



The Annual Quality Assurance Report (AQAR) of the IQAC: 2014 - 15



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



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Part – A

I. 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:

<http://surendranathcollege.in/aqar/aqar2014-15.pdf>

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)

2014 – 2015



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

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 ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐



Others (Specify)

CALCUTTA UNIVERSITY

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

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	10
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	01
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	11

2.11 No. of meetings with various stakeholders: No.

Faculty (1 – with Academic Sub-Committee
1 – with CAS Committee
1 – with IQAC Coordinator, St. Xavier's College, Kolkata)

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount



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. “Quality Improvement in HEI using Technology”

2.14 Significant Activities and contributions made by IQAC

1. Initiating the preparation of AQAR 2009-10, 2010-11, 2011-12, 2012-13, 2013-14.
2. Initiating the preparation of SSR2014-2015.
3. Organizing quality related seminar.
4. Arranging promotion through CAS for several faculty members at different stage.
5. Introduction of Online Feedback System for all stakeholders including 360 degree feedback.
6. Initiation of Academic and Administrative Audit, Green Audit and Gender Audit by external agency.
7. Partial automation of College Library with the introduction of OPAC.
8. Initiation of Certificate Courses, Value Education Course & Skill Development Courses including Language Lab.
9. Introduction of student assessment through Online MCQ test.
10. Initiation of NSS, NCC and introduction of Eco. Club & ICT Club.
11. Constitution of various committees and cells to cater the need of all the stakeholders.
12. Introduction of ERP with epaathsala.com
13. Initiation of online placement portal campusplacementmanager.com
14. Involving Psychology Department to find a process of Dropout Analysis.

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	Resolved that internal arrangements be introduced for Academic and Administrative Audit (AAA) and Environmental Audit. It is also resolved that committee be formed for Auditing.	Internal Audit Team, with Anindya Ghosh Choudhury as convener, performed the Internal Academic Audit of all departments for the Academic Year 2013-14 and a report was submitted to the Principal for necessary action. For 2014-15 Academic & Administrative Audit and Green Audit performed has been performed by epaathsala.
2	Resolved that Parent-Teacher meeting be organized for 3 rd year students and their feedback be taken. Resolved that meeting with alumni be organized wherein their feedback be taken.	Some of the departments organized such meetings informally.
3	Resolved to apply to the relevant authority for NSS/NCC.	NSS Unit 1 has been opened with Netai Gayen as its program coordinator. Two programs of NSS have been reported to the IQAC in the Academic year 2014-15. Regarding NCC, the matter is under process with ANO as Biva Samadder.
4	Resolved to implement rotational headship in all the departments of the college for improving the quality of teaching-learning process.	The proposal was approved by Teachers Council and was placed before Governing Body by the Principal for final approval. Governing Body has suggested the Teachers Association to rethink it once again and place before the Governing Body in a subsequent meeting. As departmental policy few departments have initiated this.
5	Resolved to involve all the departments in taking feedbacks from all the stakeholders.	Online 360 degree Feedback as well as Curriculum Feedback, Institutional Feedback and Library Feedback has been taken.
6	Resolved to set up a first-aid cell in the college.	The work is in process.
7	Resolved to revive the Grievance Redressal Cell and Career Counselling Cell.	Grievance Redressal Cell has been formed with Dr. Purnendu Prakash Pal as convener. Career Counselling Cell has also been formed.



8	Resolved to prepare & implement Academic Calendar for the year 2014-15.	Academic Committee, with Prof. Gautam Sinha as convener, has prepared the Academic Calendar for the year 2014-15.
9	Resolved to notify all the departments to submit Plan of Action for the academic year 2014-15.	All departments submitted their plan of action to the Principal.
10	Resolved to take initiative to organize Seminars, conferences, workshops, Annual Orations & Quality Improvement Workshops.	IQAC has taken initiative in organizing seminars & workshops on Quality Improvement. One Seminar-cum-workshop was organized by IQAC in the Academic Year 2014-15.
11	Resolved to take initiative for the modernization of the library.	Initiatives have been taken to modernize the Library. OPAC has been initiated with support from Epaathsala. The college has become a subscriber of NLIST; an e-resource Consortium. It is an initiative of Union Human Resource and Development Ministry, Govt. of India.
12	Resolved to encourage faculty/staff development in all respect.	The seminar-cum-workshop that was organized was meant for both the faculties and staffs of the college to encourage faculty-staff interaction and appraising them all about the quality process and requirements of the institute. A Research Committee has been setup with Nilansu Das as the convener, to facilitate faculty members in research activities as per UGC requirement.
13	Resolved to set up a zone in the library or elsewhere for free internet access to students.	New space has been created on the terrace adjacent to the central library for setting up a Computer Laboratory. This Laboratory will be partially used for free internet access to students.

** 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 2014-15 was placed before the Governing Body of the college on 4th December 2015 for its perusal and approval was granted for uploading the report and submitting it to the NAAC.



Part – B

Criterion – I

I. 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	0
Others	-	-	-	-
Total	25	0	0	0
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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	
	53(+1*)	31	22 (+1*)	NA	CWTT	PTT
					16	08

* Reader

33

2.2 No. of permanent faculty with Ph.D.

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

60

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College Level
Attended	03	20	05	78
Presented papers	07	05	00	00
Resource Persons	00	00	00	00



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

1. Arrangements for power point presentations, charts, graphs videos has been made.
2. Efforts have been made to use ICT for delivering lectures in the classroom instead of the usual chalk and talk method.
3. IQAC has initiated the preparation of Question Bank for all the programmes. Most of the departments have already created it and is ready to conduct MCQ based exams.
4. Department also creates an evaluation blue print according to their requirement and convenience. This contains the plan for internal assessment of the students through class/periodical tests.
5. The overall academic plan and progress is monitored by the IQAC and then are reviewed to address any deviations if found.
6. IQAC organizes informal workshops to promote the usage of ICT. These workshops are organized especially for the faculty members.
7. IQAC also motivates faculty to implement new practices for regular curriculum delivery. These practices include group discussion, case studies etc.
8. To encourage scientific learning among students, they are asked to submit written and oral assignments.
9. Students are asked to submit articles on their creative ideas to the college Magazine (recently converted to e-magazine).
10. Some departments arrange for Mock Parliament, Group Discussions, One-to-One Interaction & question-answer sessions among their students.
11. The Department of Economics has downloaded relevant course from NPTEL (<http://nptel.ac.in/courses.php?disciplineId=109>) uploaded by IIT Kanpur and shares that with the students.
12. 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.
13. The College Library has recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT.
14. Faculty members are encouraged to attend FDP's to upgrade themselves. These programs also include both orientation as well as refresher courses.
15. Field study, Project Based dissertation work is undertaken by Geography, Commerce and Bio-Science departments.
16. Many departments have begun to use Technology enabled teaching and learning resources, LCD projectors and other audio-visual aids for teaching.
17. RMOS Helios thermal paper based spirometry has been introduced by the Physiology Department to give students a firsthand experience in the field of respiratory physiology.
18. The Journalism & Mass Communication Department frequently shows video documentary and films to their students and encourages them to participate in creating wall-magazine, freelancing, anchoring and also gives project work on current events.

2.7 Total No. of actual teaching days during this academic year

176



2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- 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 taking admission at the beginning of a session.
- 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.
- Parent-Teacher meetings are arranged by some departments, in which the faculty members interact with parents and exchange information.
- Regular notification regarding examinations, by the college and respective departments, is practiced.
- Students are also made aware of the evaluation processes by the faculty members during the class lectures as and when necessary
- 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. However, the college follows its own evaluation process for the internal examinations conducted before the University examinations so that it helps students to perform better.
- Recently the college has initiated 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

5	0	0
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2.10 Average percentage of attendance of students

77%



2.11 Course/Programme wise distribution of pass percentage:
(Result for the year 2013-14 published in the year 2014-15)

Title of the Programme	Total no. of students appeared	Class / Division				
		Distinction %	I %	II %	P %	Pass %
B.A.Pt.III(Hons)	231	-	00.43	82.25	16.02	98.70
B.A.Pt.III(Gen.)	357	-	00	03.92	40.90	44.82
B.Sc.Pt.III(Hons)	295	-	19.66	67.80	04.40	91.86
B.Sc.Pt.III(Gen.)	133	-	0.75	52.63	22.56	75.94
B.Com.Pt.III(Hons)	151	-	00	45.03	01.33	46.35
B.Com.Pt.III(Gen.)	149	-	00	01.34	10.74	12.08

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

- The institution does have an Internal Quality Assurance Cell in place. This cell is trying its best for the advancement in the field of teaching and learning.
- IQAC has initiated the preparation of Question Bank for all the programmes. Most of the departments have already created it and is ready to conduct MCQ based exams. This newly introduced concept of preparing question bank including MCQ's by the IQAC is expected to assist the students in their preparation for the University examination and other competitive examinations.
- The overall academic plan and progress is monitored by the IQAC and then are reviewed to address any deviations if found. In addition, the quality parameters for every course are set by the IQAC and the progress is monitored with respect to the quality.
- IQAC organizes informal workshops to promote the usage of ICT. These workshops are organized especially for the faculty members.
- The list of co-curricular and extension activities prepared by several departments is also recorded by the IQAC.
- Recently the institute has started taking online 360 degree feedback, using cloud based software, from all its 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	05
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1 (Workshop)
Others	2 (1 Ph.D. Course Work, 1 SAI Course)

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	14	07	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 made it an important point to encourage teachers to attend various training programs by UGC or other organisations. The faculty members are given full freedom to pursue research in their respective areas of choice and are encouraged to pursue grants and necessary infrastructure for research.
- IQAC has formed the Research Committee as per UGC requirement to promote research work. All efforts are made to ensure timely release of funds for smooth progress of the research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	0	0	0
Outlay in Rs. Lakhs	7.418	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	4	0	04
Outlay in Rs. Lakhs	4.80 lakhs	5.14 lakhs	0	17.00 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	5	0
Non-Peer Review Journals	0	9	0
e-Journals	0	0	0
Conference proceedings	4	1	0
Books	1	1	0
Edited Books	0	1	0
Chapter/Article in Books	0	2	0

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	-	-	-	5.40191 lakhs
Minor Projects	2014-15	UGC	Nil	4.95 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	10.35191 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

Level	International	National	State	University	College
Number	-	1 (Co-organizer)	-	-	2
Sponsoring agencies	-	UGC	-	-	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
00	00	00	00	00	00	00

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



3.22 No. of students participated in NCC events:

Presently there is no unit of NCC in the college.
It is under process of 2nd Bengal NCC Battalion
with Biva Samadder as ANO.

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:

Presently there is no unit of NCC in the college.
It is under process of 2nd Bengal NCC Battalion
with Biva Samadder as ANO.

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="2 (NSS)"/>	College forum	<input type="text" value="0"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="0"/>

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

The college has recently opened

- NSS unit, 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.	24
Laboratories	38	NIL	N.A.	38
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	15.50981	College	NA
Others [12 Depts., 1 Gen. Teachers Room, Principals Room, Office, Bursar's Room, Meeting Room, 2 Common Room (Ladies & Gents), Library, Auditorium, Canteen, Students' Union Room]	23	NIL	N.A.	23

4.2 Computerization of administration and library

- Office Administration has already been computerised partially in the previous years, such as maintenance of student admission, College Account, Provident Fund Account of teaching and non-teaching staff.
- This year COSA software has been installed for salary of all staffs.
- Internet facilities are available for the Office and Library staff.
- This year Wi-Fi has been initiated in the library.
- This year Library has begun subscription to INFLIBNET to facilitate access to journals and OPAC has been introduced.



4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (in lacs)	No.	Value
Text Books	30,953	40.39423	156 (including Reference Books)	0.1124	31,109	40.50663
Reference Books	430	Not available	0	0	430	Not available
e-Books	N.A.	N.A.	N.A.	NA	N.A.	N.A.
Journals	02	0.045	11	0.147	13	0.197
e-Journals	0	0	1(N-List)	0.057	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, valuation of many old books is not possible. Many books donated by Alumnus and Publishers are also in the Library whose valuation cannot be done. Many Departments has its own seminar Library where donated reference books are available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter- net	Brow- sing Centr-es	Compute r Centres	Office +Pri- ncipal	Depart- ment	Others(Library +IQAC+Leave Comm.+AISHE Nodal Officer)
Existing	127 (41 non- functional)	84 (34 non- functional)	19	00	00	12+ 2 (2+1 non- function al)	22+4(UGC MRP) (3 non- function al)	3 (1 non- functional)
Added	59	26	00	00	00		26	07
Total	145 (functional)	76 (functional)	19	00	00	09+ 01 (function al)	49(Includ ing UGC MRP) (function al)	7+1+1+1 (functional)



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

- The college has provided computers and laptops & internet connections to the Principal, Office and all Departments.
- In order to promote the usage of technology college has started conducting ICT workshops.
- The college has its own website. On-line Admission process continued successfully for the current year.
- Three Gallery classrooms in the Science Building has been upgraded to ICT enabled classroom-cum-seminar rooms.
- The faculty members are using modern teaching tools like LCD projectors.
- The Department of Economics has downloaded relevant course from NPTEL (<http://nptel.ac.in/courses.php?disciplineId=109>) uploaded by IIT Kanpur and shares that with the students.
- 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.
- The College Library has recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT.

4.6 Amount spent on maintenance in lakhs :

i) ICT	4.37272
ii) Campus Infrastructure and facilities	68.98192
iii) Equipments	0.41092 + 57.74635 (New purchase)
iv) Others	2.06228
Total :	75.82784



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

- Suggested the college to publish the Prospectus with the details about various courses offered by the college, its fee structure, student support services, facilities provided, existence of various committees in the college etc.,
- Upgraded the college website www.surendranathcollege.org with information's and links to the Student Support Services provided by the college,
- Informed 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.
- Installed a dedicated Notice Board of the Placement Cell for putting up Notices of Campus Interviews and other Off-Campus placements.
- Taken initiative in introducing OPAC (Online Public Access Catalogue).



5.2 Efforts made by the institution for tracking the progression

The college has decided to maintain the student's progression data from this year. These data will be maintained online. 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
6891	N.A.	N.A.	N.A.

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	4546	65.97

Women

No	%
2345	34.03

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4457	824	55	194	0	5530	5388	973	67	463	0	6891

Demand ratio 4.84:1

Dropout %

04.43

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

- There is provision for the students in some departments to take mock tests.
- Initiative has been taken to launch skill oriented and other certificate courses to promote social, cultural as well as competitive skills of the students to face the open global challenge.
- Initiative has also been taken to provide an online platform to the students to prepare for competitive exams.

* The new initiatives have been launched in 2014-15. Students will be benefitted from 2015-16.

No. of students beneficiaries

N.A.



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, some after completing post-graduation, but there is no provision of maintaining any database for the same with the college.

Initiative has been taken to maintain the same in the ERP made available for our college.

5.6 Details of student counselling and career guidance

1. A Placement and Training Cell and a Student Counselling Cell have been formed by the Teachers Council to offer placement and counselling services to the students.
2. Workshops and seminars are organized by the Career Guidance Cell and Seminar Sub-committee of the college in coordination with the IQAC.
3. Assistance is given to the students to apply for competitive examinations.
4. Placement cell of the college provides career counselling to the students.
5. Some teachers also provide personal counselling apart from providing academic counselling.
6. The Department of Psychology has plans to offer psycho-social counselling services from this year for the students of our college.
7. Initiative has been taken to provide assistance to Entry to Services to the students through e-learning modules.
8. The college has linkage with some industries that offer employment to our students.
9. Many other industries offer for On-Campus and Off-Campus Interviews for our students.
10. The Placement and Training cell arrange for these Campus Interview's and provide guidance to the students as to how they can make use of these opportunities from the institute.

No. of students benefitted

Participated in Campus Interview-62; Placed-16

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
4	62	16	N.A



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.
- Faculties of various departments sensitize students about respect to opposite gender; avoid gender discrimination in class room environment and off class room environment.
- Gender audit for the girl students has been conducted this year so that any issues related to gender discrimination etc. are eradicated.

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	272	3.207 lakhs
Financial support from government	1690[#]	*
Financial support from other sources	80[#]	*
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 Upanishada, namely “Damyata or Restrain, “Datta” or Sacrifice and “Dayaddhayam” or Generosity which have been enshrined in the College emblem, and also with 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

Presently we do not have a complete MIS.

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



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.

Also every department has its own academic calendar to run and complete the syllabus.

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

Few 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 has initiated

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

Curriculums 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. Using power point presentations, charts, graphs videos etc as much as possible are encouraged and necessary infrastructure provided wherever possible.
3. The teaching learning is made more student centric by conducting student presentations, quiz, group discussions, etc.
4. Tutorial/Remedial classes, Bridge courses and other add-on courses have been initiated to groom them and prepare them as professionally sound human resource
5. Process of continuous assessment of students by tracking their marks in the exams and tests of the college and University and taking steps to help improve the academically weaker students
6. 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 recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT
7. The institution helps them to achieve this by providing free access to computer and internet facilities, so that the teachers are able to deliver lectures more effectively and in a better manner.
8. In order to promote the usage of technology oriented teaching-learning methods, IQAC have started conducting ICT workshops in recent times.
9. 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.
10. Necessary and up to date teaching materials are provided for continuous improvement of teaching – learning activities. Initiatives are taken to provide 'eCampus' facility to faculty and students through our website where provision will be made to upload and download soft copy of study materials as well as access to external academic links.
11. 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.
12. The students are encouraged to share their natural ideas in the class room as well as outside the class room.
13. Students are asked to submit articles on their creative ideas to the college magazine (recently converted to e-magazine).
14. We ensure discipline in regular classes. The teachers are encouraged to participate in OC, RC, various staff training programme, workshop on discipline related areas.
15. Some departments organize excursions, field studies, project work and dissertation work for the students.
16. Feedbacks from students are also taken online.
17. 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. Computer facilities were given specially to those students who do not have access to such facilities elsewhere.



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 taking admission at the beginning of a 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. IQAC has initiated the preparation of Question Bank for all the programmes.
8. Recently the college has initiated an online MCQ evaluation process for continuous evaluation of the students.
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.
11. A group of teachers (Examination sub-committee) conducts the university examinations. The appointed teachers take part in paper setting, paper examiners, scrutiny, head examiners etc and act as per university guidelines.



6.3.4 Research and Development

1. The IQAC has setup a research committee that record the developments of research if any in the college.
2. There is also statutory provision of study leave for faculty members who want to involve themselves in research activities.
3. Faculty members may do consultancy work in the research projects commissioned by the International, National & regional bodies.
4. Technological and administrative support:
5. (i) The college has procured various equipments, computers and printers with funds from the UGC and other funding agencies. It also has internet facilities. 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 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.
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. The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc.
8. Space and necessary infrastructural support is provided for research work.
9. 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 has been partially digitized and Online Public Access Catalogue (OPAC) has been implemented.
3. Moderate sitting arrangements are maintained in the library for reading purpose. Some departments maintain seminar library for providing additional books to their students.
4. Stock verification is done regularly. Pest Control measures are undertaken. Fire extinguishers are also kept in the library as a part of safety measures.
5. 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
6. Additional space of 533 sq. ft added to the College Library together with the creation of a surfing zone and also computer lab for certain add-on courses.
7. Training is provided to faculty members on using ICT technology.
8. Considering the student strength of the college and the number of courses it is offering the existing infrastructure for teaching-learning would undergo considerable improvement if more space, classrooms can be arranged. However, the current rules of the Kolkata Municipal Corporation prevent an expansion of the existing building facilities of the college. Despite these constraints the college has attempted to enhance the number of classrooms and laboratories by using a portion of the terrace as well renovating the corridors etc. It has also made improvements of the existing classrooms by augmenting the number of blackboards, creating ICT facilities and seminar and conference rooms to facilitate effective teaching learning.
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 carrier 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. However, the college follows the reservation norms as laid by 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



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

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.

The departments of the college take care to publish results of internal exams held by the college.

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 Reform has been made by the affiliating University.

However, college has started Online MCQ evaluation system from this year for its students.

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 can 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 and drawback of their wards.



6.13 Development programmes for support staff

The ICT Club of the College, formed newly, has taken initiative in organizing Computer Awareness and Computer Literacy Programme for non-teaching employees.

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.

This year an Eco Club has been formed to look into the matter.



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. Introduction of student assessment through Online MCQ test.
2. Introduction of ERP to upgrade academic activities.
3. Initiation of online placement portal.
4. Introduction of Online Feedback System for all stakeholders including a new method called 360 degree feedback.
5. Initiation of Academic and Administrative Audit, Green Audit and Gender Audit by external agency.
6. Introduction of OPAC (Online Public Access Catalogue) by the Library.
7. The Physiology Department of our college has initiated a process where the students and faculty members are given health cards.
8. Psychological survey for identifying the rate of drop out and the reasons for it has been initiated 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 this year.
- Reconstruction of College Auditorium and improve building infrastructure.
- Complete digitization of Library.
- To optimize the usage of the provisions provided through the ERP by various stakeholders.
- To collaborate with neighbouring college(s).

Name

Dr. Tushar Kanti Saha

Name

Dr. Indranil Kar

Tushar Kanti Saha

Signature of the Coordinator, IQAC

Indranil Kar

Signature of the Chairperson, IQAC



Annexure I

Surendranath College

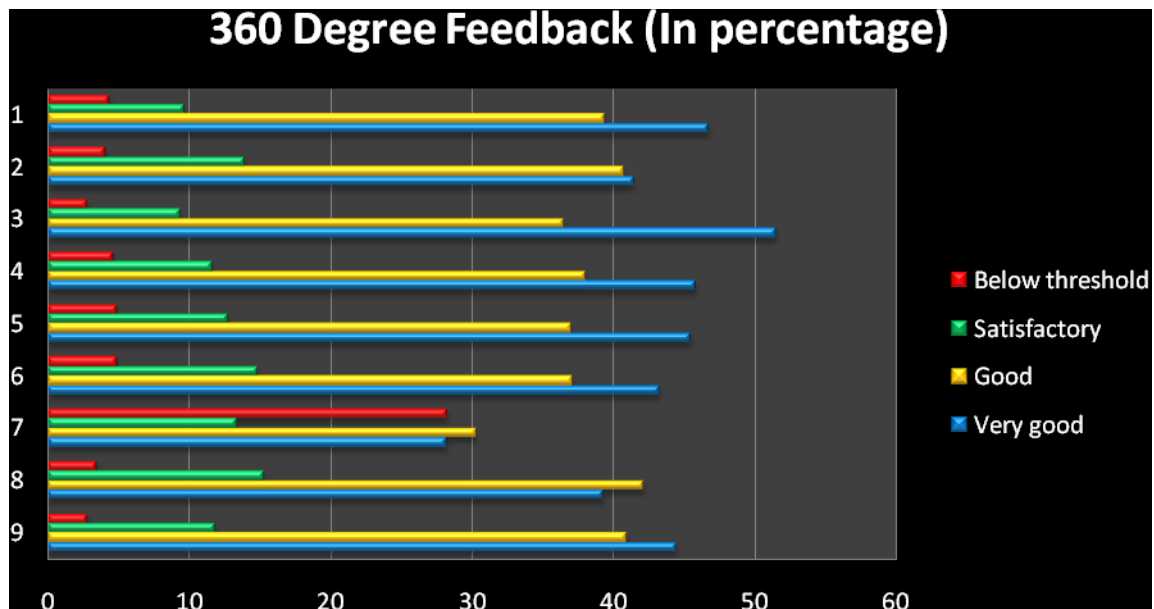
Academic calendar for the academic session 2014-15

ACADEMIC CALENDAR for session 2014-2015 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 2015	Part-I & II Supplementary Exam. 2015
Last Date of Admission	09.08.2014	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, 2014				
Last Date of Change of Subject/Stream (Including switching over from Hons. To Gen & vice versa)	30.08.2014				
Submission of Registration Form to CU by College	15.09.2014 (without Fine) Application forms for Registration to be submitted by the students to the college within 08.09.2014 25.09.2014 (with Fine)				Filling Up of Forms of 2 nd Week of December, 2014
Mid-Term Exam.	November, 2014	November, 2014	November, 2014		
College Test	2 nd Week of March 2015	2 nd Week of February 2015	2 nd Week of January 2015		
Result of College Test	1 st Week of April 2015	1 st Week of March 2015	Last Week of January 2015		
Filling Up of Forms for CU Final Exam.	2 nd Week of April, 2015	2 nd Week of March 2015	1 st Week of February 2015		
Date of Examination Theoretical (Tentative)	B.Com (H+G) 03.06.2015-12.06.2015 B.A/B.Sc (H+Major) & B.Com (Major) 07.07.2015-10.07.2015 B.A/B.Sc (G) 13.07.2015-25.07.2015	B.Com (H+G) 28.04.2015-15.05.2015 B.A/B.Sc (H+Major) & B.Com (Major) 19.05.2015-22.05.2015 B.A/B.Sc (G) 16.06.2015-30.06.2015	B.A/ B.Sc .B.Com (H+Major) 07.04.2015-17.04.2015 B.A/ B.Sc ,B.Com (G) 21.04.2015-25.04.2015	04.03.2015 To 12.03.2015	03.02.2015 To 12.02.2015
Date of Examination Practical (Tentative)	B.A/B.Sc (H+Major) & B.com (Major) 28.07.2015-18.08.2015	B.Com (H+G) 02.04.2015-17.04.2015 B.A/B.Sc (H+Major) & B.Com (Major) 28.04.2015-16.05.2016 B.A/B.Sc (G) 23.05.2015-12.06.2015	B.A/ B.Sc .B.Com (H+Major) 13.03.2015-01.04.2015 B.A/ B.Sc ,B.Com (G) 02.04.2015-18.04.2015		18.02.2015 To 28.02.2015
Publication of Result (Tentative)	Within 90 days from the last date of Examination	Within 90 days from the last date of Examination	Within June, 2015		

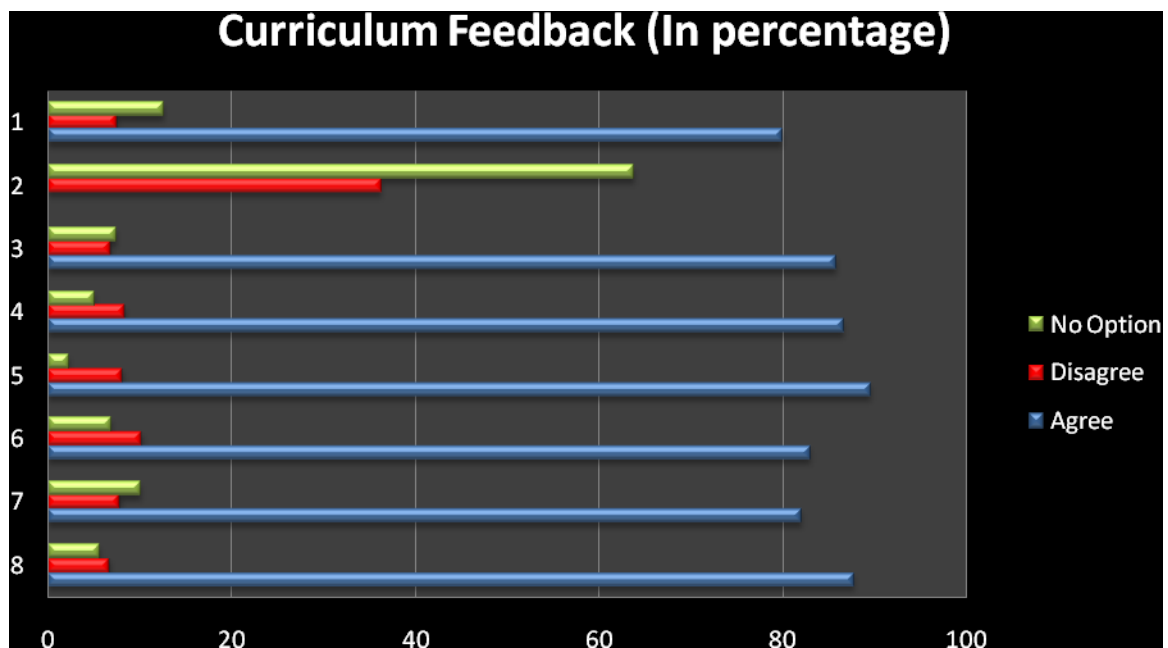


Annexure II

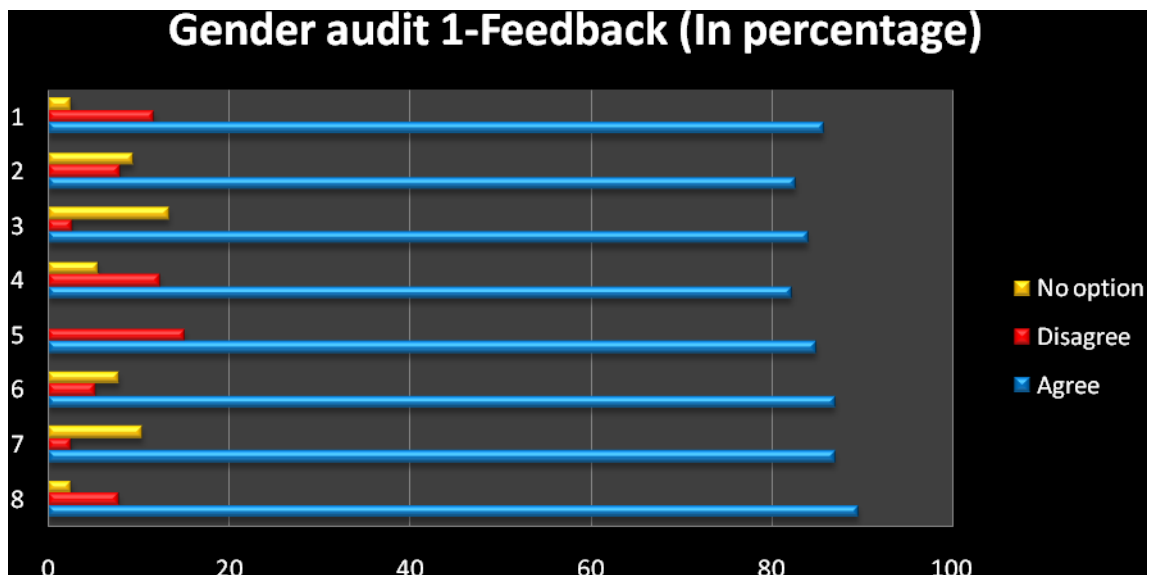
Feedback analysis



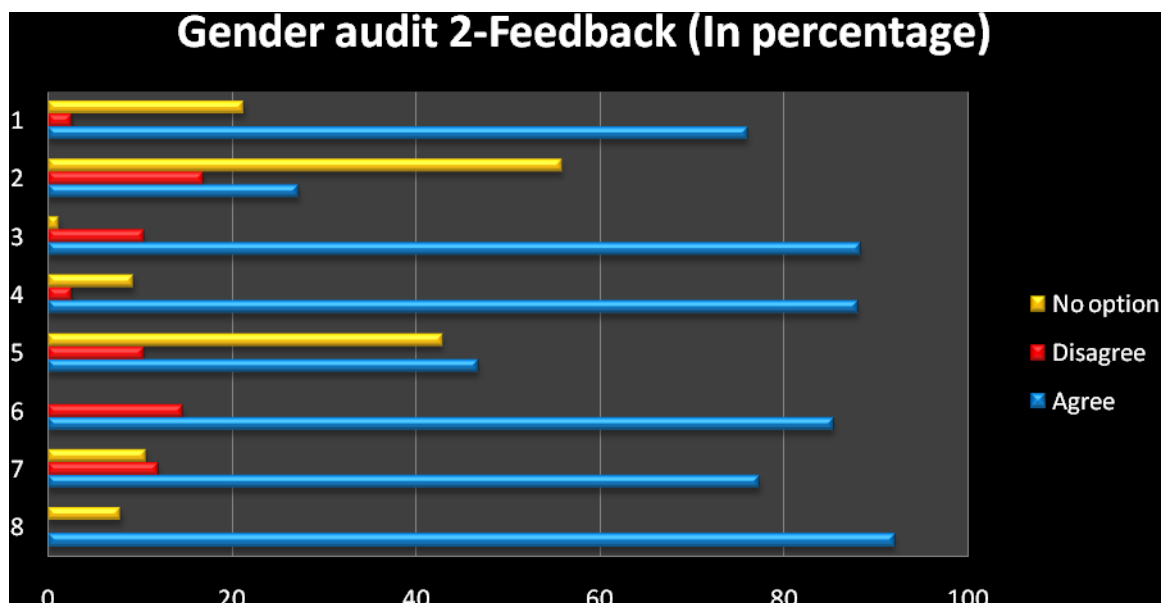
1. Sincerity / Commitment of the teacher
2. Overall rating
3. Knowledge base of the teacher
4. Interest generated by the teacher
5. Communication Skills
6. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)
7. Ability to integrate course material with environment/other issues, to provide a broader perspective
8. Ability to integrate content with other courses
9. Ability to design quizzes /Tests / assignments / examinations and projects to evaluate students understanding of the course



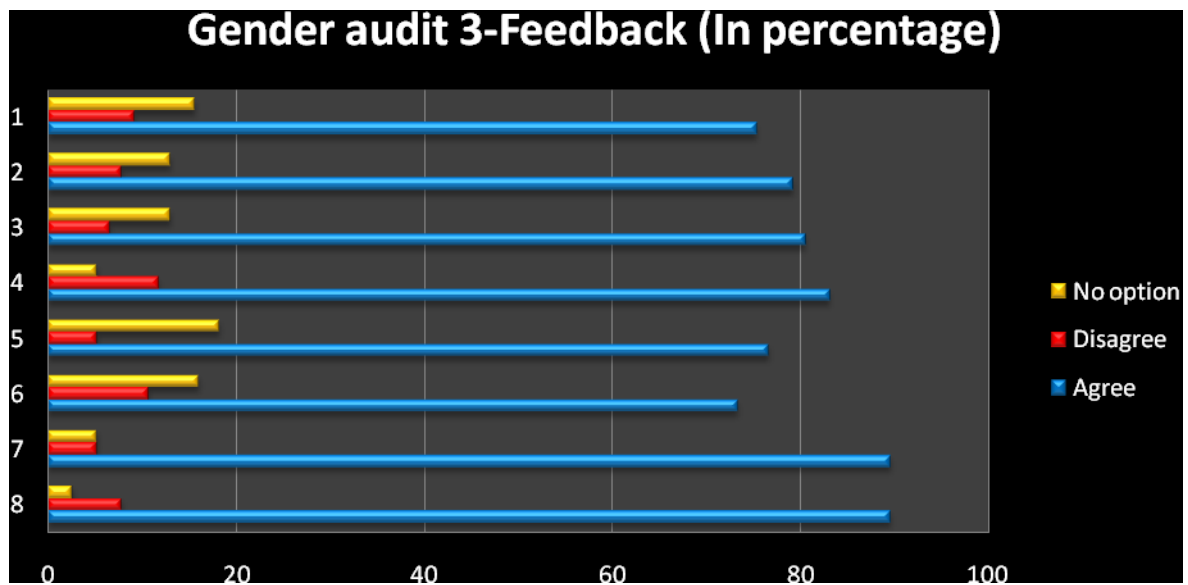
1. The texts / resources are sufficient - They cover most or all of what is needed to teach the course.
2. The texts / resources are appropriate for my students' level.
3. The learning objectives are clear and appropriate to the needs of the students.
4. The curriculum and syllabus are well organized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



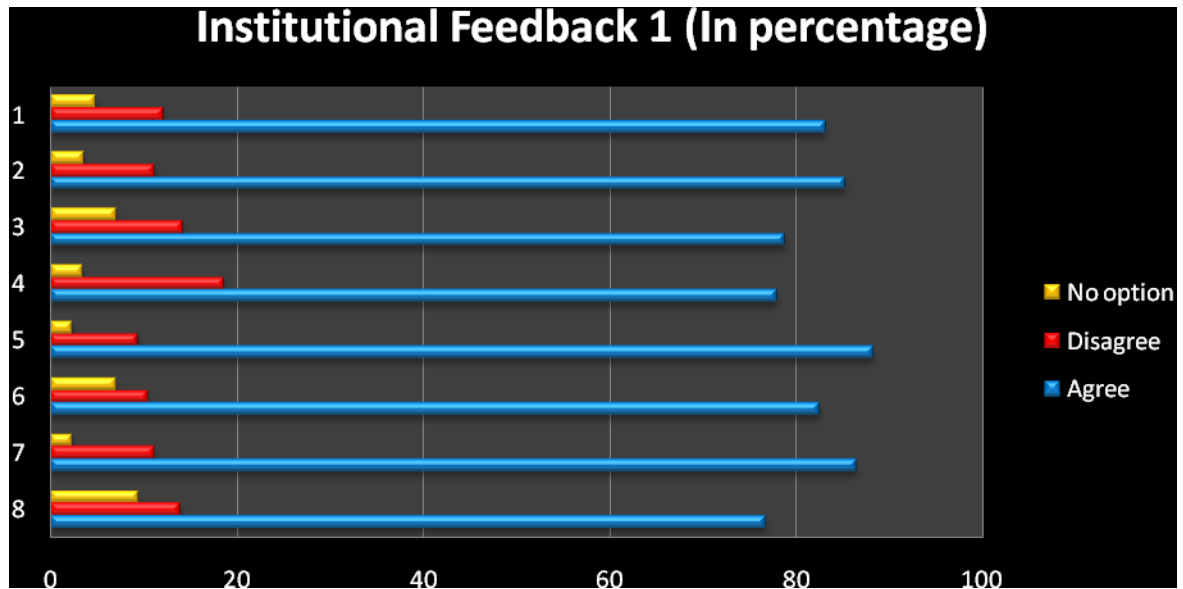
1. Adequate numbers of toilets are available in the campus for girls.
2. Adequate numbers of security personnel are deployed.
3. Adequate lighting is available inside the campus during night, including but not limited to, adequate light in corridor, class rooms, common areas, toilets etc.
4. Adequate facilities are available inside the toilet keeping in mind the need of the girl students. Adequate disposal bins are available in the toilet.
5. Adequate facilities are available inside the toilet keeping in mind the need of the girl students.
6. A women cell is set up in the college and students are aware about the women cell.
7. A grievance redressed cell has been set up.
8. 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.



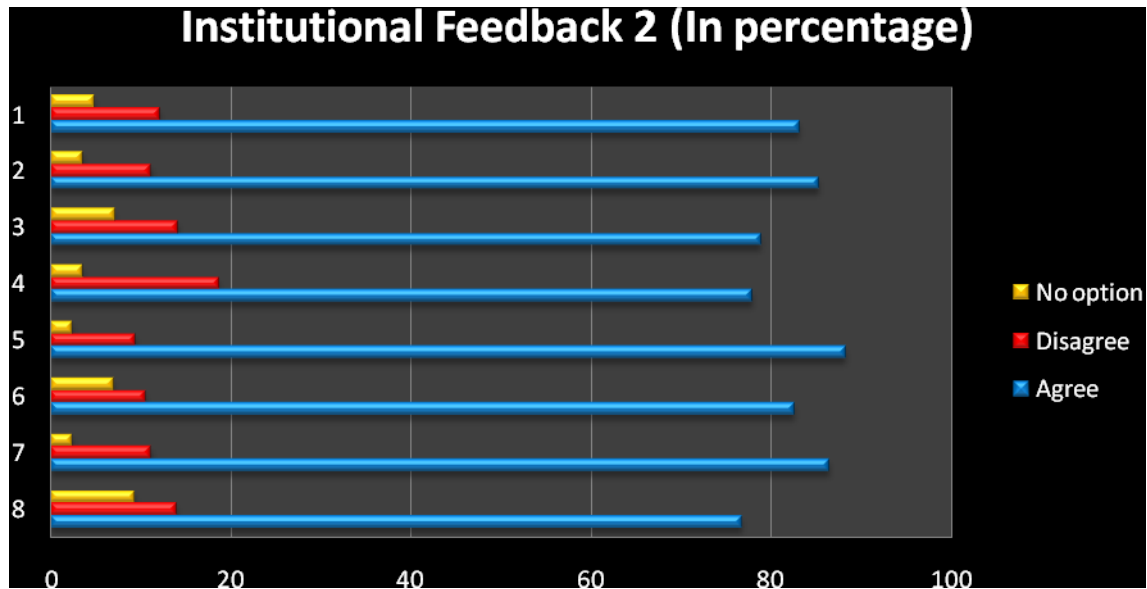
1. Laboratory infrastructure is appropriate for safety of the girl students, for example, there is adequate lighting, adequate space is provided in the corridors and other areas etc.
2. If not, why did you not report it?
3. Healthcare facilities are available to girl students at the campus.
4. Gender sensitization program must be conducted for security personnel deployed at the campus.
5. Do you reach out to women's cell?
6. Attitude of security personnel is appropriate.
7. Attitude of laboratory staff is appropriate.
8. Adequate security arrangements have been made in the campus and common areas during day and night.



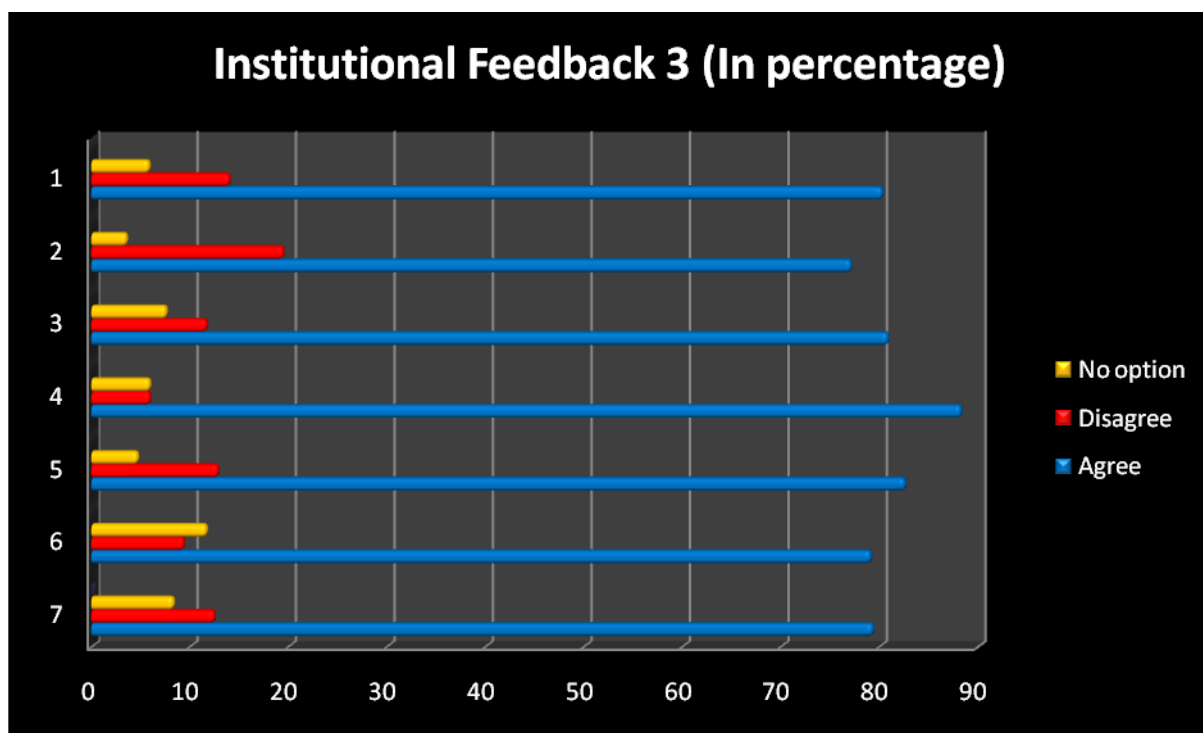
1. Timing of the laboratory is appropriate.
2. There are no gender biased artefacts, such as discriminative screen savers, or work tables that are not conveniently located for the girl students.
3. There are lady faculties available in the women cell.
4. The library offers equal opportunities to all genders.
5. The college conducts gender sensitization program as a part of its curriculum.
6. The college conducts gender awareness programs, such as awareness of sexual harassment, as a part of its curriculum.
7. The classroom offers equal opportunities to all genders.
8. Safe environment is available for all girl students in the campus.



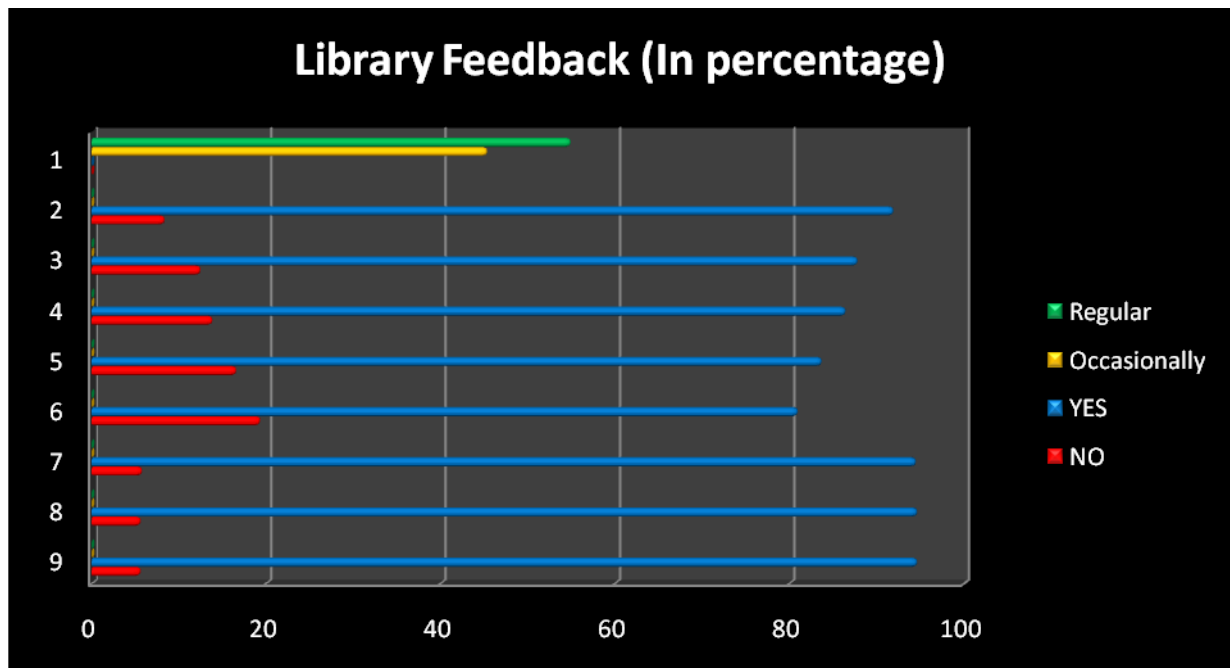
1. The class work is taking place as per schedule.
2. The class rooms and furniture available are adequate.
3. The buildings and furniture are well maintained.
4. The admission process adopted by the University is effective.
5. The administration is sincerely putting efforts for the development of the institution.
6. The administration is accessible
7. Student centered learning resources are available in the University.
8. Sports infrastructure is adequate.



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1. The University is able to attract meritorious students.
2. The toilets are sufficient for faculty and students.
3. The timings of the Library are convenient
4. The teaching aids in the department are sufficient and up to date.
5. The system followed by the University for the design and development of curriculum is effective.
6. The quality initiatives taken up during the last academic year are contributing for improvement.
7. The procedure followed for acquiring new books and journals ensures right titles and journals in the library.



1. How often do you visit the Library
2. Are you satisfied with the cataloguing and arrangement of books in the Library
3. Are you satisfied with the available Reading space in the Library
4. Are you making use of educational online resources
5. Are you able to access Internet Centre as and when you require
6. Are you able make use of Xerox facility in the Library
7. Are the required number of titles in your Subject available in the Library
8. Are the Net centre staff co-operative and helpful
9. Are the Library Staff co-operative and helpful



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

Name of the Institution: SURENDRANATH COLLEGE

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Pin Code: 700009

Accredited Status: B++ (Validity till March 2012)

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Fax:

Website: www.surendranathcollege.org

E-mail: principal@surendranathcollege.org

Mobile: 09433427319



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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