



The Annual Quality Assurance Report (AQAR) of the IQAC: 2015 - 16



SURENDRANATH COLLEGE
24/2 M.G. ROAD
KOLKATA - 700009



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Part – A

1. Details of the Institution

1.1 Name of the Institution

SURENDRANATH COLLEGE

1.2 Address Line 1

24/2 M.G. ROAD

Address Line 2

KOLKATA

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700009

Institution e-mail address

principal@surendranathcollege.org

Contact Nos.

(033)2350-2864/2354-3876

Name of the Head of the Institution:

DR. INDRANIL KAR

Tel. No. with STD Code:

(033) 2350-2864/2354-3876

Mobile:

09433427319

Name of the IQAC Co-ordinator:

DR. TUSHAR KANTI SAHA*

*15.05.2014 onwards



Mobile:

09231573209

IQAC e-mail address:

surendranathcollege.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN13115

1.4 NAAC Executive Committee No. & Date:

NOT AVAILABLE (NAAC DONE IN 2007)

1.5 Website address:

www.surendranathcollege.org

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2007	2007-2012
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30/07/2013

1.8 AQAR for the year (for example 2010-11)

2015 – 2016



1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
 ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

	AQAR	SUBMITTED TO NAAC ON
i.	2009-2010	09.10.2015
ii.	2010-2011	09.10.2015
iii.	2011-2012	09.10.2015
iv.	2012-2013	09.10.2015
v.	2013-2014	09.10.2015
vi.	2014-2015	27.02.2016

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐



1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

CALCUTTA UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO



2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="09"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/>
Faculty (2 – with Academic Sub-Committee 1 – with all faculty members)	<input type="text" value="03"/>
Non-Teaching Staff Students <input type="text" value="01"/>	Alumni <input type="text" value="00"/>
(1 – with IQAC Coordinator, Gokhale College, Kolkata 1 – with IQAC Coordinator, Mahadevananda Mahavidyalaya, Barrackpore)	Others <input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>



2.13 Seminars and Conferences (only quality related) **One**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. “Training to the cloud-based ERP software”

2.14 Significant Activities and contributions made by IQAC

1. Submission of AQAR 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, 2014-15
2. Submission of SSR2014-2015.
3. Continued the use of ERP with epaathsala.com
4. Online Feedback including 360-degree feedback taken from the primary stakeholders for the year 2015-16.
5. Data for Academic and Administrative Audit for 2015-16 has been acquired. Report is currently in process from external agency.
6. Green Audit and Gender Audit for the academic year 2015-16 is completed
7. Commencement of Certificate Courses, Value Education Course & Skill Development Courses such as communicative English through Language Lab and Basic Computer Training.
8. Online MCQ test completed by some departments for their first year students.
9. NSS Unit 1 formed together with Eco. Club & ICT Club.
10. NCC affiliation is being pursued.
11. Attempts are being made to use the existing online placement portal campusplacementmanager.com

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *



<u>Sl. No.</u>	<u>Plan of action</u>	<u>Action taken</u>
1	Revival of the NCC wing of our college.	NCC wing has been revived. Nodal office letter is pending with Biva Samadder Choudhury as the nodal officer.
2	To pursue the implementation of rotational headship in all the departments of the college.	Pending
3	Setting up a first-aid cell in the college.	NSS is taking care of the First-aid-cell
4	Academic Committee be requested to prepare Academic Calendar for the year 2015-16.	Academic Calendar has been prepared at the beginning of the Academic Session 2015-16.
5	All departments to submit Plan of Action for the academic year 2015-16 and a long term plan for next five years.	Some of the departments have submitted and few are yet to be submitted
6	To take initiative to organize Seminars, conferences, workshops, Annual Orations & Quality Improvement Workshops.	Seminars and Workshop has been organised
7	To encourage faculty/staff development in all respect.	IQAC forwards the application of faculties for all sort of faculty development programs
8	To publish the College Magazine.	The Second edition of the College e-magazine was published in the college web-site.
9	To consider the publication of a ISSN numbered e-journal	Still under process
10	Different Certificate Courses are to be started from this academic year.	Certificate Course on Performing Art, Communicative English and Basic Computer Training has been started. A certificate course on Photography has just been introduced.
11	A Language lab is to be developed	The Language Lab was developed in the space provided for e-library with 20 computers and head-phones. Online Language Lab Course with the 1 st batch of students started in this session. Software support is being provided by Epaathsala.
12	To consider starting Entry to Service coaching	An Online Entry to Service Coaching has been initiated with the support of Epaathsala.
13	To start taking online feedback of curriculum, institution and library from the students	Report has been generated for 14-15 Feedback for 2015-16 has been collected from Students.
14	To involve all the departments in online submission of 360 degree feedbacks.	Report has been generated for 14-15. Feedback for 15-16 has been collected from students. Principal and Teachers.
15	To implement Academic Audit, Administrative Audit, Gender Audit and Green Audit.	Data for all Audit Reports for 2014-15 were given to the Auditor, Suman Nandy. Reports were prepared and submitted. Data for 15-16 has been submitted.



16	To prepare modular plan along with learning outcome, course wise, by each teacher.	Submitted by most of the faculty members.
17	To prepare MCQ question bank for each module and start online MCQ Test as part of continuous evaluation system	Online MCQ Question Bank for Part I Honours student is completed. For other years work is ongoing. Few departments have also started taking the online Test.
18	To start Remedial as well as Tutorial Classes	Few departments have started taking such classes.
19	To revive the Grievance Cell and Anti Ragging Cell.	Both the cells have been revived as per requirement.
20	To form Anti-sexual Harassment cell	It has been formed as per requirement.
21	To form ECO club and ICT club	Both the clubs have been formed.
22	To monitor the progress of the work for the modernization of the library.	Modernization of Library is in progress. OPAC has been started. Online Issue Register has also been started.
23	To monitor the progress of the work for setting up a zone in the library or elsewhere for free internet access to students.	High-speed Internet connection has been established in library. A zone adjacent to the library has been set up for free internet access to students.
24	To arrange regular workshops or lectures for value education / enrichment course.	Regular Class is conducted by Dr. Asok Das, Assistant Professor, Dept. of Physics. 1 Invited Lecture was organized with resource person from Ramakrishna Mission, Golpark, Kolkata.
25	To involve students in any project or exercise of students outside curriculum	Few departments have started.
26	To make Profile Mapping of 1 st year new students.	Profile mapping has been done for 2015-16 students
27	Bridge Course to be introduced in the subjects like Microbiology, Psychology, Sociology, Economics, Statistics, History.	Economics Dept. has introduced.
28	To negotiate for M.O.U. with neighboring institutes in student exchange, faculty exchange, sharing of laboratories required	Meeting for the MOU has been held by both the colleges and minutes signed by the principals.
29	To form a credit cooperative society	Pending
30	To enhance awareness about student support services	It is taken care of.
31	To initiate activities in the sphere of extension activities and institutional Social Responsibility	Extension activities initiated by NSS and some departments

* Attach the Academic Calendar of the year as Annexure.

See ANNEXURE I for ACADEMIC CALENDER



2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐
Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

AQAR for the year 2015-16 was placed before the Governing Body of the college on 4th September 2016 for its perusal and approval was granted for uploading the report and submitting it to the NAAC.



Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	25	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	04*
Others	-	-	-	01 (Value Edu.)
Total	25	0	0	05
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

* Basic Computer Training, Communicative English, Performing Art, Photography

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	25

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☒ Manual ☐ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

See ANNEXURE II for all FEEDBACK Analysis



1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

As the College follows the Syllabus and Curriculum of Calcutta University there is no scope of internal curricular designing, revision or up gradation.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO



Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others	
* Reader	53(+1*)	31	22 (+1*)	NA	CWTT	PTT
					16	08

2.2 No. of permanent faculty with Ph.D.	34
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others (Guest)		Total	
	R	V	R	V	R	V	R	V	R	V
	04	24	-	-	N.A.	N.A.	20	-	24	24

2.4 No. of Guest and Visiting faculty and Temporary faculty	61	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College Level
Attended	3	35	3	61
Presented papers	4	18	0	0
Resource Persons	0	2	0	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. More usage of power point presentations during class.
2. Biology department has started presenting the live practical in the screen
3. IQAC initiated the preparation of Question Banks for all the programmes in the previous year. For the 1st year all of the departments have already created it in the current year.

2.7 Total No. of actual teaching days during this academic year	164
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Parent-Teacher meetings are arranged by some departments, in which the faculty members interact with parents and exchange information on examination result of the candidates.
- Students are also made aware of the latest evaluation processes by the faculty members during the class lectures as and when necessary
- The college has started an online MCQ evaluation process for continuous evaluation of the students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

8	0	0
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2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:
(Result for the year 2014-15 published in the year 2015-16)

Title of the Programme	Total no. of students appeared	Class / Division				
		Distinction %	I %	II %	P %	Pass %
B.A.Pt.III(Hons)	106	-	3.77	79.25	8.49	92.519
B.A.Pt.III(Gen.)	198	-	0	3.03	42.93	45.96
B.Sc.Pt.III(Hons)	299	-	15.7	62.5	6.35	89.6
B.Sc.Pt.III(Gen.)	127	-	0	38.6	25	63.6
B.Com.Pt.III(Hons)	143	-	2.1	38.46	4.9	45.45
B.Com.Pt.III(Gen.)	201	-	0	0.4	16.02	16.42



2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The institution has an Internal Quality Assurance Cell in place. This cell is trying its best for the advancement in the field of teaching and learning.
- IQAC had prepared the Online MCQ Question Bank for all the programmes for 1st Years. The same for 2nd year and 3rd year are in progress.
- IQAC with ICT club organizes training on the usage of ICT.
- The list of co-curricular and extension activities prepared by several departments is also recorded by the IQAC.
- The institute has ongoing process of taking online 360-degree feedback, using cloud based software, from the stakeholders like students, peers, self and principal for evaluating the quality of teaching-learning process of a teacher. The report of the feedback is automatically generated by the software. The outcome of the feedback is now intimated to the individual teachers thereby leading to overall improvement of the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	5
HRD programmes	2
Orientation programmes	1
Faculty exchange programme	2
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	3
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	08	06	19
Technical Staff	16	09	06	19



Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC has formed an internal Research Committee as per UGC requirements to promote research work. All efforts are made to ensure timely release of funds for smooth progress of the research projects.
- IQAC forwards the application of the faculty members with regards to all kind of Research activities (like presenting paper, attending seminar..etc)

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1	1	0
Outlay in Rs. Lakhs	5.525	0.94	3.875	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	7	0
Non-Peer Review Journals	1	1	0
e-Journals	0	1	0
Conference proceedings	1	2	0
Books	0	1	1
Edited Books	0	0	0
Chapter/Article in Books	2	0	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS



3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-16	UGC	0	0.009542 lakhs
Minor Projects	2015-16	UGC	0	1.77623 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Nil	1.87565 lakhs

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

*Paschim Banga Anchalik Itihas O
Loksanskriti Charcha Kendra

Level	International	National	State	University	College
Number	0	1	0	1	5
Sponsoring agencies*		*	-	-	college

3.12 No. of faculty served as experts, chairpersons or resource persons



3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	None
	Granted	NA
International	Applied	None
	Granted	NA
Commercialised	Applied	None
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
1	0	1	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level
College level



3.22 No. of students participated in NCC events:

The college has started NCC again freshly in March, 2016 with the approval of ADG, NCC DTE, West Bengal & Sikkim Directorate. College has been allotted 2 platoons (strength – 106 cadets) vide letter no. 2342/WR/SD/G(PLG) dt. 21-03-2016. Biva Saadder appointed as CTO from 1st April, 2016. Her appointment as ANO is pending.

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="3"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="1"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The college has

- NCC, NSS unit 1, Women's cell, Eco Club, ICT Club

and intends to encourage students to take up their social responsibility in an efficient way. To achieve the motive of making students responsible citizens of India, the college focuses on holistic development programs for the students and has initiated efforts to introduce course on value education.



Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.785 acres	NIL	N.A.	0.785 acres
Class rooms	24	NIL	N.A.	23*
Laboratories	38	1	College	39
Seminar Halls	NIL	NIL	N.A.	NIL
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	NIL	N.A.	0
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	1.860	College	NA
Others [IQAC Office, NCC, NSS and Alumni Room Newly Added]	23	4	N.A.	27

*1 common classroom has been converted to evening college teacher's room.

4.2 Computerization of administration and library

- The computerization of the office administration has been going on for the past few years on an incremental basis and at present data dealing with maintenance of student admission, College Account, Provident Fund Account of teaching and non-teaching staff is fully computerized.
- This year COSA software has been installed for salary of staff.
- Internet facilities are available for the Office and Library staff.
- This year Wi-Fi has been initiated in the library.
- The Library have subscribed to INFLIBNET to facilitate access to journals.



4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in lacs)	No.	Value (in lacs)	No.	Value
Text Books	31,109	40.50663	2015 (including Reference Books)	7.19267	33,124	47,69430
Reference Books	430	Not available	0	0	430	Not available
e-Books	N.A.	N.A.	N.A.	NA	N.A.	N.A.
Journals	13	0.197	5	0.0910	18	0.288
e-Journals	1	0.057	0	0	1	0.057
Digital Database	0	N.A.	0	NA	0	NA
CD & Video	14	N.A.	0	0	14	N.A.
Others (specify)	0	N.A.	0	NA	0	NA

As the college library is more than 125 years old, the precise valuation of many old books is not possible. Many books donated by the Alumni and various publishers are also in the Library whose valuation cannot be done. Many Departments have their own seminar Libraries where donated reference books are available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter-net	Brow-sing Centres	Computer Centres	Office +Principal	Department	Others(Library +IQAC+Leave Comm.+AISHE Nodal Officer)
Existing	145 (functional)	76 (functional)	19	00	00	09+01 (functional)	49(Including UGC MRP) (functional)	7+1+1+1 (functional)
Added	26	00	01	20	00	01	02	02
Total	171	76	20	20	00	11	51	12



4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- This year the college has added 26 computers out of which 20 has been provided to the e-library for the purpose browsing, Language Lab, Basic Computer Training course that are provided to the students.
- The college has its own website. On-line Admission process continued successfully for the current year.
- The faculty members are using modern teaching tools like LCD projectors.
- Under NME-ICT project the college is continuing its subscription to the 19 existing broadband connections from BSNL (Domain id -: webkolsugae.nme.in) commissioned on 12/5/2010.
- March 2016 onwards college is contributing to GPON-ONT BSNL Optical Fibre connection (FIBRO ULD) with speed of 20mbps up to 100 GB download per month and thereafter 512kbps unlimited.
- The College Library is continuing its subscription to INFLIBNET, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT.

4.6 Amount spent on maintenance in lakhs :

i) ICT	26.26199
ii) Campus Infrastructure and facilities	122.48630
iii) Equipments	1.28945+34.21367 (New purchase)
iv) Others	1.51969
Total :	184.25141



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To enhance awareness about Student Support Services the IQAC has

- Upgradation of the college website www.surendranathcollege.org with information's and links to the Student Support Services is continuing.
- IQAC continued to make aware the faculty members about the Student Support Services provided and newly introduced in the college in different meetings held throughout the year and instructed them to inform the same to their respective group of students during regular classes.
- The Prospectus of the current year was published with information of the Student Support Services and distributed to the 1st students during admission and also uploaded in the website for other stakeholders.

5.2 Efforts made by the institution for tracking the progression

The decision to maintain student's progression data online is pending. However, some departments have their own internal mechanism of keeping data on students' progression (not exhaustive).

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
8855	N.A.	N.A.	N.A.

(b) No. of students outside the state

0

(c) No. of international students

0

No	%
5831	65.85

Men

Women

No	%
3024	34.15



Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5530	973	67	463	0	6891	6923	1200	81	651	0	8855

Demand ratio 5.4:1

Dropout % 15.28

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- An online platform (ETS) has been provided to the students to prepare for competitive exams with link given in the College Website. Students can login to the portal for ETS (Entry To Service) for preparation for competitive exams.

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

NET

N.A.

SET/SLET

N.A.

GATE

N.A.

CAT

N.A.

IAS/IPS etc

N.A.

State PSC

N.A.

UPSC

N.A.

Others

N.A.

Many of our students qualify in these examinations after completing post-graduation, but there is no provision of maintaining any database for the same with the college.



5.6 Details of student counselling and career guidance

1. Workshops and seminars are organized by the Career Guidance Cell and Seminar Sub-committee of the college in coordination with the IQAC.
2. Teachers in addition to providing academic counselling also strive to provide personal counselling to the students to assist them as far as possible.
3. The Placement and Training cell of the College arranges for Campus Interviews for the final year students as part of career counselling.
4. Career Guidance Cell organized a Career Guidance Workshop on the prospects and opportunities in Digital Marketing conducted by ICA Digital Marketing on 15th January, 2016.
5. Career Guidance Cell also organized a Seminar on GRE/TOEFL for Higher Education abroad on the 2nd of March, 2016 conducted by George Educare.

No. of students benefitted

50 students participated in the two events organized by Career Guidance Cell.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	55	14	Nil

5.8 Details of gender sensitization programmes

- The college has formed a women's cell and an anti-sexual harassment cell which are initiating programs on gender sensitization and issues related to it.
- Faculty are always sensitive to the issue of gender discrimination both in and outside the classroom.
- Gender audit for the girl students is being conducted so that any issues related to gender discrimination may be redressed.



5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	213	2.86440 lakhs
Financial support from government	2684[#]	*
Financial support from other sources	87[#]	*
Number of students who received International/ National recognitions	00	00

This is the number of applications forwarded by the college.

* As the amount of such scholarships is transferred to the bank account of the student directly, the amount received is not available with the college.

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No Major grievances were received from the students



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Keeping with the legacy of our founder Sir Surendranath Banerjea, a noted social reformer and educationist, the College is committed to imparting, sustaining and fostering all-round holistic and quality education to the students coming from every stratum of the society so that they gather knowledge as well as employable expertise and grow up as responsible global citizens of tomorrow. The institution envisages evolving, improving, upgrading and remaining committed to its laurels of heritage in conformity with the immortal words of the Upanishads, namely "*Damyata* or Restrain, "*Datta*" or Sacrifice and "*Dayaddhayam*" or Generosity which have been enshrined in the College emblem, and also with a modern outlook to make the college a centre of excellence for higher education and research.

MISSION

The mission of the college is to inculcate love for knowledge and provide holistic education to the student coming from every stratum of the society, so that they emerge as true human beings who can make significant contribution as responsible citizens of tomorrow. In order to achieve this, the college coordinates the activities of the teachers, students and other staff members to ensure smooth functioning and all round development of academic as well as other curricular activities.

6.2 Does the Institution has a management Information System

We have a Student Management Software for admission and database management of students and an Accounting Package for management of accounts of the college.

Implementation of Cloud Based ERP management software is in progress.



6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Calcutta University there is no scope of curriculum development.

Teachers take part in meetings of the Board of Studies from time to time as invitees.

Some faculty members also participate in University curriculum development as member of Board of Studies.

However, to develop the skill and enable the students to face the global requirements successfully, the college is currently offering the following add-on courses:

- Course on skill development called communicative English/Other Foreign Language using language lab software.
- Certificate courses like computer application, photography, performing arts.
- Value-Added course.

Curricula of these courses have been developed by the Faculty Members of the college in consultation with technical experts in the respective fields.



6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the affiliating university, each department adopts some innovative processes in teaching and learning.

1. For quality improvement in the teaching learning process we adopt the strategies of one to one contact session, interactive class, solving of previous years questions.
2. The teaching learning is made more student-centric by conducting student presentations, quiz, group discussions, etc.
3. The faculty members are encouraged to keep themselves updated and informed about the latest trends and technologies in their respective subjects. For this purpose, the College Library has subscription to INFLIBNET and is a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT.
4. In order to promote the usage of technology oriented teaching-learning methods, IQAC conducts ICT workshops.
5. Faculty members are encouraged to attend FDP's to help them deliver curriculum in a better way. These programs also include both orientation as well as refresher courses. Two Faculty members, **Netai Roy (Mathematics Dept.)** and **Aparajita Kundu (Philosophy Dept.)** have availed FDP this year for pursuing Ph.D.
6. 'E-Campus' facility is provided to the faculty and students and link is provided in the College Website.
7. Under NME-ICT project the college has 19 broadband connections from BSNL (Domain id -: webkolsugae.nme.in) commissioned on 12/5/2010 catering the ICT needs of its stakeholders. March 2016 onwards college is also contributing to GPON-ONT BSNL Optical Fibre connection (FIBRO ULD) with speed of 20mbps up to 100 GB download per month and thereafter 512kbps unlimited.
8. We ensure discipline in regular classes. The teachers are encouraged to participate in OC, RC, various staff training programme, workshop on discipline related areas.
9. Some departments organize excursions, field studies, project work and dissertation work for the students.
10. Despite shortage of faculty in some departments, efforts are made to cover as much of the prescribed syllabus as possible and to ensure sufficient time for completion of experimental work.



6.3.3 Examination and Evaluation

1. Details of examinations, like the months in which the examinations are to be conducted in a particular year are mentioned in the academic calendar prepared by the Academic sub-committee of the college. This is given in the Prospectus and distributed to the students at the beginning of each academic session.
2. The Academic Calendar is also distributed to the Head of the Departments in an Academic Sub-committee meeting at the beginning of a session enabling them to make the faculty members and other stakeholders aware of the process.
3. The college also conducts parent-teacher meeting arranged by some departments, in which the faculty members interact with the students, parents and exchange information about the evaluation processes.
4. Regular notification regarding examinations, by the college and respective departments, is also a feature of the teaching-learning and evaluation process.
5. Students are also made aware of the evaluation processes by the faculty members during the class lectures as and when necessary
6. The University currently allots the answer scripts of the General papers to the affiliated colleges who in turn distribute the scripts to the respective faculty for evaluation and subsequently submit the award lists with the evaluated scripts to the University. The institute has adopted this change in the evaluation process of the scripts of General papers from 2013 onwards.
7. There is Question Bank for most of the programmes in the college website.
8. The college has an online MCQ evaluation process for continuous evaluation of the First Year students. The process for the second and third year students is ongoing.
9. Some departments conduct periodical tests & class tests. The examined papers are shown to the students and the guardians are informed about the progress of students in the Parent-Teacher meetings.
10. Mid-Term and Test examinations are held for all the departments and for students of all the years.



6.3.4 Research and Development

1. The College has a research committee following UGC Guidelines.
2. The college encourages the teachers to apply for Major/ Minor Research Projects, FDP etc.
3. There is a statutory provision of study leave for faculty members who want to involve themselves in research activities. This year the college has granted FDP leave for two faculty members for pursuing Ph.D.
4. Faculty members may do consultancy work in the research projects commissioned by the International, National & regional bodies.
5. Technological and administrative support:
 - (i) The college library has a fairly good collection of books and subscribes to INFLIBNET to enable and support research activity. These facilities are open to the entire faculty.
 - (ii) The College has added 26 Computers this year, out of which 20 Computers were added to the E-Library, for the purpose of browsing, Language Lab, ICT Training, etc.
 - (iii) The college also undertakes regular auditing of the research projects and provides necessary administrative support with regard to purchase of equipments etc and furnishes the utilization certificate to the concerned authorities.
 - (iv) March 2016 onwards college is contributing to GPON-ONT BSNL Optical Fibre connection (FIBRO ULD) with speed of 20mbps up to 100 GB download per month and thereafter 512kbps unlimited.
6. In order to inculcate interest in research and a scientific outlook, students are encouraged to:
 - attend summer schools organized by various regional/national bodies.
 - attend open popular scientific lectures/seminars organized from time to time by established institutes in and around the city as well as by the college.
 - present posters in seminars and participate in science fairs, quiz contests etc.
7. Space and necessary infrastructural support is provided for research work.
8. College authority also encourages faculty members to attend National/International seminars/ Workshop/ Conference.



6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The library has an Advisory Committee in the form of a library sub-committee which holds meeting at regular interval for supervising, advising, assessing needs and taking measures for overall development and smooth running of the library.
2. The library is partially digitized and Online Public Access Catalogue (OPAC) is provided in College Website.
3. Library has added 2015 books this year.
4. Some departments maintain seminar library for providing additional books to their students.
5. Stock verification is done regularly. Pest Control measures are undertaken. Fire extinguishers are also kept in the library as a part of safety measures.
6. Computers are installed in the library for cataloguing system and also to facilitate the activities in the library. Internet facility is also provided in the library.
7. The College has added 26 Computers this year, out of which 20 Computers were added to the E-Library, for the purpose of browsing, Language Lab, ICT Training, 2 computers have been added to the library, 2 computers are added in the office and 2 computers in the departments.
8. Training is provided to faculty members on using ICT technology.
9. Pure and safe drinking water is made available to all the students and faculty.



6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner.

1. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.
2. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.
3. Above all, there is a Governing Body that manages and develops the total human resource of the college. The Principal keeps close contact with departments, office & library and assesses the man power. If any shortage found, then the Governing Body is informed and necessary steps are taken for early recruitment. Sometimes it takes time to fill up the permanent posts owing to official formalities and Government policies. During this period the posts are generally filled up on ad – hoc basis so that the system is not disrupted. The college aims to make optimum use of the available human resource.
4. Some departments request all pass-out students to enlist themselves with the department and convey their future studies & placements.
5. For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback. Teachers are also encouraged to carry out research works, upgrade and update knowledge by attending refresher course, orientation course, short term course etc. The teachers are also facilitated for their career progression.

6.3.7 Faculty and Staff recruitment

Sanctioned post of faculty and staff members are recruited transparently as per Government norms/rules.

The vacant sanctioned faculty posts are informed to the CSC from time to time following the 100 point roster. CSC sends its recommended candidates from the list of selected candidates prepared by them to the college. The college Governing Body appoints the recommended candidates and arranges for approval of their posts from the government.

Regarding staff recruitment in the sanctioned posts, the college publishes the vacancy of staff posts sanctioned by the West Bengal Government through News Papers/ Web-site and screens by a committee constituted as per the Government Rules. Roster system is strictly followed. The recruitment process is a lengthy procedure. After selection, approval of the appointment is taken from the Govt of West Bengal again.

Other than these, the Governing Body also recruits Guest Faculty as well as Ad-hoc staff to meet the requirement of the college.

6.3.8 Industry Interaction / Collaboration

There is no such collaboration with industry.

However several industries show interest in recruiting and training students of the college and conducts Campus Interview and Training Programme for the purpose. These programmes ultimately benefit the students of the college.



6.3.9 Admission of Students.

1. Online admission process is followed by the college.
2. The college take steps for wide publicity through Notices, hoardings, banners, prospectus, web-site etc. for student admission.
3. Merit Lists are published online and admission done accordingly. The college follows the reservation norms as laid down by the Government.

6.4 Welfare schemes for

Teaching	Group insurance, Provident Fund
Non teaching	Group insurance, Provident Fund, Festival Advance.
Students	Students' Health Home, Free Studentship, Government Scholarships, Zero balance bank account for students by having a tie up with Punjab National Bank (Sealdah Branch)

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes ☒ No ☐

Note: Internal Audit has been done by the college, government audit is pending.

6.7 Whether Academic and Administrative Audit (AAA) has been done? Under Progress

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Epaathsala	NO	N.A.
Administrative	Yes	Epaathsala	NO	N.A.

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes ☐ No ☒



Calcutta University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results.

For PG Programmes

Yes

☐

No

☐

At present there are no PG Programmes offered by the college; hence publication of results does not arise.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

This year no Examination Reforms has been made by the affiliating University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

There is an Alumni Association in the college.

Various suggestions are given by the Alumni association for students' welfare and for the overall development of the college.

The college has a link where the alumni may also provide feedback.

6.12 Activities and support from the Parent – Teacher Association

The College do not have any Parent –Teacher Association. However some departments hold meeting with Parents, to provide them feedback about the progress of their wards.



6.13 Development programmes for support staff

The ICT Club of the College is conducting Computer Awareness and Computer Literacy Programme for students and staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes.

An aquarium is maintained and potted plants are placed in the open space to make the campus eco-friendly.

Eco Club is currently functioning and looking after the issues related to campus environment.



Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. College has started using ERP to upgrade academic activities.
2. Online Feedback System for all stakeholders called 360 degree feedback is functional.
3. Academic and Administrative Audit, Green Audit and Gender Audit is done by external agency.
4. Online Public Access Catalogue (OPAC) is present in the College Website.
5. The Physiology Department of our college has conducted a process where the students and faculty members are given health cards.
6. Psychological survey for identifying the rate of drop out and the reasons for it has been done by the Department of Psychology of our college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The college plans the works to be done for the session at the beginning of the year and places it in the Finance Committee, Purchase Committee and Governing Body as well as in other sub – committees of the college, if necessary.

The college has achieved in materialising its plan of works which have been mentioned in 2.15 of part “A” of this AQAR.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Green and clean environment.
2. Certificate course in communicative English.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

See ANNEXURE III for details of Best Practices



7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the affiliating university has introduced a 100 marks paper on environmental science in each undergraduate stream in line with the UGC recommendation. Students are required to complete a project work as a part of this paper. Departments choose topics for the students that reflect the present environmental problems of the region and country. This enable in bringing environmental awareness among the students.
2. The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes. Newly formed Eco Club and NSS are working on it.
3. Potted plants are placed in the open space. An aquarium is also maintained in the campus.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

S: 1. Good number of honours curriculum in B.A and B.Sc
2. Healthy student strength with increasing trend

W: 1. Lack of curricular autonomy
2. No faculty exchange program due to lack of provision in Govt. policy

O: 1. Introduction of different certificate and diploma courses

T: 1. Low Teacher-Student ratio

8. Plans of institution for next year

- To complete the implementation of all the initiatives taken as per SSR.
- To compile Post SSR Activities.
- Routine Jobs of IQAC like submission AQAR 2015-16, monitoring of all sub-committee activities.
- Introducing smart-classrooms.
- Maintain Academic Performance records by the departments.
- Departments to submit yearly plan of actions to IQAC.

Name Dr. Tushar Kanti Saha

Tushar Kanti Saha

Signature of the Coordinator, IQAC

Name Dr. Indranil Kar

Indranil Kar

Signature of the Chairperson, IQAC



Annexure I

Academic calendar for the academic session 2015-16

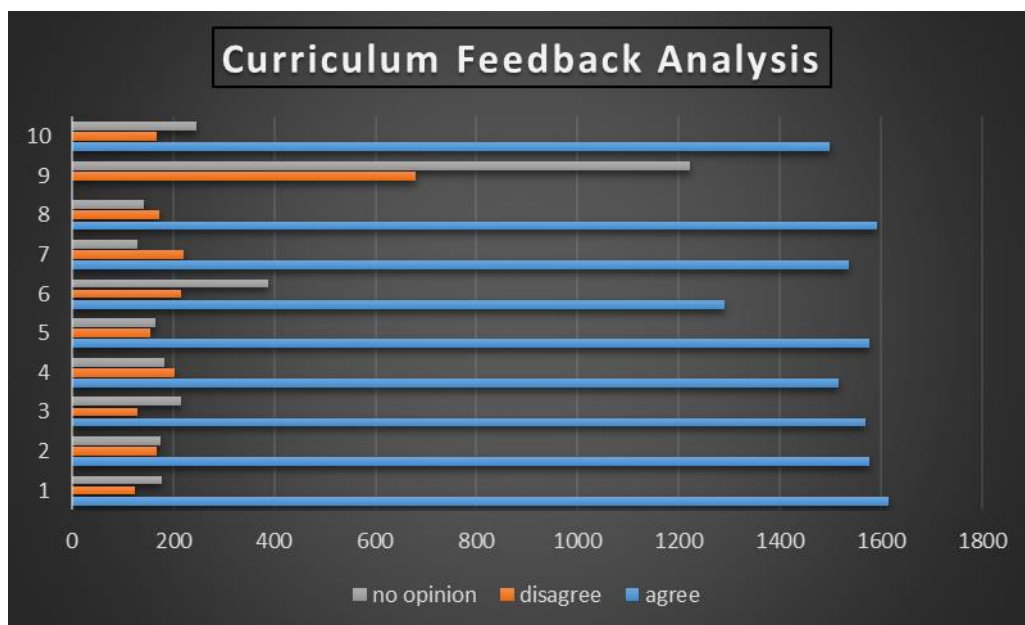
ACADEMIC CALENDAR for session 2015-2016 for the B.A/B.Sc./B.Com Course of Studies (Under 1+1+1 System of Examination)

Course of Studies	Part-I	Part-II	Part-III	Part-I Compulsory Language 2016	Part-I & II Supplementary Exam. 2015
Last Date of Admission	10.08.2015	Within 7 days from the completion of Part-I Exam.	Within 7 days from the completion of Part-II Exam.		
Date of Commencement of Classes	Last Week of July, 2015				
Last Date of Change of Subject/Stream (Including switching over from Hons. To Gen & vice versa)	31.08.2015				
Submission of Registration Form to CU by College	18.09.2015 (without Fine) Application forms for Registration to be submitted by the students to the college within 11.09.2015 30.09.2015 (with Fine)				Filling Up of Forms of 2 nd Week of December, 2015
Mid-Term Exam.	November, 2015	November, 2015	November, 2015		
College Test	2 nd Week of March 2016	2 nd Week of February 2016	2 nd Week of January 2016		
Result of College Test	1 st Week of April 2016	1 st Week of March 2016	Last Week of January 2016		
Filling Up of Forms for CU Final Exam.	2 nd Week of April, 2016	2 nd Week of March 2016	1 st Week of February 2016		
Date of Examination Theoretical (Tentative)	B.Com (H+G) 20.06.2016-30.06.2016 B.A/B.Sc (H+Major) & B.Com (Major) 12.07.2016-15.07.2016 B.A/B.Sc (G) 19.07.2016-29.07.2016	B.Com (H+G) 03.05.2016-20.05.2016 B.A/B.Sc (H+Major) & B.Com (Major) 24.05.2016-27.05.2016 B.A/B.Sc (G) 31.05.2016-13.06.2016	B.A/ B.Sc ,B.Com (H+Major) 01.04.2016-12.04.2016 B.A/ B.Sc ,B.Com (G) 20.04.2016-26.04.2016	01.03.2016 To 09.03.2016	28.01.2016 To 05.02.2016
Date of Examination Practical (Tentative)	B.A/B.Sc (H+Major) & B.com (Major) 01.08.2016-22.08.2016	B.Com (H+G) 28.03.2016-18.04.2016 B.A/B.Sc (H+Major) & B.Com (Major) 26.04.2016-13.05.2016 B.A/B.Sc (G) 15.06.2016-08.07.2016	B.A/ B.Sc ,B.Com (H+Major) 08.03.2016-25.03.2016 B.A/ B.Sc ,B.Com (G) 28.03.2016-13.04.2016		08.02.2016 To 20.02.2016
Publication of Result (Tentative)	Within 90 days from the last date of Examination	Within 90 days from the last date of Examination	Within June, 2016		

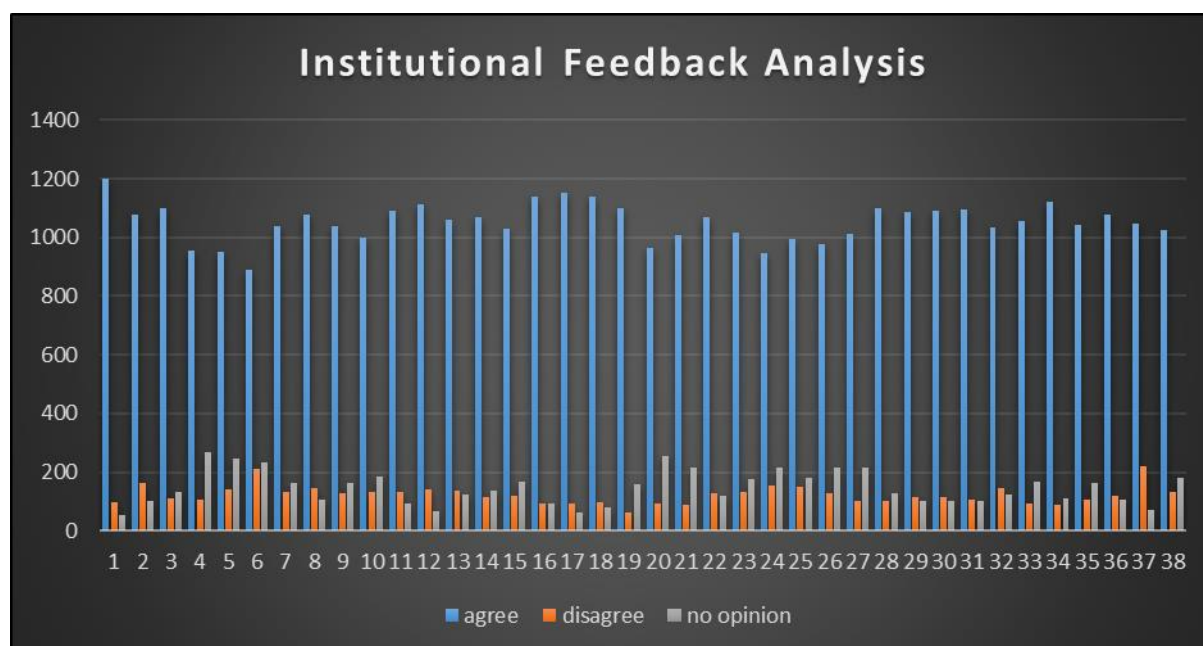


Annexure II

Feedback analysis



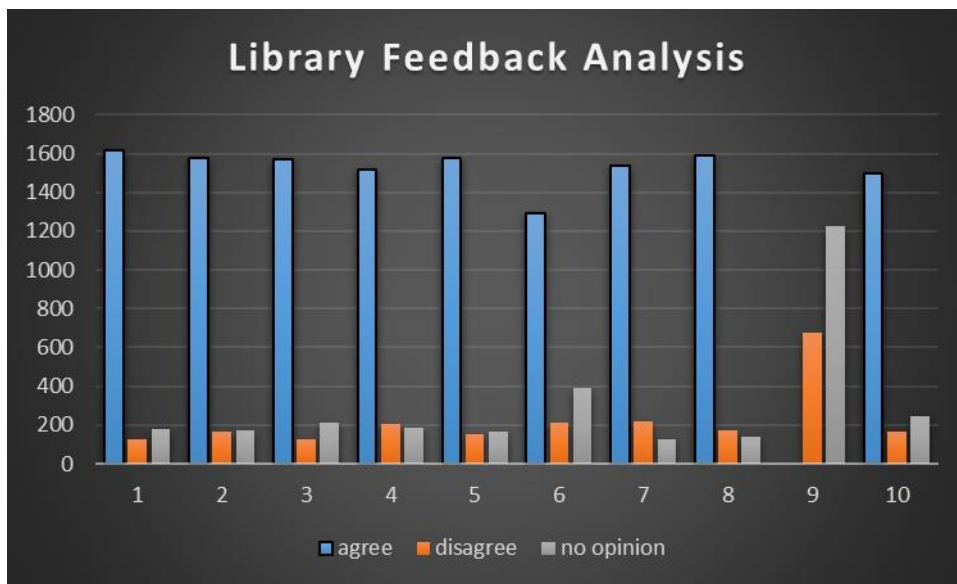
1	Are the essential questions aligned to the objectives and instructional processes?
2	Are the instructional strategies and activities appropriate for the unit?
3	Do the assessments and instructional activities align to the learning objectives?
4	Do the assessments provide opportunities for students to adequately demonstrate their learning through higher order thinking?
5	Do the strategies and activities address the learning needs of ALL students, including students with disabilities and dual language learners?
6	Should essential questions be added, changed or deleted?
7	The curriculum and syllabus are well organized and easy to follow.
8	The learning objectives are clear and appropriate to the needs of the students.
9	The texts / resources are appropriate for my students' level.
10	The texts / resources are sufficient - They cover most or all of what is needed to teach the course.



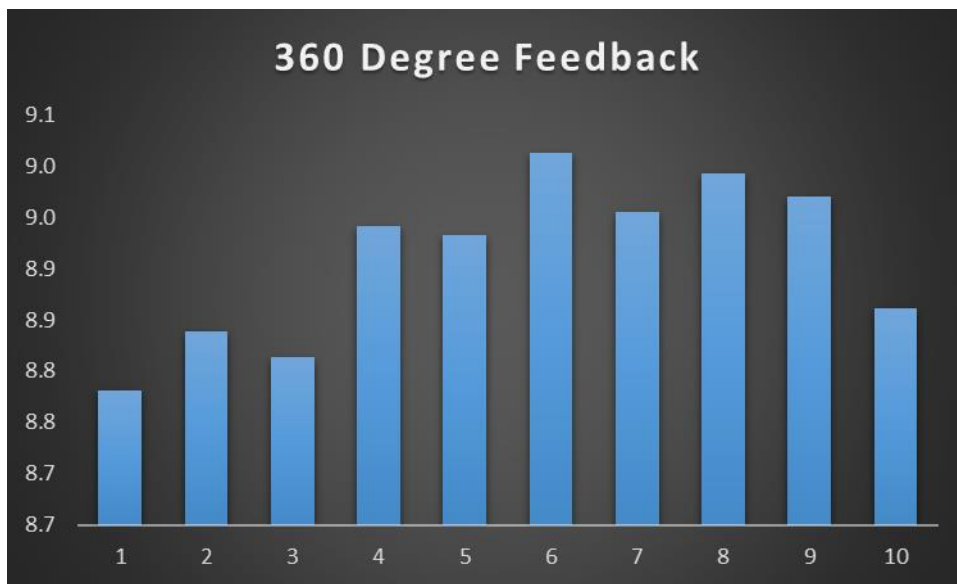
1	I am given enough freedom to contribute my ideas on curriculum design and development.
2	The University is providing adequate opportunities and support to the faculty and their family members.
3	Board of studies is taking care to ensure the currency and relevance of the programme offering.
4	Employability is given weightage in curriculum design and development.
5	Representation from business and industry in PG Boards of studies is helpful in designing and improving the courses
6	Sports infrastructure is adequate.
7	Student centred learning resources are available in the University.
8	The administration is accessible
9	The administration is sincerely putting efforts for the development of the institution.
10	The admission process adopted by the University is effective.
11	The buildings and furniture are well maintained.
12	The class rooms and furniture available are adequate.
13	The class work is taking place as per schedule.
14	The curriculum has been updated from time to time.
15	The evaluation system followed by the University is effective.
16	The examination system followed by the University is effective.
17	The faculty are given freedom to express their opinions.
18	The faculty are updating their knowledge and skills.
19	The infrastructure available in the department is optimally used.
20	The IQAC is working well for promoting quality in the institution.
21	The labs are adequately equipped (wherever applicable)
22	The library is managed effectively.
23	The library is utilized optimally by the faculty.
24	The library is utilized optimally by the research scholars.
25	The library is utilized optimally by the students.
26	The procedure followed for acquiring new books and journals ensures right titles and journals in the library.



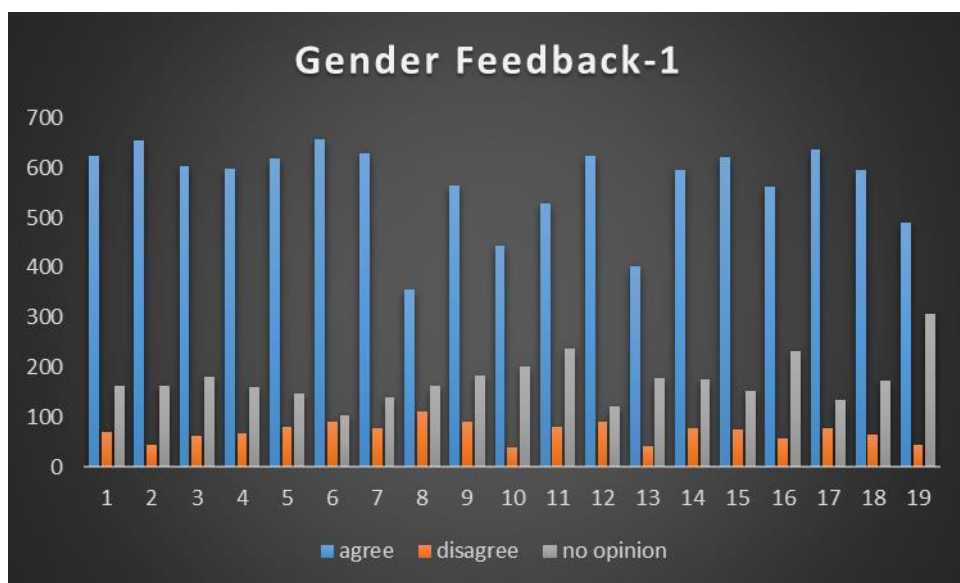
27	The quality initiatives taken up during the last academic year are contributing for improvement.
28	The system followed by the University for the design and development of curriculum is effective.
29	The teachers are encouraged to carry out research.
30	The teachers are encouraged to organize seminars/workshops/ symposia/conferences.
31	The teachers are encouraged to participate in seminars /workshops/ symposia/conferences.
32	The teachers are encouraged to take-up consultancy services.
33	The teachers are encouraged to undertake extension service programmes
34	The teachers are supported with adequate learning resources.
35	The teaching aids in the department are sufficient and up to date.
36	The timings of the Library are convenient
37	The toilets are sufficient for faculty and students.
38	The University is able to attract meritorious students.



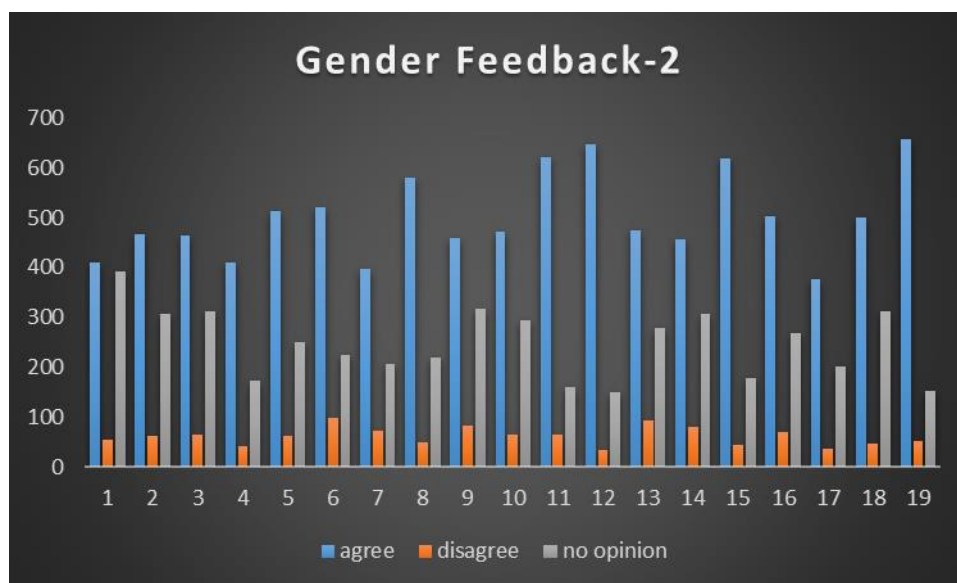
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8	The learning objectives are clear and appropriate to the needs of the students.
9	The texts / resources are appropriate for my students' level.
10	The texts / resources are sufficient - They cover most or all of what is needed to teach the course.



1	Knowledge base of the teacher
2	Communication Skill
3	Sincerity Commitment of the teacher
4	Interest generated by the teacher
5	Ability to integrate course Material with environment/ Other issues, to provide a broader perspective
6	Ability to integrate content with other sources
7	Accessibility of the Teacher In and out of the class
8	Ability to design Quizzes/tests/Assignments/Examinations/ and Projects to evaluate students Understanding of the course.
9	Provision of sufficient time for feedback
10	Overall rating



1	A committee has been set up to redress all complaints related to sexual harassment in a timely manner. You are aware about the process and believe that the process is appropriate
2	A fair inquiry is conducted by the committee in case of a complaint.
3	A grievance redressal cell has been set up.
4	A women cell is set up in the college and students are aware about the women cell.
5	Adequate and safe transport options are available for girl students.
6	Adequate facilities are available inside the toilet keeping in mind the need of the girl students.
7	Adequate facilities are available inside the toilet keeping in mind the need of the girl students. Adequate disposal bins are available in the toilet.
8	Adequate gym facilities are available in the hostel for women students.
9	Adequate lighting is available inside the campus during night, including but not limited to, adequate light in corridor, class rooms, common areas, toilets etc.
10	Adequate lighting is available inside the hostel during night, including but not limited to, adequate light in corridor, class rooms, common areas, toilets etc.
11	Adequate number of security personnel are deployed.
12	Adequate number of toilets are available in the campus for girls.
13	Adequate number of toilets are available in the hostel for girls.
14	Adequate security arrangements have been made in the campus and common areas during day and night.
15	Attitude of laboratory staff is appropriate.
16	Attitude of medical personnel is appropriate.
17	Attitude of security personnel is appropriate.
18	Confidentiality is maintained during the inquiry process.
19	Do you feel a separate queue is required?



1	Do you reach out to women's cell?
2	During night, medical help is available. If required, ambulance can also be arranged.
3	During visit to the doctor in campus, only doctor and a lady nurse is present in the room.
4	Entry and exit timing of the hostel are appropriate for the hostel.
5	Gender sensitization program must be conducted for security personnel deployed at the campus.
6	Healthcare facilities are available to girl students at the campus.
7	Is there a separate queue for girls in dining hall, office etc.
8	Laboratory infrastructure is appropriate for safety of the girl students, for example, there is adequate lighting, adequate space is provided in the corridors and other areas etc.
9	Minimum courtesy is extended to the girl students during their visit to the doctors in campus.
10	Options for flexible timing is available for girl students. For example, for outside scholars, no class is arranged in late evening or early morning.
11	Safe environment is available for all girl students in the campus.
12	The classroom offers equal opportunities to all genders.
13	The college conducts gender awareness programs, such as awareness of sexual harassment, as a part of its curriculum.
14	The college conducts gender sensitization program as a part of its curriculum.
15	The library offers equal opportunities to all genders.
16	There are lady faculties available in the women cell.
17	There is a lady doctor available in the hostel.
18	There is no gender biased artifacts, such as discriminative screen savers, or work tables that are not conveniently located for the girl students.
19	Timing of the laboratory is appropriate.



Annexure – III

Practice #1

Title: Green and clean environment.

Goal: The College also focuses on bringing about awareness among the fellow staff and students about keeping the environment green and clean.

The Context

The actual socio economic situation of the people and less exposure to modern ways to keep the eco system clean is a reason for the lack of environmental awareness.

The Practice

The college is keeping the environment clean and green. For this reason the college has installed waste-bin in all floors of the campus through NSS Unit I, Surendranath College. The Green Campus is maintained through regular campaigning. The college also promotes the plantation of trees. The newly formed Eco Club also plays an active role in maintaining this.

Evidence of Success

The college is now greener and cleaner compared to earlier days.

Problems Encountered and Resources Required

As of now there is no funding to invite external experts and peers to talk on the environment and the benefits of keeping it clean.

Contact Details

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Practice #2

Title: Certificate course in communicative English

Goal: To help the students speak fluent English and thus make them more confident, competent and also open up employment opportunities.

The Context

The students are from a poor socio-economic background which makes them not so exposed to the ways of speaking in English. The college has taken a step to help them overcome this.

The Practice

The college has initiated the procedure to start a certificate course in English for students. The interested students will be asked to enrol.

Evidence of Success

It is expected that the students will be more confident in speaking than before.

Problems Encountered and Resources Required

As of now the college is facing problems in fund and human resource for continuing this course.

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