surroundings: Special Emphasis on Ecotourism and Community Development', 2018. (Day shift)	34
BSc	6. Field work of B.Sc. (G) II year students on Socio Cultural Study on Habra Municipality, Ward no. 22, 2018. (Morning & Day shift)	73
BSc	7. Post Graduate Project for Sem IV, 2018	32
BSc	8. Excurssion for B.Sc. (G) III year at Digha, 2018. (Evening shift)	55
BSc	9. Excurssion for B.Sc. (G) III year at Vizak, 2018. (Morning shift)	36
BSc	10. Excursion of SEM I Students at Jaldapara and Murti, 2018. (Day shift)	33
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

IQAC has designed and initiated Students' feedback form to evaluate various aspects of the college such as location, office, canteen, laboratory, library, administration and academics etc. Outgoing students of UG section were asked to give their opinion at their last examination day in the college. And obtained students' feedbacks were received on five-point scale. Scores or performance of an aspect was evaluated based on the grades given by the students in various criteria. Composite score of different aspects was calculated towards understanding the strength and weakness mentioned by the students in the respective aspect.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Chemistry	40	52	38
MA	Bengali	50	36	16
BSc	General	500	745	234
BSc	Honours	517	1162	262
BA	General	1700	2528	1638
BA	Honours	695	965	287

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2421	54	51	0	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
65	54	86	10	1	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The institution has introduced students mentoring system in the college. This is primarily conducted by departments of the college. The main objectives of this mentoring system are: ? To enhance teacher-students contact hours ? To address the problems faced by slow-learners, first generation learners, and to encourage advanced learners ? To take attempts for controlling student drop-out rates, ? To identify students who are

economically backward and take proper steps to overcome their backwardness At the commencement of each academic session, Departments separately organize an orientation-cum introduction class for the newly admitted semester-I students and explain the design and implementation of the mentoring system. Heads of Departments give a brief instruction regarding rules and regulations of the mentoring system and divide students into different mentoring groups where each mentoring group is under a permanent faculty member. Departments then collect all necessary information of the students such as contact number email Id of the students, family annual income, category of the students, and gender etc. through the data base format provided by the IQAC. Departments maintain records of attendance register, departmental meetings, class test, student's seminar, and group discussion among the students. Under the mentor system the permanent faculties of the college have been engaged as mentors in each class. The mentors are generally responsible for the academic progress and psychological well-being of their mentees. The mentors also monitor academic progress on attendance of the students. Sometimes, the mentors act as councilors for the students. However, through the student-teacher mentoring system, departments establish a close connection with the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2421	65	37:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
85	65	20	0	39

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Sharmili Mukherjee	Assistant Professor	PhD
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BSc (Honours General)	Part III	14/06/2019	20/08/2019
BSc	BSc (Honours General)	Part II	14/06/2019	20/08/2019
BSc	BSc (Honours General)	Part I	14/06/2019	14/09/2019
BSc	BSc (Honours General)	Sem II	14/06/2019	07/09/2019
BSc	BSc (Honours General)	Sem I	14/06/2019	06/02/2019
BA	BA (Honours General)	Part III	14/06/2019	09/05/2019

BA	BA (Honours General)	Part II	14/06/2019	20/08/2019
BA	BA (Honours General)	Part I	14/06/2019	14/09/2019
BA	BA (Honours General)	Sem II	14/06/2019	07/09/2019
BA	BA (Honours General)	Sem I	14/06/2019	06/02/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution gives more emphasis on Continuous Internal Evaluation (CIE) for both Old Pattern (111) and newly introduced CBCS system. However, some new ideas have been initiated to enhance the internal evaluation system of CBCS in particular are as follows:

- All departments periodically organize debates, group discussions, and seminar presentations by the students in order to evaluate students where students' active participation has enhanced their ability and orient them for taking challenges to overcome adverse situations developed in future.
- All departments evaluate students through various assignments given to them on both theoretical issues and practical applications on those.
- Practical oriented Science Departments as well Social Science Departments organize regularly different field trainings not only to fulfil their curriculum but also to give exposure to nature and natural territories to make great correlations between the knowledge of laboratory/classrooms to land and respective fields.
- MCQ type questions with OMR (Optical Mark Recognition) sheet based answers have been started mainly on two subjects' i.e. Environment and Communicative English under CBCS system to aware students about the answering mode through OMR sheet which will be instrumental for their future competitive examinations.
- Students are also advised and encouraged to learn from e-lectures available in the websites, TED (Technology Entertainment Design) lectures and Youtube lectures arranged by faculties from time to time.
- Science departments conduct science exhibitions, lab visits in each academic year where departmental honours students take active participation and played key role to address students about the event.

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

At the very beginning of the each academic session, the college prepares an academic calendar and uploads it in the college website as well as displayed in the student's notice board, departmental notice board for the benefit of the stakeholders i.e. students, teaching and non-teaching staff. Academic calendar mainly contains an overall academic schedule of the college such as a detailed list of holidays (National/State/Local/Institutional), dates of admission, time schedule of college and University examinations, Dates of form fill up, and dates of publication of results of both UG and PG etc. Tentative dates concerning activities of NCC, NSS, Career Guidance Cell, Parent-Teacher meeting, College Social, and Other cultural programmes, Programmes of different clubs and cells, College Sports are also notified in the academic calendar time to time.

2.6 – Student Performance and Learning Outcomes

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

<http://www.sreechaitanyacollege.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MSc	MSc	Chemistry	34	34	100
MA	MA	Bengali	14	10	71.42
BSc	BSc	General	158	150	94.93
BSc	BSc	Honours	144	135	93.75
BA	BA	General	652	517	79.29
BA	BA	Honours	175	107	61.14

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2.7 – Student Satisfaction Survey

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

<http://sreechaitanyacollege.in/upload/Admin Upload/Docs/student-feed-back-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	720	UGC	200000	45000
Minor Projects	720	UGC	295000	0
Major Projects	1095	SERB, DST, Govt. of India SERB, DST, Govt. of India	3591086	1907150

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
1. Diamond Jubilee Celebration of Indian Anthropological Society in collaboration with Department of Anthropology, Sree Chaitanya College, Habra.	Anthropology	10/10/2018
2. International Conference on "Health Disparity and Health Equity: Indigenous People and Beyond".	Anthropology	22/12/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Poster Presentation in Bioscope, 2019	Arup Chanda	Zoological Society, Kolkata	23/03/2019	3rd Prize in Poster Presentation
Paper Presentation in 3rd Regional Science Congress, 2018	Arup Chanda	Department of Science, Technology Biotechnology, Govt. of West Bengal	19/12/2018	Outstanding Paper Award in Zoology

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
		1

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

Name of the Department	Number of PhD's Awarded
Department of Philosophy	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	2	1.2
International	Sanskrit	1	2.62

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

Department	Number of Publication
Zoology	1
Political Science	5
Philosophy	2
History	5
Geography	1
English	2
Anthropology	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Role of tunneling induced coherence in modulation of absorption and dispersion in a quantum dot molecule with symmetrical coupling configuration.	B.K. Dutta, P. Panchadhyayee, N. Das and P. K. Mahapatra	Laser Physics	2018	0	Sree Chaitanya College, Habra	0
Towards an exact solution of FRW type of spacetime with a generalized Chaplygin type of gas- an alternative approach.	D. Panigrahi	Journal of Physics: Conf. Series.	2019	0	Sree Chaitanya College, Habra	0
Airborne fungal spores in a suburban area of eastern India with reference to their allergic potential an effect on Asthma related hospitalisation.	P.Chakraborty, K. Goshal, K. Sengupta, P. Karak and E. Sarkar	Journal of Pallinology	2018	0	Sree Chaitanya College, Habra	0

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Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	10	17	9
Presented papers	17	11	2	3
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
State NSS Felicitation Programme 2018. (13th July, 2018)	Department of Higher Education, Science Technology and Biotechnology, Government of West Bengal at Ramkrishna Mission Vidyamandir, Belur Math, Howrah	1	17
2nd World Clean Environment Summit 2018 (16 to 18th July, 2018)	International Benevolent Research Foundation, Kolkata in association with World Environment Foundation, Kolkata in collaboration with Confederation of Indian Universities, New Delhi	1	7
7 Days State-Level Workshop ON Youth Health, Environment Role of NSS (13 to 20th August, 2018)	NSS Cell Students Union, WBSU	1	4
Training Programme for All India Education Survey. (5to7th September, 2018).	NSS Cell, WBSU	1	5
Adventure Camp 2018 (12 to 21st	Atal Bihari Vajpayee Institute	1	2

September, 2018)	of Mountaineering Allied Sports (ABVIMAS), Manali, Solang		
NSS Day Celebration Programme (24/09/2018)	NSS Unit, Sree Chaitanya College, Habra	11	41
State-Level Pre-Republic Day Parade Selection Camp. (4 to 5th October, 2018)	NSS Cell, WBSU	1	5
Communal Harmony Campaign Programme (01st December, 2018.)	NSS Unit, Sree Chaitanya College, Habra	22	75
Orientation Programme-Cum-Leadership Training Programme (15 to 16th March, 2019)	NSS Regional Centre, Kolkata	1	2
"HIV/AIDS PREVENTION CONTROL" (30th March 2019)	NSS Unit, Sree Chaitanya College, Habra	19	37
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
State-Level Workshop on Youth Health, Environment Role of NSS jointly organized by NSS Cell Students Union, WBSU on 13-20 August, 2018.	Active Programme Officer Award	NSS Cell Students Union, WBSU	0
State-Level Workshop on Youth Health, Environment Role of NSS jointly organized by NSS Cell Students Union, WBSU on 13-20 August, 2018.	Active NSS Volunteer Award Male (Sri Saikat Dutta)	NSS Cell Students Union, WBSU	1
State-Level Workshop on Youth Health, Environment Role of NSS jointly organized by NSS Cell Students Union, WBSU on 13-20 August, 2018.	Active NSS Volunteer Female (Tuli Majumder)	NSS Cell Students Union, WBSU	1

Traffic control duty	Best traffic control duty	Banipur Lokutshav Committee	62
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
2nd World Clean Environment Summit 2018	International Benevolent Research Foundation, Kolkata in association with World Environment Foundation, Kolkata in collaboration with Confederation of Indian Universities, New Delhi	2nd World Clean Environment Summit 2018 (16 to 18th July, 2018)	1	7
Youth Health, Environment Role of NSS	NSS Cell Students Union, WBSU	7 Days State-Level Workshop ON Youth Health, Environment Role of NSS (13 to 20th August, 2018)	1	4
Communal Harmony Campaign Programme	NSS Unit, Sree Chaitanya College, Habra	Communal Harmony Campaign Programme (01st December, 2018.)	22	75
"HIV/AIDS PREVENTION CONTROL"	NSS Unit, Sree Chaitanya College, Habra	"HIV/AIDS PREVENTION CONTROL" (30th March 2019)	19	37

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Major Research Project	Dr. Mithun Das	ICSSR	720
Major Research Project	Dr. Dibyendu Panigrahi	CSIR	1095
Major Research	Dr. Sikha Mondal	WBDST	1095

Project

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

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

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

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2100000	2115301

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7134	2369736	900	247036	8034	2616772
Reference	309	116883	34	34053	343	150936

Books						
Journals	8	15030	1	1500	9	16530
Library Automation	17614	312850	143	0	17757	312850
Others (specify)	0	11250	0	5900	0	17150
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

200 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
920000	923114	11500000	11491794

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

The college invites requisition from all Heads of the Department (HODs) regarding requirements of class rooms, computers and other electronic devices, equipments, chemicals, books and journals, laboratories and other infrastructural resources well before the commencement of each academic year. ? The laboratories are restructured owing to the introduction of CBCS curriculum.

Heads of all departments are responsible for maintaining equipments of laboratories, computers, ICT classrooms etc. ? Purchase of Software for Official accounts management along with to meet the demands of the students ? Introduction of Wi-Fi facilities in the campus especially for all stakeholders ? Biometric attendance system for all employees of the institution ? The Bursar of the College looks after the procurement, maintenance, repair and replacement of equipments like computers, laptops, projectors, binocular, microscope, cameras etc. Some portion of the fund received under RUSA project has been utilized for upgradation of administrative building and renovation of Auditorium, purchase of books and sports accessories.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	BSc	Mathematics	Viswa Bharati	MSc
2018	7	BSc	Chemistry	University of Kalyani, West Bengal State university, Sree Chaitanya College, Habra.	MSc
2018	10	BSc	Anthropology	University of Calcutta, Viswa Bharati, West Bengal State University, Vidyasagar University.	MSc
2018	15	BA	Sanskrit	West Bengal State University, University of Calcutta	MA
2018	7	BA	Political Science	Rabindrabharati University, West Bengal State University	MA
2018	20	BA	Bengali	Sree Chaitanya College, Habra.	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	2
Any Other	4

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

Activity	Level	Number of Participants
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Celebration of International Mother Language Day	Institutional	337
Tree Plantation Programme by Nature club on 03.06.2019	Institutional	55
Music Competition organized by Music Club on 29.05.2019	Institutional	76
Celebration of Saraswati Puja	Institutional	3000
College Social	Institutional	5000
Teachers' Day Celebration	Institutional	1476
Freshers' Welcome	Institutional	1793
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Union (SU) of the College serves for the greater interests of students throughout the year. The President and Vice-President of the SU act as a link between the Principal, faculties and students as a whole. Both the President and Vice-President also participate in important student-related meetings of the College and their suggestions are given due consideration. The President of the SU is also a member of the Governing Body of the College. Their major activities for the year 2018-19 are: ? Organize Freshers' Welcome for the newly admitted students ? Celebrate Teachers' Day to show their gratitude to teachers and also as a tribute to Dr. Sarvapalli Radhakrishnan ? Organize Annual Social, a cultural programme of the College ? Celebrate Saraswati Puja in the College.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college runs with three shifts - Day Shift, Morning shift, and evening shift (extended Day Shift) and which are under one Principal and one Governing Body. Even though the Principal takes overall responsibilities of Shifts, two teachers are appointed as Teacher In-Charge for both morning and Evening Shifts to look after the academic and administrative discipline to aid an advice the Principal. Practice of Decentralization: The College adopts two different ways for decentralization system through: Statutory Committees and different Administrative and Academic Committees. Statutory Committees It functions under the active participation of the Principal, President and elected members of G.B., Co-ordinator of IQAC, Secretary of TC as well as senior teaching faculties, N.T.S., and representatives of the Students' Union of the College. The Principal is the Secretary of the Governing Body and Chairperson of the IQAC as well as the President of different Committees such as Development Committee, Finance Committee, Purchase Committee constituted by the G.B. These committees plan and implement different academic, administrative, financial and developmental activities. In this connection all decisions are taken unanimously towards overall development of the institution. Under this unit, the following committees are constituted as per the guidelines of the Government: I. RUSA, HRMS, PFMS II. AISHE III. Counselling and Career Guidance and Placement Cell IV. Redress Grievance Cell V. Website Committee VI. Service Book - Opening and Updating Committee VII. NIRF VIII. Anti-Ragging Committee Academic and Administrative Unit A number of Sub-Committees are formed by the T.C. in order to fulfill various academic and administrative functions of the Institution. Faculties are in charge of these Sub-Committees. The following Sub-Committees were formed for the academic session 2018-19: Different Cells and Clubs are formed by IQAC to monitor academic and extra-curricular activities of the Institution . As members of many of the Sub-Committees and Cells, Non-Teaching Staff and Students from all Shifts also carry out various activities of the Institution. Participative Management The College attempts to promote a conducive atmosphere for participative management for the Academic Session 2018-19. • Regarding Admission, Examination, Academic Discipline, Grievances, Support Services, and Finance related activities, various plans and policies, guidelines, rules and regulations are framed by the Principal along with G.B., IQAC, T.C., and other stakeholders for its proper implementation. For smooth functioning for academic and administrative disciplines, two senior faculties have been appointed for both morning and evening shifts as per the guidelines of UGC. Different sub-committees under the supervision of IQAC and Conveners exchange their academic, administrative and cultural views in different meetings among all stakeholders.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none">• Online admission with online payment facility at both UG and PG Levels• Transparency is maintained in the

admission process of the college which is purely on merit basis • Admission sub-committee of the college looks after the entire admission process • Admission process is made as possible as fast, efficient, time-saving and error free • Rules and regulations regarding reservation policy as laid down from time to time by State Government and affiliating university are strictly followed in admission process

Human Resource Management

College manages human resources mainly faculties, non-teaching staff and students so efficiently for the institutional development as well as extension activities • Faculties are encouraged to participate in Orientation Programme, Refresher Course and other short term courses for their promotion under CAS • Special computer training programmes for official staff for smooth running of administration of the college • Career and Guidance Cell arranges special lectures for students to aware them about different competitive examinations and various career options • NCC and NSS students are involved in different social awareness programmes as a part of extension activities • A senior faculty member is enjoying his UGC MRP on Medical Anthropology arranged for study of complete haemogram along with normal health checkup • It has decided unanimously in the IQAC meeting that, a doctor and a medical counselor to be appointed for routine checkup of regular health and mental health for teaching and non-teaching staff

Library, ICT and Physical Infrastructure / Instrumentation

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

teaching aids, books, computers and laptops under CPE fund • An existing spacious cycle stand is in use for accommodating cycles, motorcycles for stakeholders • 10 (Ten) ICT classrooms are presently functioning• Internet bandwidth has been increased from 200 mbps to 300 mbps to support retrieving data and information quickly • Wi-Fi facility is available in the entire campus to facilitate students, faculties and non-teaching staff in their study, research, and other official activities

Research and Development

- College publishes one journal named Sree Chaitanya College "Journal of Science and Humanities" and a magazine named "Sampan" • Well-equipped Labs are available for research work particularly in science subjects • Faculties are granted with special leave for completion of their doctoral/post-doctoral research work under FDP • Faculties are encouraged to present papers in international/national/state level seminars, workshops and to act as resource persons • Faculties are motivated to publish their research work in UGC referred journals • College provides information about various funding agencies for sponsoring Major/Minor Research Projects • Faculties are encouraged to act M.Phil./Ph.D. Guide/Supervisor • College encourages faculties to organize international/national/state level seminars

Examination and Evaluation

- University and College level examinations are conducted as per the schedule • Class tests for both old and semester system are conducted regularly • CBCS has been introduced since 2018 • Every year, faculties are engaged in university examinations as Head Examiner/examiner/paper setter/reviewer/moderator • Progress of students is assessed through assignments, seminar presentation, group discussion, debates, project work and viva-voce • Examinations sub-committee has been formed by the Teachers' Council for conducting examinations smoothly in the college • Preparation of question paper, continuous evaluation of internal examination by departmental faculties,

	preparation and submission of results to examination committee as per the schedule
Teaching and Learning	<ul style="list-style-type: none"> • Use of effective methods like ICT enabled class rooms, Language Labs along with Chalk and duster • Students are encouraged for power-point presentation and seminars • Organizing quiz, debate and group discussions for students • Active participation of students in the publication of departmental Wall Magazine • Development of learning skills of students through Field survey, industrial visit, Educational tour and participating in different seminars • Use of e-books, e-journals by the students of UG and PG for preparation of projects and syllabus-related courses • Internet facility is provided to all departments for preparation of lesson plans, study materials to the students as well as faculties' collection of research-based information for their academic interest • Special lectures by subject experts are arranged by different departments for the development of academic interests for both students and faculties • Inter-disciplinary lectures by internal faculties are also arranged to acquire multiple ideas from different disciplines
Curriculum Development	<ul style="list-style-type: none"> • The design of the curriculum is primarily decided by the affiliating university, i.e. WBSU. The faculty members and members of Board of Studies (BOS) participate in different curriculum-workshops conducted by the university departments and give their valuable opinion in different aspects of curriculum development. • Students' participation in Field survey, Industrial Visit and Educational Tour to fulfil their knowledge and aspirations • Class tests, tutorials, seminars, group discussions and project work are regularly conducted for continuous internal assessment of students

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

E-governance area	Details
Planning and Development	1. SMS system facilitates dissemination of information including notices to existing students 2. College has proposed complete office automation in

the DPR of RUSA proposal. Office automation will include students' database, faculty and staff database, feedback system etc. 3. Library automation by the use of KOHA software is existent 4. Whatsapp group for detailed information of college activities and notices for faculties is officially existing

Administration

1. Notice display system for students and other stakeholders. 2. Regular exercises of e-tendering process through Govt. portal. 3. Regular exercises of PFMS portal to upload expenditure related to Govt. fund. 4. For retirement benefits retirement related documents are submitted through e-pension portal.

Finance and Accounts

1. Office and accounts section is fully computerised. 2. College account is maintained through Tally. 3. Reception of salary fund from Govt. through HRMS portal 4. Receipt of admission fees is completely online 5. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software 6. E-tender is notified as per the government guidelines for purchase of items 7. Payment for the work orders is done through PFMS according to government

Student Admission and Support

1. Applications are submitted for admission to different courses through the online admission portal 2. Merit list is prepared and uploaded by fully computerized system • Anti Ragging Committee, Grievance Cell and Internal Complaints Committee are active and the E-mail ids and contact numbers of all members involved have been uploaded to the college website and students can communicate to the members through e-mail

Examination

1. Uploading of details regarding evaluation of answer scripts and scrutiny is conducted online in the affiliating university. Faculty members of this college follow fully online system and perform their evaluation duties as examiner, head examiner, scrutinizer, reviewer as and when appointed by the university 2. Initiated online portal - Entry in service facility for Competitive Exams for UG PG students.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Dibyendu Panigrahi	Advances in fundamental Physics: Prelude and Paradigm Shift	UGC	153177

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One-day Workshop was organized on "E- Learning through ICT" for teaching faculties	Nil	01/03/2019	01/03/2019	68	0
2019	Nil	Two-Day training programme on software skill deve lopment	16/01/2019	19/01/2019	1	5

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
10.Understandin g Statistical Analysis in Geography	1	20/05/2018	31/07/2018	14
9.UGC sponsored Summer School	1	06/09/2018	27/09/2018	21

equivalent to Refresher (HRDC)				
8.Refresher course on Instrument and Automation: Role of ICT	1	03/12/2018	22/12/2018	21
7.Refresher course in Biological Science	1	02/01/2019	22/01/2019	21
6.Refresher course	1	06/02/2019	26/02/2019	21
5.Refresher course	1	06/09/2018	26/09/2018	21
4.Refresher course	1	30/11/2018	20/12/2018	21
3.Refresher course	1	02/01/2019	22/01/2019	21
2.Refresher course	1	19/11/2018	11/12/2018	21
1.Orientation Programme	1	11/03/2019	08/04/2019	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Co-operative	Staff Co-operative	Nil

6.4 – Financial Management and Resource Mobilization

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

The College conducts external financial audit regularly. Mr. K.D. Chakraborty, an Auditor of the Sen Roy Associates, Kolkata-74 has conducted External Financial Audit for the Financial year 2018-19 of the college on the following dates: 05/11/2019, 07/11/19, 08/11/2019, 11/11/2019, 06/12/2019, 15/12/2019, 23/12/2019, 09/01/2020, 13/01/2020, 14/01/2020.

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

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

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

No Data Entered/Not Applicable !!!

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

One-day Workshop was organized on "E-Learning through ICT" for teaching faculties on 01/03/2019. Two-Days training programmes on Software Skill Development was conducted for five office Staff of three shifts on 16/01/2019
19/01/2019.

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

? Awareness Programme on Advancement of Teaching -Learning Process ? To improve the strength of academic affairs, IQAC encourages all Departments to organize seminars, and publish wall magazines ? With the application of Software automation, IQAC engages actively in the activities like examinations and admissions. ? Application of Automation in the Central Library is comparatively improved. ? Three Major Research Projects (Two in collaboration with others Institutions) have been continuing.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Programme for students	04/09/2018	04/09/2018	07/09/2018	1253
2018	Communal Harmony Campaign Programme	01/12/2018	01/12/2018	01/12/2018	97
2019	Software Skill Development Programme	16/01/2019	16/01/2019	19/01/2019	6
2019	Workshop on "E-Learning through ICT"	01/03/2019	01/01/2019	01/01/2019	71

2019	Awareness Programme on HV/AIDS Prevention Control	30/03/2019	30/03/2019	30/03/2019	56
2019	Music competition	29/05/2019	29/05/2019	29/05/2019	76
2019	Tree plantation programme	03/06/2019	03/06/2019	03/06/2019	55
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus for all stakeholders	10/06/2018	A well illustrated code of conduct is mentioned in the Prospectus. Arrangement of a two day-long Orientation Programme at the beginning of academic session for students to imbibe towards value

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	173
Celebration of Republic Day	26/01/2019	26/01/2019	257
Celebration of International Mother Language Day	21/02/2019	21/02/2019	337
Celebration of Basanta Panchami	11/02/2019	11/02/2019	3000
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE: I (NSS ACTIVITIES) The College has one NSS unit which very actively organizes different programmes on social activities both inside and outside the College. The following activities are carried on by NSS unit during the Academic Session 2018-2019. ? State NSS Felicitation Programme on 13th July, 2018 ? 2nd World Clean Environment Summit 16.07.2018 to 18.07.2018 ? 7 Days State-Level Workshop at WBSU on 13.08.2018 to 20.08.2018 ? Training Programme for All India Education Survey at WBSU was held on 5.09.2018-7.09.2018 ? Adventure Camp 2018 was conducted on 12.09.2018-21.09.2018 ? NSS Day Celebration Programme was arranged on 24.09.2018. ? NSS participated in State-Level Pre-Republic Day Parade Selection Camp on 4.10.2018-5.10.2018 ? Communal Harmony Campaign Programme on 01.12.2018 ? Orientation Programme-Cum-Leadership Training Programme was held on 15.03.2019-16.03.2019 ? Awareness Programme on HIV/AIDS PREVENTION CONTROL held in Room No. 12 at 12.00 pm. on 30.03.2019. ? One-Day Induction Course on "Career Orientation towards Education and Skill-Vision towards Future" on 5.04.2019 at WBSU. ? NSS had participated in National Integration Camp at Banwarilal Bhalotia College, Asansol from 21.06.2019-27.06.2019

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

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

thrust in not more than 500 words

The National Cadet Corps (NCC) of Sree Chaitanya College, Habra is one of the distinctive areas. The NCC unit of Sree Chaitanya College is the 6th Bengal Battalion under Bongaon group. The main motto of NCC is "Unity and Discipline" and SCC NCC Unit under Captain Dr. Bedprakash Ray, has been maintaining it with precision and perfection. The NCC unit of the college has two wings: Senior Wing for Boys and Junior Wing for Girls. The Cadets are offered A, B and C certificates after completion of their course and have a bright prospectus to enter into defense services. Its aim stands at developing discipline, character, and brotherhood, the spirit of adventure and ideals of selfless service amongst young citizens and enlighten leadership qualities among them who will serve the Nation. ? The NCC cadets perform traffic control duties throughout the year especially during Durga Puja, Kali Puja, Banipur Lok Mahotsav and Madhyamik Examinations in the local areas. ? They also participate in the Independence Day Parade and the Republic Day Parade which signifies and instil a sense of understanding of national values in the hearts of the youth.

Provide the weblink of the institution

<https://sreechaitanyacollege.in/>

8.Future Plans of Actions for Next Academic Year

? Preparation of AQAR 2019-20 ? Upgradation of Office automation for its smooth management ? Orientation Programme for the students of Semester-I at the beginning of the academic session, 2019-20 ? Workshop to be organized by IQAC on CAS for faculties ? More steps to be initiated to organize seminars, workshops and publication of Wall magazine by all the Departments ? Plans to be framed by the R D Cell regarding research grant from the College fund for Minor Research Project for academic advancement of faculties ? To set up 'Sree Chaitanya College Educational Technology Service Centre' for preparation of online lectures by the teaching faculties which will be uploaded in the College website ? MOU with different voluntary organizations and academic institutions for different certificate courses such as Yoga, basic computer course and courses on importance of voluntary blood donation ? Workshop to be organized on Seven Criteria of NAAC Manual to aware all the stakeholders on different aspects of each criterion ? To introduce Honours courses in Defence Studies, Physical Education and Journalism and Mass Communication, and PG courses ? Financial assistance to be arranged by the College for faculties to attend national and international seminars/workshops/symposium ? Creating a friendly and conducive environment for differently-abled students ? To complete building of the Administrative block and Auditorium of the College ? Steps to be initiated to form an Alumni Association.