

The Annual Quality Assurance Report (AQAR)

of the IQAC: 2017 - 2018



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:
*16.05.2017 onwards

DR. SUCHANDRA CHATTERJEE*

Mobile:

09830920568

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:

EC (SC-19) /DO/2016/59.2 dated 2nd December'2016

1.5 Website address:

www.surendranathcollege.org

Web-link of the AQAR:

www.surendranathcollege.org

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	B+	-	2016	2016-2021
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*)

2017-2018

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 2016-17 submitted to NAAC on 2-01-2018

1.10 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution (e.g., AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>				

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)	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>								

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="10"/>						
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>						
2.3 No. of students	<input type="text" value="01"/>						
2.4 No. of Management representatives	<input type="text" value="-"/>						
2.5 No. of Alumni	<input type="text" value="01"/>						
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="-"/>						
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>						
2.8 No. of other External Experts	<input type="text" value="-"/>						
2.9 Total No. of members	<input type="text" value="14"/>						
2.10 No. of IQAC meetings held	<input type="text" value="05"/>						
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="02"/>					
Faculty	<input type="text" value="01"/>	Non-Teaching Staffs	<input type="text" value="00"/>	Students	<input type="text" value="00"/>	Alumni	<input type="text" value="00"/>
Others	<input type="text" value="01"/>	(With convenors of all sub committees and cells)					

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)

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

Total No.

International

ational

ate

ution Level

(ii) Themes

One State Level Seminar on Choice Based Credit System (CBCS) [going to be newly implemented in all the colleges by the affiliating Calcutta University] in presence of the Principal Council, i.e., all the Principals from different colleges.

One State Level Workshop on (CBCS) in presence of faculties from different colleges under University of Calcutta as well as of this college.

One College Level Workshop for the faculties of different Departments of this college to acquaint them with different features of the newly implemented MIS.

2.14 Significant Activities and contributions made by IQAC

AQAR 2016-17 was submitted in time.

A parent-teacher meeting was centrally arranged in all the 25 Departments of this college where the shortcomings of all the 1st year students were discussed with their parents.

Under guidance of IQAC, Academic Sub Committee prepared the Academic Calendar for 2017-18 which is attached as **Annexure I**.

Inspired by IQAC, History Department organised a Numismatic Exhibition of Coins of Ancient India to generate interest among their Departmental students.

Encouraged by IQAC, Chemistry Department arranged one National Level Lecture Workshop sponsored by three National Science Academies of India and another National Level Lecture Workshop in collaboration with Indian Chemical Society sponsored by College.

Purchase against sanctioned amount of UGC XII plan was completed and the utilisation certificate is yet to be submitted to UGC.

IQAC discontinued the use of ERP with epaathsala.com in the college from this year and installed a new MIS aiming at full automation in every sector of college activities.

Value education classes were taken regularly and one Happiness Workshop by the resource persons from **Art of Living** was arranged this year with the help of IQAC.

IQAC initiated Skill Development Courses such as **Communicative English Course** through Language Lab and **Basic Computer Training Course** continued this year with their 2nd batch of students.

NCC actively *participated* in **16 events** and *organised 5 events* so far in 2017-18 with about **30 cadets** with them.

NSS also was active enough to *organise 4 events* inside and outside the college campus in 2017-18 with **225 students** with them.

Eco Club continued maintenance of the medicinal plant garden named “SUSRUT UDYAN”, the bird house and the aquarium along with their regular campaigning in the college premises for greener and cleaner environment both verbally and using posters.

Under guidance of IQAC, **ICT Club** organised **3 short computer training courses** on Web Page Designing, Video Editing and Basic Training in Computer for the faculty, non-teaching staff and students of this college.

Inspired by IQAC, **Student Welfare Cell** organised an awareness campaign on Mosquito Transmitted Diseases and a Health Check up Camp for the students.

Encouraged by IQAC, **Cultural Sub Committee** organised **5 cultural events** in the college and conducted the **Certificate Course in Performing Arts**.

Rotational Headship was implemented *for the first time in this college in all the Departments* with **2 years tenure** for each Head.

Renovation of college building was done by making the guard wall, repairing the sewerage line, changing the old water pipeline, increasing the ferule size and repairing the leakage of gas pipeline aiming at a better sanitation and a healthy and cleaner environment.

Under guidance of IQAC, **Placement Cell** organised Campus Interview and training by **9 external companies** and organisations this year. About **77 students participated** in those, among whom **7 were placed** as per our knowledge.

Social activities were also taken care of by IQAC. Old garments were distributed among poor, distressed people at Baruipur, Patharpratima and a few parts of Sealdah slum area through the **Student Welfare Cell**. **NCC** performed Swachha Bharat Abhiyan twice at Sealdah Railway station and nearby market area. **Student Welfare Cell** organised an Awareness Campaign on Mosquito Transmitted Diseases. **Health and Hygiene Sub Committee** also organised an awareness campaign on Toilet Hygiene of the females.

Under supervision of IQAC, E- Maintenance Cell efficiently managed the online registration and provisional admission for 1st year and 2nd-3rd years students respectively. Facility of bulk sms and space for study materials upload by the faculty were created.

Staff Information System was newly created by introducing the facilities of online pay slip, staff notice, online daily record book, e-service book, online IT declaration etc.

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 *

Sl. No.	Plan of action	Action taken
1	Renovation of 136 year old building of the college.	Renovation of college building was done by making the guard wall, repairing the old sewerage and water pipeline, increasing the ferule size and repairing of leakage of gas pipeline for a better sanitation and greener environment.
2	Convenors of various sub committees and cells were asked to submit their work report for the academic year 2017-18 and Plan of Action for the academic year 2018-19 and also a long term plan for next five years.	All the sub committees and cells have submitted the same.
3	To start initiative to keep records of student progression and contact details at the time of certificate distribution	Started this year with introduction of a new fully equipped MIS.
4	Submission of AQAR 2017-18.	Submitted in time.
5	Academic Sub Committee to be requested to prepare Academic Calendar for the year 2017-18.	It was prepared at the start of the Academic Session 2017-18. (See Annexure I)
6	To ask all departments to submit a Plan of Action for the academic year 2017-18 and also a long term plan for next five years.	All Departments have submitted the same.
7	To take initiative to organize Seminars, conferences, workshops, Annual Orations & Quality Improvement Workshops.	Initiatives have been taken to organise the same through different Departments. Two National seminars and one State level Numismatic Coin Exhibition were so far have been arranged by the Chemistry and History departments respectively. IQAC itself organised two state level workshops on CBCS and one college level workshop on MIS to acquaint all the teachers to the newly introduced MIS in the college.
8	To encourage faculty/staff development in all respect.	Actively encouraged. Total 52 faculties were forwarded for different refresher, orientation and short term courses during 2017-18 while 36 among them were selected and successfully completed their courses.
9	To complete the purchase against sanctioned amount of UGC XII plan	Purchase was completed and the utilisation certificate is yet to be submitted to UGC.

10	To do Awareness Campaigns and Programs regarding Health related issues	Health Check-up Camp, Eye Check-up Camp, Blood Donation Camp, International Yoga Day celebration etc. were organised jointly by NSS, NCC and Student Welfare Cell. NCC performed Swachha Bharat Abhiyan twice at Sealdah Railway station and nearby market area. Student Welfare Cell organised an Awareness Campaign on Mosquito Transmitted Diseases. Health and Hygiene Sub Committee organised an Awareness Campaign on Toilet Hygiene of the female students.
11	To send one faculty to qualify as NCC officer to take charge as the nodal officer of the College NCC unit	Dr. Biva Samadder, a faculty of Sociology Department and nodal officer of college NCC was sent for this purpose as recommended by IQAC and after completion of three months training in Gwalior, she successfully qualified and was designated and awarded as Lieutenant with alfa grading (Associate NCC Officer) on 14/4/18 in National Cadet Corps. After that she took charge of College NCC unit again.
12	To create the facility of bulk sms, space for study material upload by the faculty	Facility of bulk sms and space for study materials upload by the faculty were also created.
13	To continue taking online feedback on faculties, institution and library from the outgoing students	Feedback for 17-18 was timely collected from the outgoing students and the feedback report generated from the data gathered is given in Annexure II in graphical form.
14	To continue with the practice of Academic, Administrative, Green Audit and Gender Audit.	All the audits were done and reports were generated for 2017-18 internally this year by Academic Audit Sub Committee and ICC of the college (See Annexure III where the Gender Audit data is given as reference, the report is yet to be generated).
15	To promote activities of ICC, Anti-sexual Harassment cell, Grievance Redresser Cell & Women cell	All were active enough. ICC and Anti-sexual Harassment cell completed the data collection for Gender Audit from the female students. A sanitary napkin vending machine is going to be installed in the college in the Girls Common Room by the Women Cell and Health and Hygiene Cell. Grievance redresser cell nicely handled only one complaint that was raised against one of the faculty member by one student of his department.
16	To make ECO club and ICT club functioning	Both the clubs were active. ICT club arranged three short term computer courses on Web Page Designing, Video Editing and Basic Computer Training for the faculty members, students and non-teaching staff. ECO club maintained the medicinal plant garden SUSRUT UDYAN, the bird house and the aquarium along with

		their regular campaigning in the college premises for greener and cleaner environment both verbally and using posters.
17	To monitor further progress of the work for the modernization of the library and providing free internet access to the students	It is still in progress. OPAC and Online Issue Register had started. High-speed Internet connection also has been established in library. A zone adjacent to the library has been set up for free internet access to students. It has also 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. KOHA software is going to be installed in the library for complete digitisation.
18	To arrange regular workshops and lectures for value education	Regular Classes were conducted by Dr. Asok Das, a faculty of Physics Department. One HAPPINESSS Workshop was also organized with resource persons from the Art of Living organisation this year.
19	To implement rotational headship in all the departments	The proposal of IQAC was finally approved by the Teachers Council and the Governing Body this year and then implemented in all the departments of this college from September 2017 with 2 years tenure for each Head.
20	To promote activities in the sphere of extension activities and institutional Social responsibility	Such extension activities were initiated by NSS, NCC, different committees, cells and some departments as well. So far 8 such activities were arranged inside and outside the college by NCC, NSS and Student Welfare Cell.
21	To encourage activities of Placement Cell for promoting campus recruitment of college students	Placement Cell organised Campus Interview and training by 9 organisations in this year. About 77 students participated in those, among whom 7 were offered with jobs in different organisations.
22	To manage the registration and provisional admission for 1 st year and 2 nd -3 rd years students respectively online for the first time	E- Maintenance Cell efficiently managed the online registration and provisional admission for 1 st year and 2 nd -3 rd years students respectively
23	To create a Staff Information System in the college	Staff Information System was newly created by introducing the facilities of online pay slip, staff notice, online daily record book, e-service book, online IT declaration etc.
24	To fill ip the vacant positions of IQAC incorporating the external members of desired position.	The process of incorporation initiated but could not be completed and the issue is still under consideration of GB. It would no doubt be completed in the next academic session.

* 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 2017-18 was placed before all the members of IQAC on 27th November, 2018 and then it was placed before the Governing Body of the college on 10th December 2018 (Agenda 10) for its perusal. There from approval was granted for uploading the report and submitting it to the NAAC.

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	01	0	01
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	01	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
<i>Semester</i>	0
<i>Trimester</i>	0
<i>Annual</i>	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 of 2017-18

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	
93	47	22	NA	CWTT	PTT
				16	08

2.2 No. of permanent faculty with Ph.D.

44

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
2	4	-	-	N.A	N.A	11	N.A	13	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

66

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College Level
Attended Seminars/ Workshops	14	17	17	13
Presented papers	21	17	01	-
Resource Persons	00	01	00	01

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

Arrangements for power point presentations, charts, graphs, videos are made in different departments. There are 11 smart class rooms in the college in various departments and they are optimally used.

IQAC organizes informal workshops to promote the usage of ICT. These workshops are internally organized especially for the faculty members where some experienced and trained faculty member train them.

IQAC also motivates the faculty to implement new practices for regular curriculum delivery. These practices include group discussion, case studies, etc.

To encourage scientific learning among students, students are often asked to submit written and oral assignments after literature survey.

Students are encouraged in some departments to submit articles on their creative ideas to the departmental wall Magazine and e-magazine published from the college.

Some departments arrange for mock Parliament, one-to-one Interaction, classroom debate, quiz and question-answer sessions among their students.

Chemistry department arranges Industry and research laboratory visit for their students for a better exposure and arrange for lab quiz also. They also distribute handouts among students before theoretical classes.

Economics Dept. downloads relevant courses for NPTEL uploaded by IIT or other organisations and shares them with their students.

Under NME-ICT project the college has till date 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 also has 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.

Faculty members are encouraged to attend FDP's to upgrade them. These programs also include orientation as well as refresher courses and short term courses.

Field study, Project Based dissertation work and educational excursion is undertaken by Geography, Commerce and Bio-Science departments. In Botany department from botanical excursion, preserved live specimens and herbarium sheets are collected.

RMOS Helios thermal paper based spirometry has been introduced by the Physiology Department to give their students a firsthand experience in the field of respiratory physiology. They are also trained to make health cards for individuals and diet survey among people of different communities.

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. The students of this department cover all the college programs and they are also sent to work as reporters in different media houses to gather experience.

Zoology department show their students large screen videos before practical classes in the laboratory. Chemistry department also shares such videos in their whatsapp group with their students prior to practical classes.

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and 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.

Some departments conduct open book exam, surprise test, double evaluation, mcq type exam etc.

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 centrally by the college, in which the faculty members interact with parents and exchange information.

Regular notification regarding examinations, by the college and respective departments via bulk sms is practiced beside putting in the college website.

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 test examinations conducted before the University examinations so that it helps students to perform better.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

05

2.10 Average percentage of attendance of students

71%

2.11 Course/Programme wise distribution of pass percentage:

(Based on the result for the year 2015-2016 that was published in the year 2016-2017)

Title of the Programme	Total no. of students appeared	Class / Division				
		Distinction %	I %	II %	P %	Pass %
B.A.Pt.III(Hons)	282	-	0	60.99	35.8	96.80
B.A.Pt.III(Gen.)	423	-	0	2.84	54.84	57.68
B.Sc.Pt.III(Hons)	482	-	14.32	57.26	18.88	90.46
B.Sc.Pt.III(Gen.)	371	-	2.16	28.84	48.25	79.25
B.Com.Pt.III(Hons)	379	-	1.86	28.23	20.31	50.40
B.Com.Pt.III(Gen.)	377	-	0.00	0.8	53.84	54.64

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

IQAC has created the space and asked the entire faculty to upload their study materials in the staff portal of the college website.

The overall academic plan and progress is monitored by 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.

The institute takes online feedbacks, from some of its stakeholders like students, peer and self for evaluating the quality of teaching-learning process of a teacher. The report of the feedback is automatically generated. The outcome of the feedback is intimated to the individual teachers thereby leading to overall improvement of the whole process.

All Departments are encouraged to create separate Whatsapp group with each year of students and thereby interact with them internally providing them relevant information, guiding them in study and tracking their progression even after they pass out.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programmes	2
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	26
Others	-

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	01	21
Technical Staff	26	02	05	23

Criterion – III

3. Research, Consultancy and Extension

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

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 a 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.

IQAC forwards applications of the faculty members with regard to all kind of research activities like presenting papers, attending seminars etc within India and abroad.

IQAC also encourages faculty members to conduct summer projects/ training for the students of other institutions under their guidance in their departments.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	01	0	0
Outlay in Rs. Lakhs	0	5.95	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	0	0
Outlay in Rs. Lakhs	2.6	12.71	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	30	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	11	5	-
Books	-	2	-
Edited Books	-	-	-
Chapter/Article in Books	1	3	2

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	2017-2018	DST	5.95 lakhs	3.66 lakhs
Minor Projects	2017-2018	UGC	1.20 lakhs	0.149 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	7.15 lakhs	3.809 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	0	02	-	-	
Sponsoring Agencies	-	INSA & College	-	-	

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

01

-

02

3.13 No. of collaborations

International

01

National

03

Any other

02

(With Institutions named University of Washington, Indian Statistical Institute, Satyen Bose National Centre for Basic Sciences, Botany, Zoology, Microbiology, Radio Physics Departments of Calcutta University etc.)

3.14 No. of linkages created during this year

-

3.15 Total budget for research for current year in lakhs:

From funding agency

3.809

From Management of University/College

-

Total

3.809

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	None
	Granted	N.A
International	Applied	None
	Granted	N.A
Commercialised	Applied	None
	Granted	N.A

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
4	-	-	4	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

05

and students registered under them

13

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

01

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

JRF

SRF

Project Fellows

02

Any other

(SERB and DST-INSPIRE)

3.21 No. of students Participated in NSS events:

235

University level

25

State level

0

National level

0

International level

0

College level

210

3.22 No. of students participated in NCC events:

30

University level

23

State level

13

National level

08

International level

0

3.23 No. of Awards won in NSS:

0

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level

0

State level

0

National level

04

International level

0

3.25 No. of Extension activities organized

University forum

0

College forum

0

NCC

05

NSS

04

Any other

03

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

The college has active **NCC, NSS unit, Women's Cell, Students Welfare Cell, Eco Club, ICT Club** that intends to encourage students to take up their social responsibilities 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 takes regular classes on **Value Education**. In this year our students have organised Blood donation camp, Health and Eye check-up camp, did traffic control during puja days, observed Independence day, NSS day, participated in NCC camps, gender sensitisation programs, various social services and save environment programs for general consciousness inside and outside the college.

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	23	NIL	N.A.	23
Laboratories	39	NIL	N.A.	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)	46,47,424/-	53,58,237/-	UGC (Rs. 3,62,500/-)	1,03,68,161/-
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]	27	NIL	N.A.	27

4.2 Computerization of administration and library

Office Administration has already been fully 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 college has implemented a full proof MIS to cater all needs of the college.

COSA software has been installed for salary of all staff and Internet facilities are available for the Office and Library staff.

Wi-Fi has been initiated in the library and in different departmental staff rooms.

Library has begun subscription to INFLIBNET to facilitate access to journals and OPAC has been introduced.

Library is yet to be fully digitised by installation of a new software named KOHA.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (in lacs)	No.	Value
Text Books	33,282	49,39,827	542	2,62,500	33,829	52,02,327
Reference Books	479	Not available	285		764	
e-Books	N.A.	N.A.	N.A.	NA	N.A.	N.A.
Journals	22	0.288	04	0 (as free)	22	0.288
e-Journals	1	0.057	0	0	0	0.057
Digital Database	0	N.A.	0	NA	0	N.A.
CD & Video	14	N.A.	0	0	14	N.A.
Others (specify)	0	N.A.	0	NA	0	N.A.

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 kept in the Library whose valuation cannot be done. Many Departments have their own **Seminar Libraries** where donated reference books and also centrally purchased books with valid Accession number (given by the library) are available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter-net	Browsing Centres	Computer Centres	Office+ Principal	Dept.	Others (Library+IQAC +Leave Comm.+AISHE Nodal Officer)
Existing	185	84	20	20	00	20	52	7+1+1+1
Added	04	02	00	00	00	1	01	0
Total	189	86	20	20	00	21	53	10

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

College has provided computers and laptops and internet connections to the Principal, Office and to all the 25 Departments.

In order to promote the usage of technology in classes and day to day work college has started conducting ICT workshops organised by IQAC.

The college has its own website and it is updated on regular basis.

Three Gallery classrooms in the Science Building has been upgraded to ICT enabled classroom-cum-seminar rooms.

The faculty members are always encouraged to use modern teaching tools like LCD projectors and in several classrooms there are built in 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.

College has promoted 1 class room to virtual class room and 11 class rooms to smart class room all equipped with internet connections.

4.6 Amount spent on maintenance in lakhs:

i) ICT

12.17533

ii) Campus Infrastructure and facilities

25.14752 + 21.70778

iii) Equipments

53.58237

iv) Others

6.71093

Total:

11.32393

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, IQAC has created an e-Maintenance Cell to look after the e facilities of all stakeholders.

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, academic calendar etc.

The prospectus of the current year was published with information of the Student Support Services Academic Calendar and distributed among the 1st year students during admission and also uploaded the same in the college website for other stakeholders.

Upgraded and updated 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 that are 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 in a central location for putting up Notices of Campus Interviews and other Off-Campus placements.

Introduced OPAC (Online Public Access Catalogue) system that is now active in the Library and is no doubt helpful to the students.

5.2 Efforts made by the institution for tracking the progression

The college has plan to create a student portal to track the student's progression data from next 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
10,571	06	13	N.A.

(b) No. of students outside the state

9

(c) No. of international students

0

Men	No	%	Women	No	%
	6481	61.30		4090	38.70

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6308	1292	70	662	1	8333	7637	1991	109	833	1	10,571

Demand ratio 9.98:1

Dropout % 16.109

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 (Basic Computer Training, Communicative English) and other certificate courses (Performing Arts, Photography) to promote social, cultural as well as competitive skills of the students to face the open global challenge.

No. of students beneficiaries

N.A.

(Data not available)

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 actually qualify in these examinations, some after completing the college course and some even after 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 new MIS implemented in our college from this year.

5.6 Details of student counselling and career guidance

A Placement and Training Cell has been formed by the Teachers Council to offer placement and career counselling services to the students.

Workshops and seminars on this issue are organized by the Seminar Sub-committee of the college in coordination with the IQAC.

Assistance is given to the students to apply for competitive examinations.

Some teachers also provide personal counselling apart from providing academic counselling.

The Department of Psychology has plans to offer psycho-social counselling services for the students of our college.

Initiative has been taken to provide assistance to Entry to Services to the students through e-learning modules.

The college has some informal linkage with some industries that offer employment to our students.

Many industries also offer for On-Campus and Off-Campus Interviews for our students.

The Placement and Training cell arranges for these Campus Interviews and provide guidance to the students as to how they can make use of these opportunities from the institute.

College has installed a dedicated Notice Board of the Placement Cell in a central location for putting up Notices of Campus Interviews and other Off-Campus placements.

All notifications/advertisements from different industries/companies/organizations/institutions are regularly circulated among the students by the related departments.

No. of students benefitted

Participated in Campus Interview-77; Placed-07

5.7 Details of campus placement

Number of Organizations Visited	On campus		Off Campus	
	Number of Students Participated	Number of Students Placed	Number of Students Placed	
09	77	07	N.A	

5.8 Details of gender sensitization programmes

The college has formed a Women's Cell, ICC and Anti-Sexual Harassment cell which are initiating programs on gender sensitization and issues related to it.

College has an active Grievance Redresser Cell also. Where anyone can lodge complain about any kind of harassment.

Faculties of various departments also sensitize students about showing respect to opposite gender; avoid gender discrimination in class room 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 by analysing the audit report.

5.9 Students Activities

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

State/ University level

10

National level

05

International level

0

No. of students participated in cultural events

State/ University level

03

National level

0

International level

0

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

Sports: State/ University level

05

National level

04

International level

0

Cultural: State/ University level

02

National level

0

International level

0

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	99	1,80,158/-
Financial support from government	1,520#	*
Financial support from other sources	79#	*
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 individual bank account of the student directly, the amount received is not available with the college.

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

(Through NSS, NCC and some departments and cells)

5.13 Major grievances of students (if any) redressed: 01

(During 2017-18, one complain of Sexual Harassment against a faculty was lodged by one student of Department of Physics on 20.12.2018. After careful investigation and applying proper grievance redresser mechanism, the said grievance was efficiently redressed and the complainer got appropriate relief on 29.1.2018).

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 Banerjee, 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

Yes. Implemented in this year.

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. However, every department has its own academic calendar to run and complete their syllabus.

Some 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.

To develop the skill and enable the students to face the global requirements successfully, the college has initiated Courses on Skill Development like Communicative English using language lab software and Basic Training in Computer.

College also offers Certificate courses on Computer Application, Photography and Performing Arts with its handcrafted curricula. Curricula of all these courses were 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.

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.

Using power point presentations, charts, graphs videos etc as much as possible are encouraged and necessary infrastructure provided wherever possible. Actually college has now one virtual and eleven smart class rooms all with internet connections to help in that process.

The teaching learning is made more student-centric by conducting student presentations, quiz, group discussions, seminars, workshops etc.

Tutorial/Remedial classes, Bridge courses and other add-on courses have been initiated to groom them and prepare them as professionally sound human resource

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

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.

The institution helps all faculties to achieve this by providing free access to computer and internet facilities, so that they are able to deliver lectures more effectively and in a better manner.

In order to promote the usage of technology oriented teaching-learning methods, IQAC conducts ICT workshops as and when required.

Some departments organize excursions, field studies, project work and dissertation work for the students.

Feedbacks from outgoing students are taken online and generated reports are analysed critically and are shared with the respective departments and faculties.

Despite shortage of faculty in a few departments, efforts are made to cover as much of the prescribed syllabus as possible and to ensure sufficient time for completion of experimental work. Also Guest Teachers are recruited (on as and when needed basis) in some departments to facilitate the process.

Computer facilities are given specially to those students who do not have access to such facilities elsewhere. Students are asked to submit articles on their creative ideas to the departmental wall magazines.

College ensures discipline in regular classes. The teachers are encouraged to participate in OC, RC, short term course, various staff training programme, workshop on discipline related areas.

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.

Necessary and up to date teaching materials are provided for continuous improvement of teaching – learning activities. Initiatives have been taken to provide 'E-Campus' 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.

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 students are also encouraged to share their natural ideas in the class room as well as outside the class room. To nurture their skill to express, student seminars are arranged by Chemistry, Commerce, Zoology and Botany departments.

6.3.3 Examination and Evaluation

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.

The college conducts centrally arranged parent-teacher meeting. It is also arranged by some departments as and when required, in which the faculty members interact with the student's parents and exchange information about the evaluation processes.

Regular notification regarding examinations by the college and respective departments is also a feature of the teaching-learning and evaluation process and this is done by sending bulk sms beside putting in the college website.

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 2013 onwards.

Some departments also conduct periodical tests and class tests. Some also take open book exams. The examined papers are shown to the students and the guardians are informed about the progress of students in the Parent-Teacher meetings.

Mid-Term and Test examinations are held in all the departments and for students of all the years.

A group of teachers (Examination sub-committee) conducts the university examinations.

The teachers appointed by the University take part in paper setting, moderation, paper examiners, scrutiny, head examiners etc and act as per university guidelines.

6.3.4 Research and Development

IQAC has setup a research committee that records the developments of research if any in the college.

There is also statutory provision of study leave for faculty members who want to involve themselves in research activities.

Faculty members are allowed do consultancy work in the research projects commissioned by the International, National & regional bodies.

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 current books and journals and subscribes to INFLIBNET to enable and support research activity. These facilities are open to the entire faculty.

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.

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/quizes organized from time to time by established institutes in and around the city as well as by the college. Present posters in seminars, participate in science fares, quiz contests etc.

The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc. Space and necessary infrastructural support is provided by the college for research work.

College authority also encourages faculty members to attend National/International seminar/ Workshop/ Conference and to present paper /poster there.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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.

The library has been partially digitized and Online Public Access Catalogue (OPAC) has been implemented. It would be tried to digitize completely by introduction of KOHA software.

Moderate sitting arrangements are maintained in the library for reading purpose. Some departments maintain seminar library for providing additional books to their students.

Stock verification is done regularly. Pest Control measures are undertaken. Fire extinguishers are also kept in the library as a part of safety measures.

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

Additional space of 533 sq. ft connected to the library acts as a surfing zone and also as a computer lab for certain add-on courses.

Training is provided by IQAC from time to time to the faculty members on using ICT technology.

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 started to enhance the number of classrooms and laboratories by using a portion of the terrace as well renovating the corridors etc using the grant from RUSA and other sources.

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 process.

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.

For the management of the students' affair, the college has a Students' Union whose elections are held annually as per university statute.

The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.

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.

Some departments request all pass-out students to enlist themselves as alumni with the department and convey their future studies & placements for record.

For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback. This feedback is shared with the teachers personally to help in the improvement process.

Teachers are also encouraged to carry out research works, upgrade and update their 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 from time to time 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. IQAC has plans to encourage the science departments to initiate factory/industry visit of the students accompanied by the departmental faculty members and department of Chemistry has already started it from this year.

6.3.9 Admission of Students

Online admission process is followed by the college.

The college take steps for wide publicity through Notices, hoardings, banners, prospectus, web-site etc. for student admission.

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	No	N.A	Yes	Academic Audit Committee
Administrative	No	N.A	Yes	“

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. However, the departments of the college take care to publish results of internal examinations held by the college in time, i.e., within 15 days.

For PG Programmes

Yes

✓

No

☐

This year the result was declared within 45 days. However, from next year the result will be published by the University itself.

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 from next year there will be a totally new CBCS system.

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

N.A

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.

The Alumni member who is present in the IQAC team conveys the view and suggestion of the Alumni to IQAC from time to time.

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. And a yearly centralised parent-teacher meeting in all the 25 departments are conducted by IQAC.

6.13 Development programmes for support staff

The ICT Club of the College takes 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 and a bird house are maintained and potted plants are placed in the open space to make the campus eco-friendly.

Eco Club made medicinal plant garden named SUSRUT UDYAN adds to the beauty of the college.

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.

In place of earlier ERP, a new MIS is implemented to be used in various spheres for digitisation to upgrade academic and administrative activities thereby enhancing overall functioning of the institution..

Rotational Headship for the first time was implemented in all the 25 departments of the college.

A Staff Information System was newly created by introducing the facilities of online pay slip, staff notice, online daily record book, e-service book, online IT declaration etc.

Online Feedback (for faculty, institution and library) for all the outgoing students of various Departments was taken and the feedback reports were generated.

Academic Administrative, Green and Gender Audits were done internally this year. The reports were also generated.

Botany, Chemistry, Commerce and Zoology Departments arranged seminar lectures by the students.

Faculty members from other institutions were invited to deliver Interactive lectures by Department of Chemistry.

An industry visit of its students was arranged by the department of Chemistry.

Wall magazines were published by Sanskrit and Zoology departments.

Value education classes were regularly taken by one faculty of Physics Department and also one Workshop by a resource person from the Art of Living was arranged on this issue.

Two Post Graduate students from other Academic Institutions did their Summer Projects under guidance of a faculty member of Chemistry Department.

Field Trip was arranged by Geography Department.

Educational excursions were arranged by all the Bio Science departments i.e., Botany, Zoology and Physiology and also Geography.

Certificate courses in Communicative English, Performing Arts and Basic Computer Applications continued in this year.

Preparation of Health card and Diet Survey continued in the Physiology department.

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 succeeded in materialising most of 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. Environmental Awareness and Social Activities

2. Certificate course in Communicative English, Computer Application, Photography and performing Arts and value education course.

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

See **ANNEXURE IV** (i to v) for details of Best Practices

7.4 Contribution to environmental awareness / protection

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.

The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes. Eco Club and NSS look into this matter.

Potted plants are placed in the open space. An aquarium and a bird house is also maintained in the campus. Seminars are also arranged by Eco Club to generate environmental awareness.

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 and general curriculum in B.A and B.Sc. (25)

2. Healthy student strength with increasing trend

3. An upward trend in female, backward and scheduled class enrolment

W: Lack of curricular autonomy

O: Introduction of different certificate courses of general interest

T: Low Teacher-Student ratio

8. Plans of institution for next year

To complete digitization of Library by installation of KOHA software.

To optimize the usage of the provisions provided through the newly implemented MIS by various stakeholders.

To install a sanitary napkin vending machine in the Girls common room.

To create 2 big rooms for Science and Arts faculties respectively for spot evaluation and restoration of the university answer scripts in the newly implemented semester system.

To organise a Refresher Course in any science subject in the college in collaboration with the National Science Academies.

To organise a Science Fair/Exhibition in the college involving all the science departments.

To collaborate with neighbouring college(s) for faculty exchange and instrumental facility.

To generate an online staff portal for up to date data and an online student portal to track their progression even after passing out.

To create an institutional mail ID for each staff.

To install a lift for aged faculties and disabled students.

To construct a centralised laboratory with central facility of the instruments on the top floor of the Science Building.

To revive the online MCQ system which we had previously that became non-functional with the change in the ERP platform this year.

To prepare question banks for all subjects, so that question papers for college exams can be auto generated.

To collaborate with some industry/laboratory for training of the interested students in vacation time.

To arrange for academic tour programs of Commerce students to small scale/cottage industry for project work.

To adopt a village and work for its socio-economic development to fulfill the social responsibility of the institution. Also different kind of survey work can be done there involving all the Bioscience departments, and also Economics, Statistics, Geography, Psychology, Sociology etc all other interested and related departments.

To take History, Sanskrit students to visit to museum or some archaeological sites of historical importance.

To start Training Courses to prepare interested college students for different various Services exams.

To start Spoken Sanskrit and Hindi courses for all.

To start a certificate course on Social Work and Community Service under supervision of the Sociology department.

To organise an International Seminar in the college on a topic of common interest.

To arrange seminars on social issues like dowry, gender harassment, child labour, human trafficking etc.

To send Journalism students for internship to different media houses and publish a tabloid from the department.

To send the students of Psychology to different NGOs for doing the free of cost counselling and thereby gathering experience.

Name: Dr. Suchandra Chatterjee



Signature of the Coordinator, IQAC

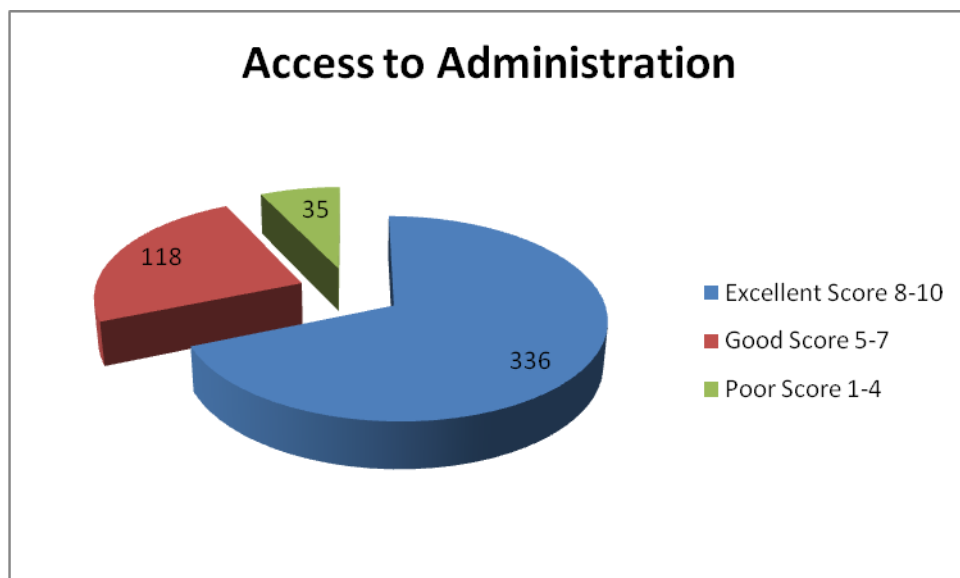
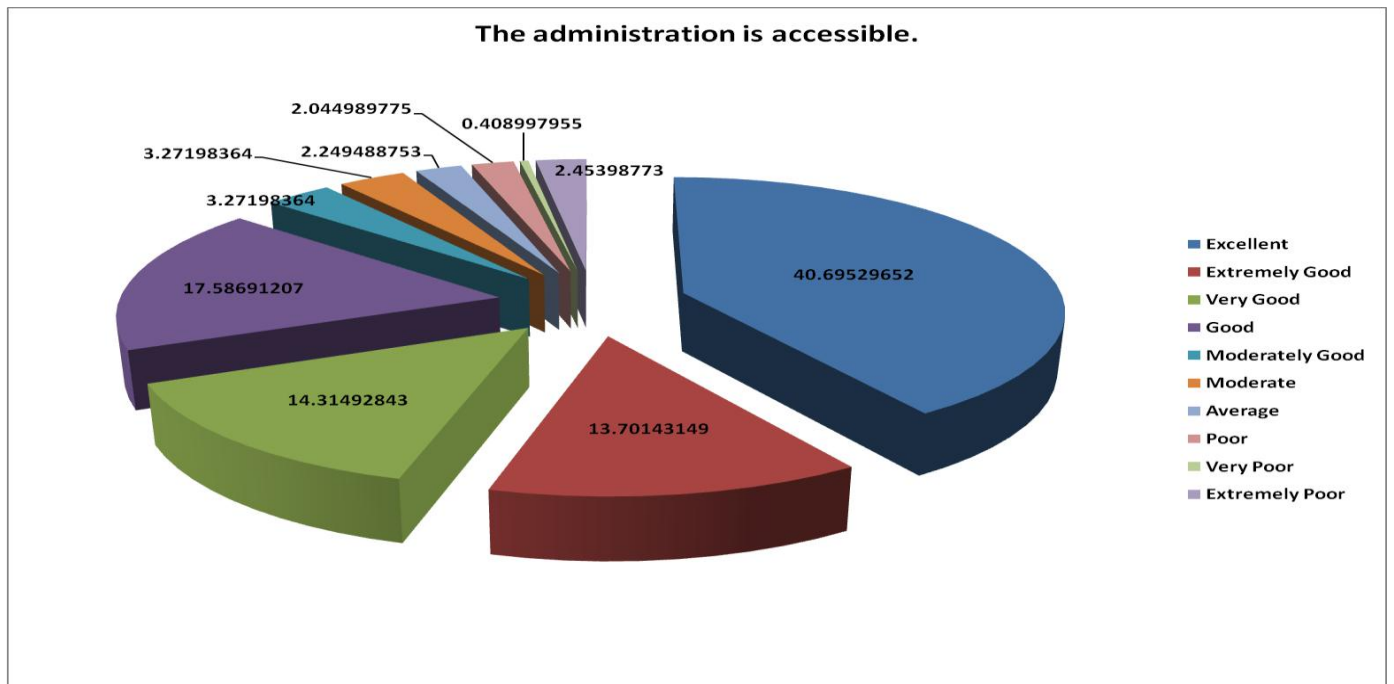
Name: Dr. Indranil Kar



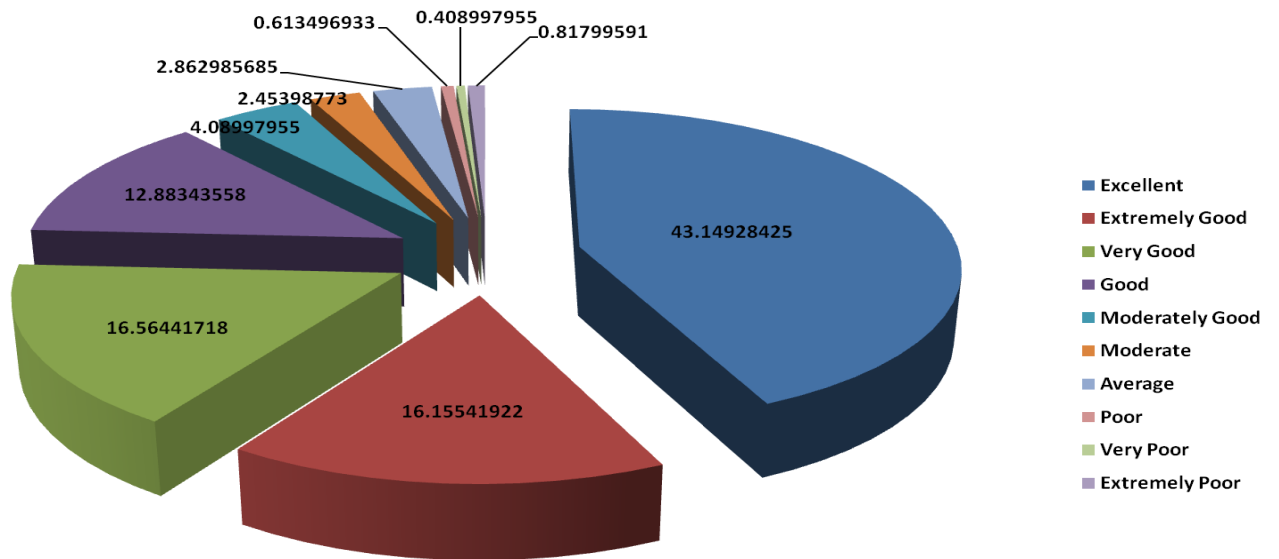
Signature of the Chairperson, IQAC

ANNEXURE- I
Academic calendar for the academic session 2017-18

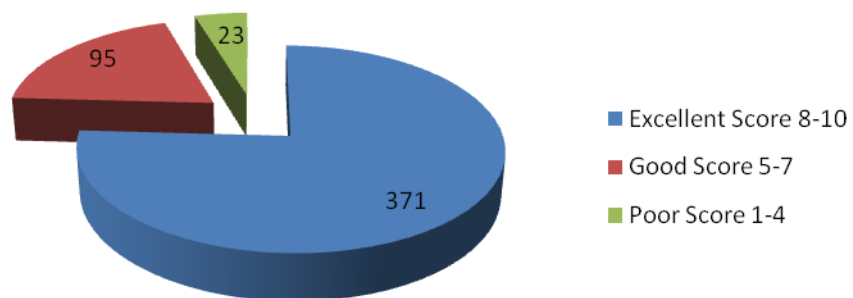
ACADEMIC CALENDAR for session 2017-2018 for the B.A./B.Sc./B.Com Course of Studies (Under 1+1+1 System of Examination)					
Course of Studies	Part-I	Part-II	Part-III	Part-I Compulsory Language 2018	Part-I & II Supplementary Exam. 2017
Last Date of Admission	21.07.2017	-----	-----	----	Filling Up of check list 3 rd Week of December, 2017
Date of Commencement of Classes	Third Week of July, 2017	Within 7 days from the completion of Part-I Exam.	Within 7 days from the completion of Part-II Exam.	----	
Last Date of Change of Subject/Stream (Including switching over from Hons. To Gen & vice versa)	25.08.2017	-----	-----	----	
Submission of Registration Form to CU by College	05.09.2017 (without Fine) Application forms for Registration to be submitted by the students to the college within 28.08.2017 15.09.2017 (with Fine)	-----	-----	----	
Mid-Term Exam.	October, 2017	October, 2017	October, 2017	----	
College Test	1 st Week of March 2018	Last Week of January 2018	2 nd Week of December 2017	----	
Result of College Test	Last Week of March 2018	2 nd Week of February 2018	1 st Week of January 2018	----	
Filling Up of Forms for CU Final Exam.	1 st Week of April 2018	Last Week of February 2018	Last Week of January 2018	----	
Date of Examination Theoretical (Tentative)	B.Com (H+G)-For the students of previous academic session 06.07.2018-19.07.2018 B.A./B.Sc (H) 24.07.2018-27.07.2018 B.A./B.Sc (G) 01.08.2018-10.08.2018	B.Com (H+G) 03.05.2018-25.05.2018 B.A./B.Sc (H) 31.05.2018-05.06.2018 B.A./B.Sc (G) 08.06.2018-03.07.2018	B.A./ B.Sc./B.Com. (H) 04.04.2018-13.04.2018 B.A/ B.Sc./B.Com (G) 16.04.2018-23.04.2018	20.02.2018 To 27.02.2018	08.02.2018 To 18.02.2018
Date of Examination Practical (Tentative)	B.A./B.Sc (H) 14.08.2018-06.09.2018	B.Com (H+G) 29.03.2018-24.04.2018 B.A./B.Sc (H) 02.05.2018-22.05.2018 B.A./B.Sc (G) 05.07.2018-24.07.2018	B.A/ B.Sc./ B.Com (H) 08.03.2018-28.03.2018 B.A/ B.Sc./ B.Com (G) 29.03.2018-13.04.2018	----	20.02.2018 To 05.03.2018
Publication of Result (Tentative)	Within 90 days from the last date of Examination	Within 90 days from the last date of Examination	Within June, 2018	----	----

ANNEXURE- II**FEEDBACK ANALYSIS****Institutional Feedback**

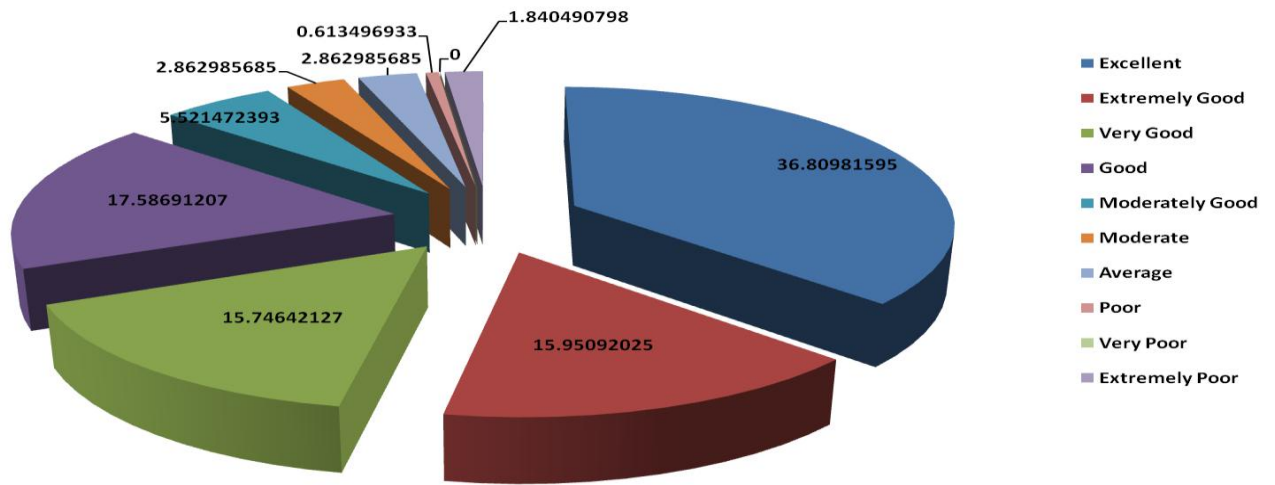
The building, class rooms and furniture available are adequate.



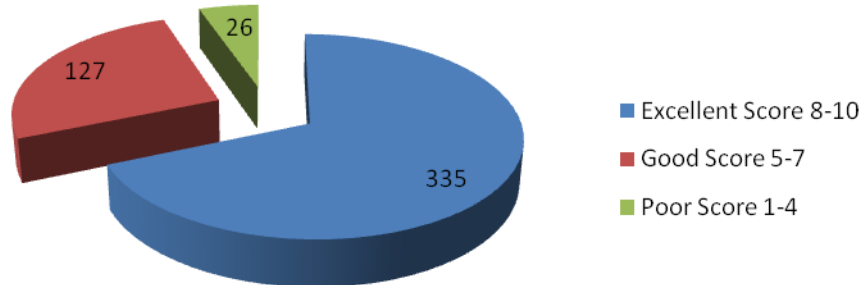
Building Infrastructure



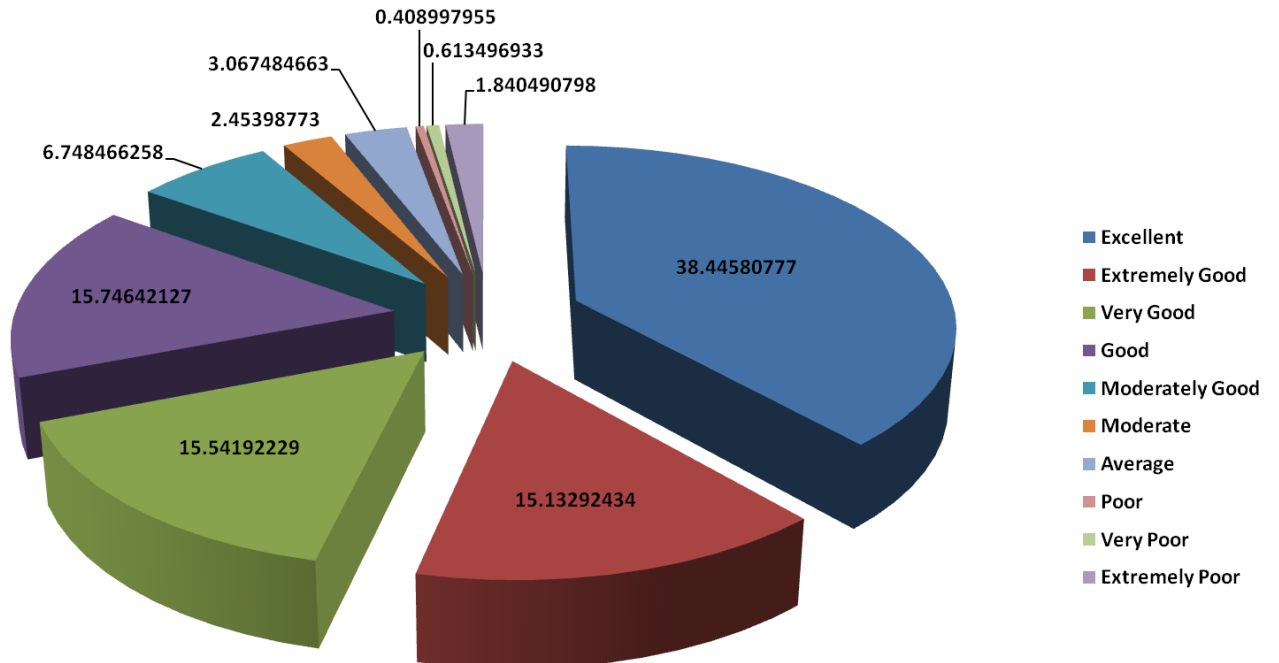
The examination and evaluation system is effective.



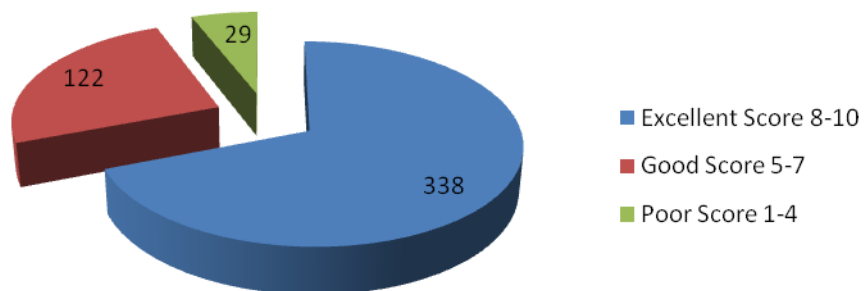
Examination and Evaluation System



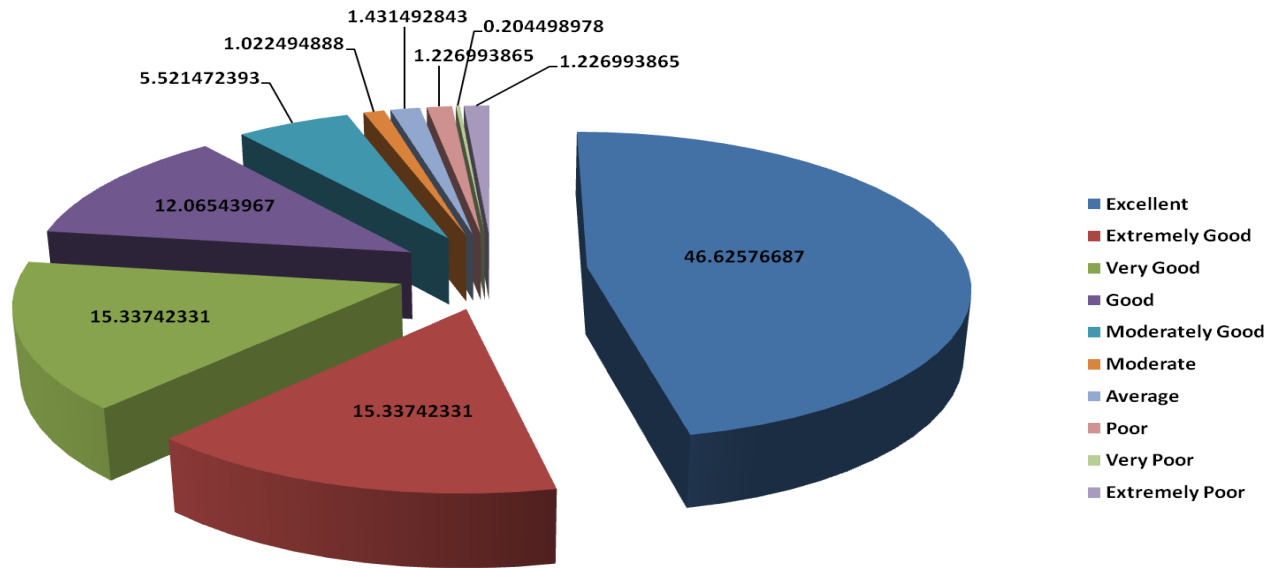
The laboratories and ICT facilities are adequately equipped (wherever applicable).



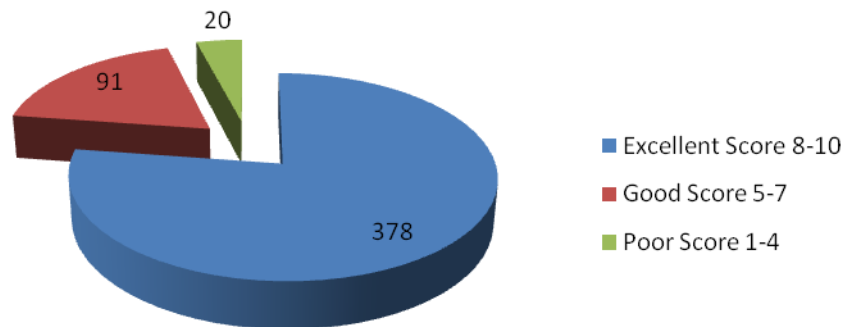
Laboratory & IT Facilities

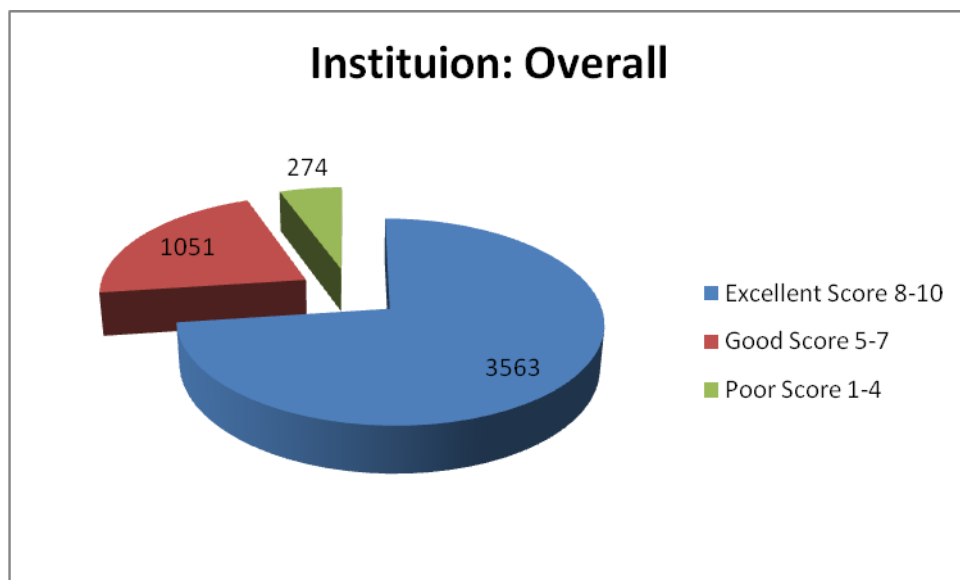
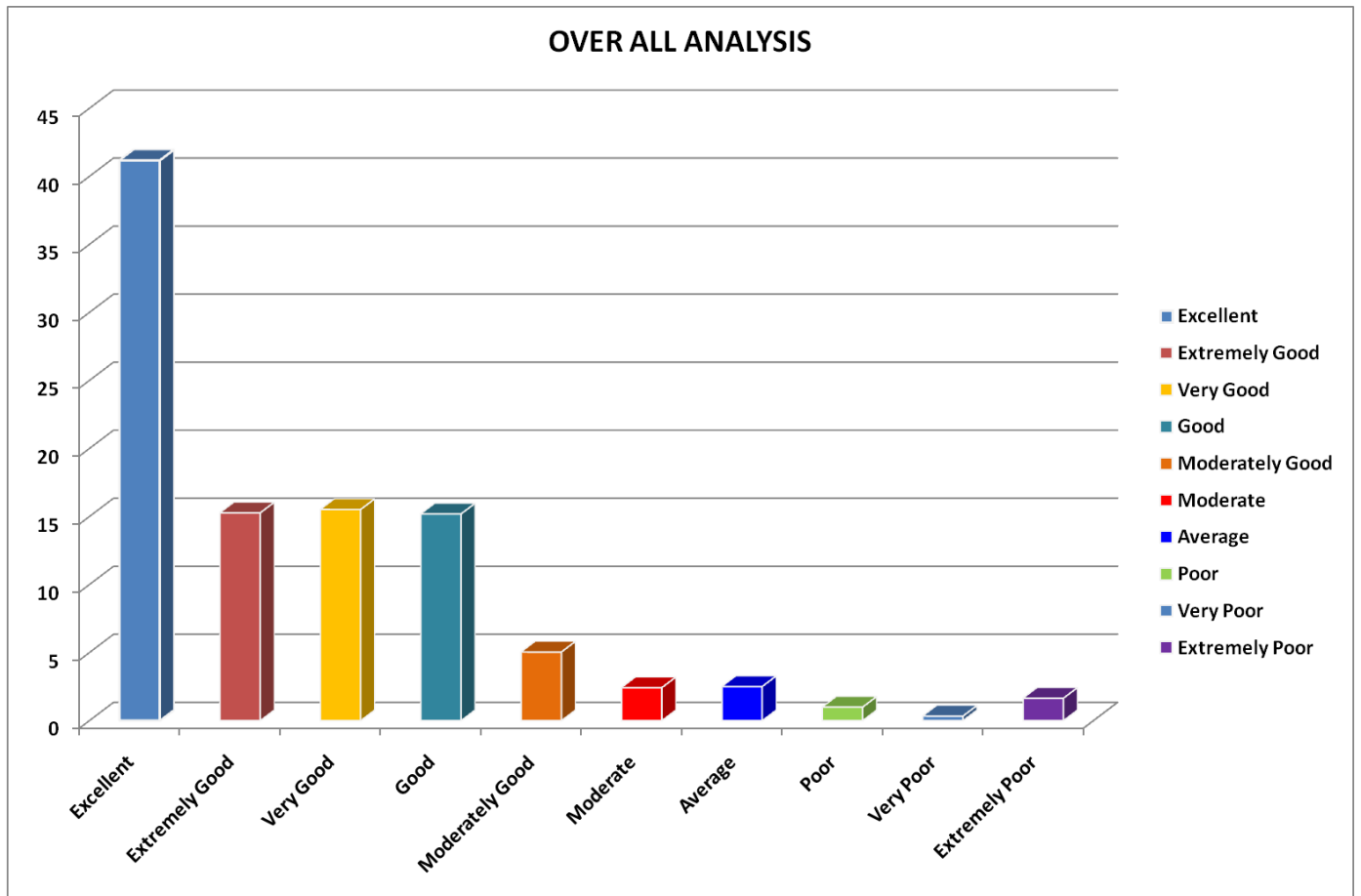


The toilets and drinking water are sufficient for students.



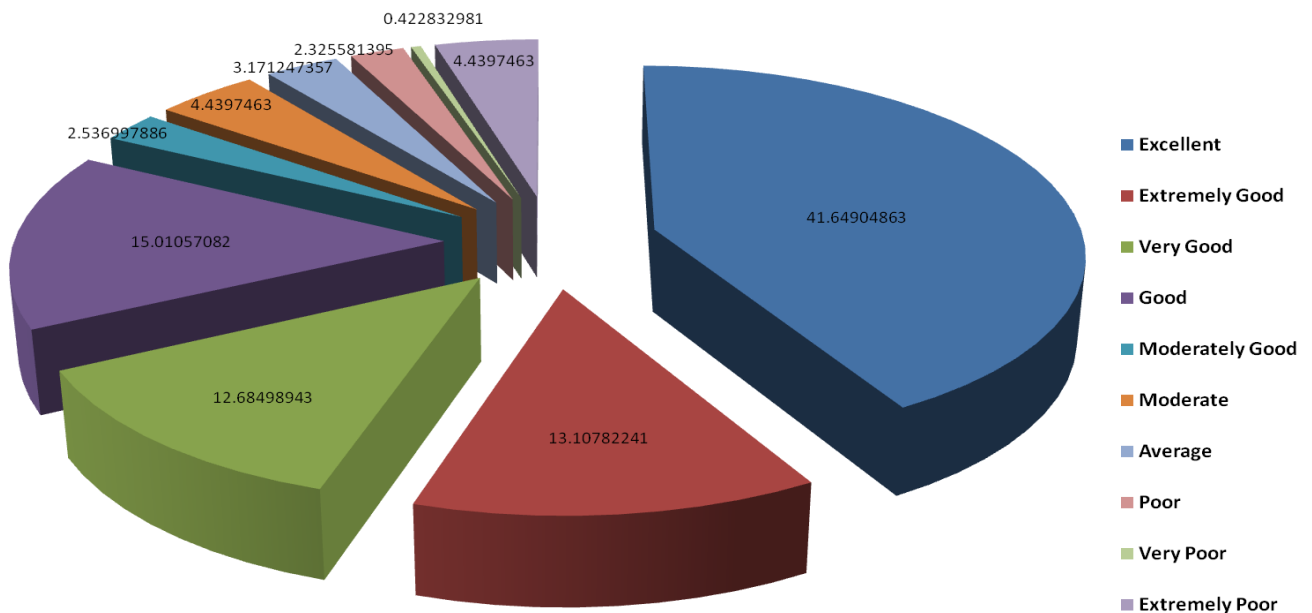
Toilets & safe drinking Water



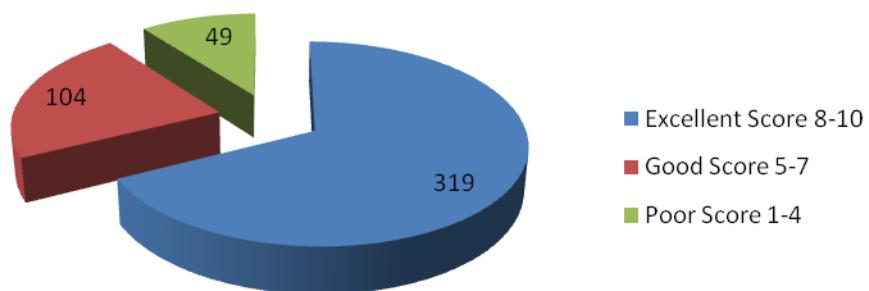


Library Feedback

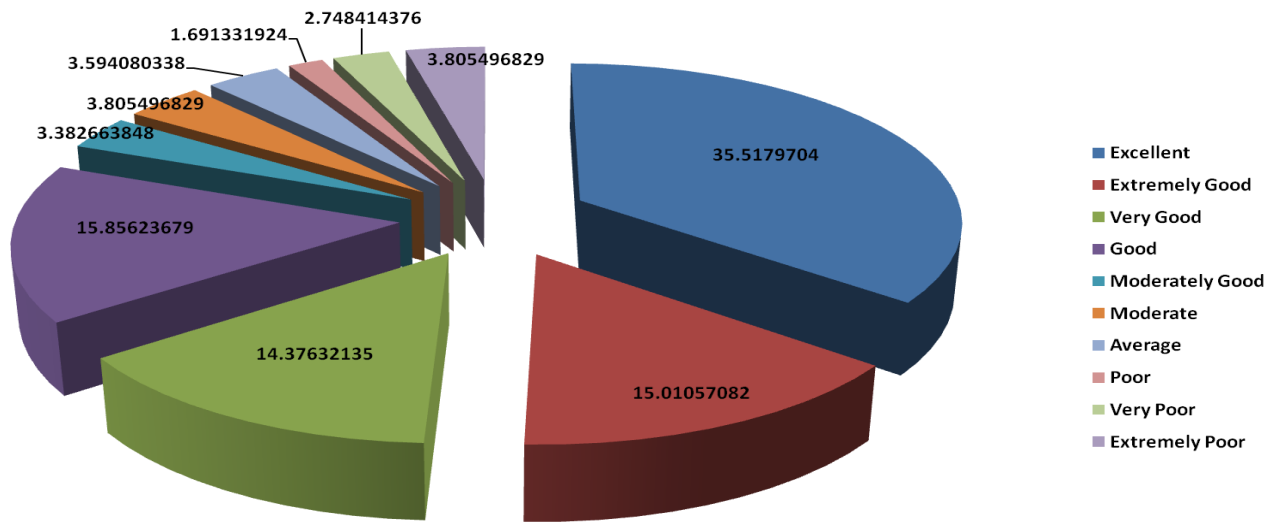
Q1. Are the Library Staff co-operative and helpful?



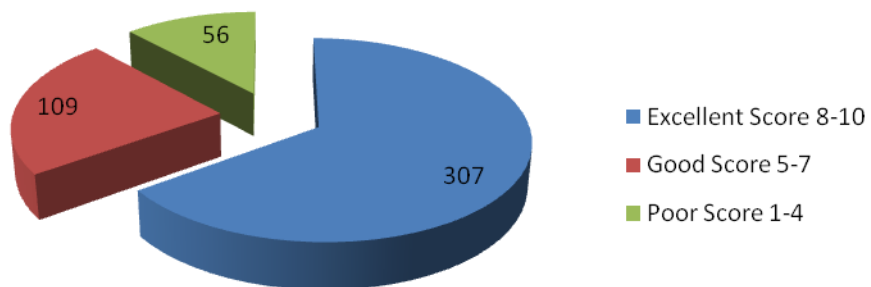
Library: Co operation



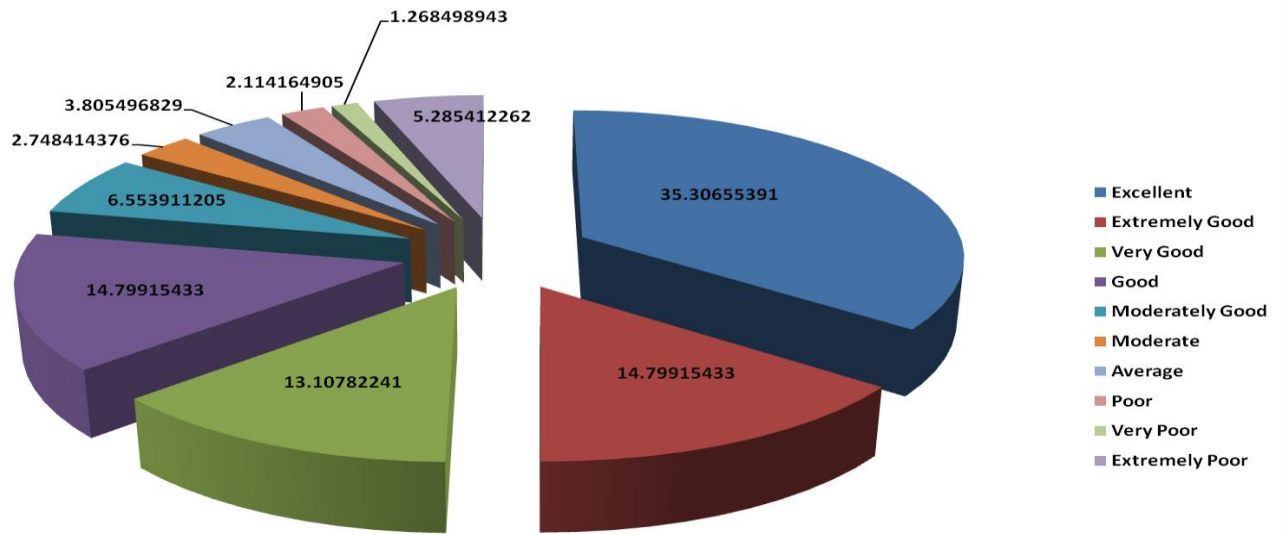
Q2. Are the required numbers of titles in your Subject available in the Library?



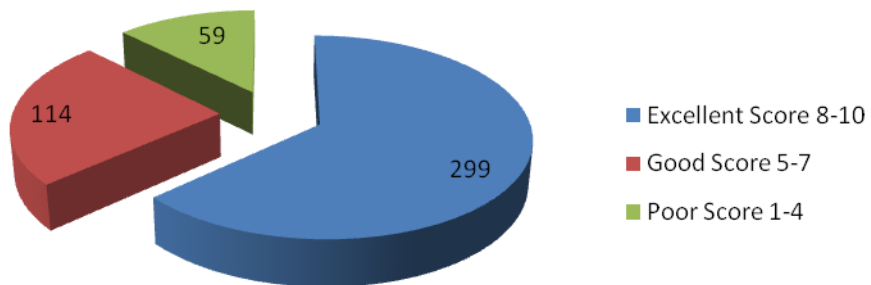
Library: Sufficient Books



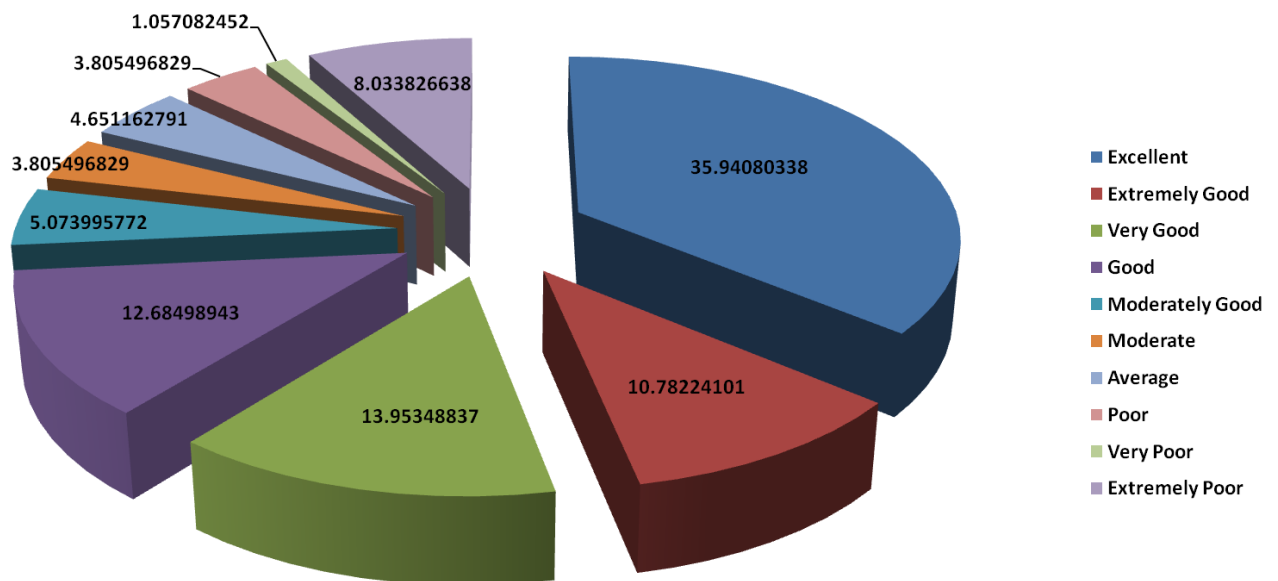
Q3. Are you able to access ICT facility as and when you require?



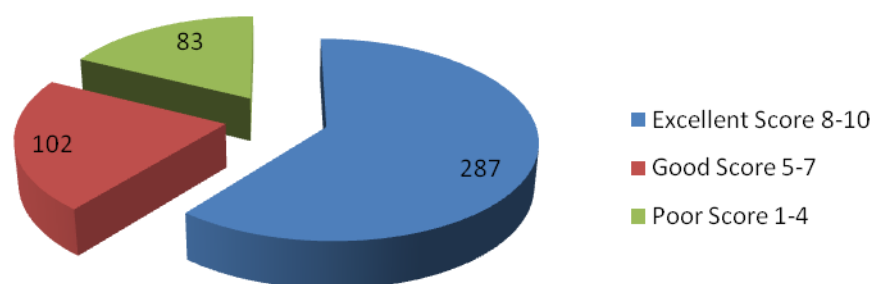
Library: ICT Facility



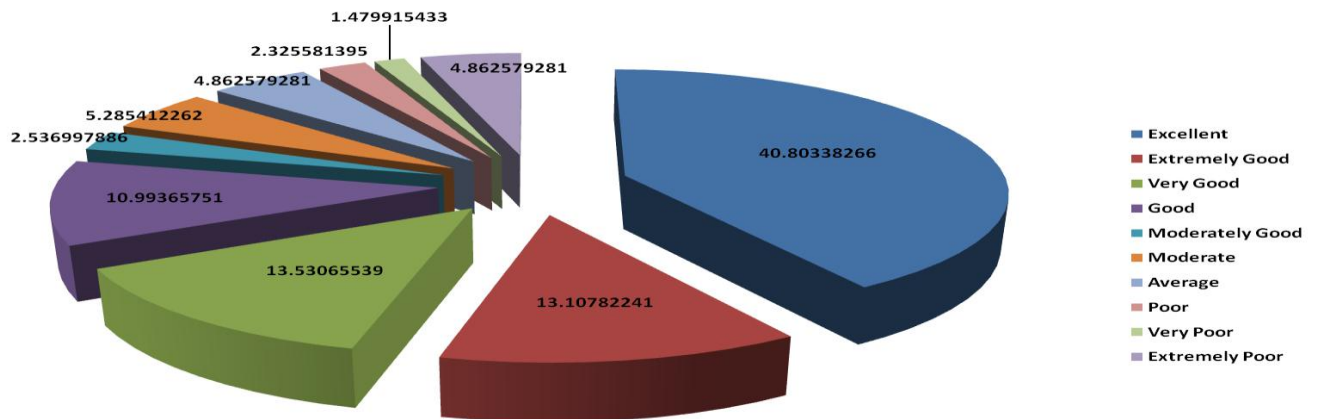
Q4. Are you able to make use of Xerox facility in the Library?



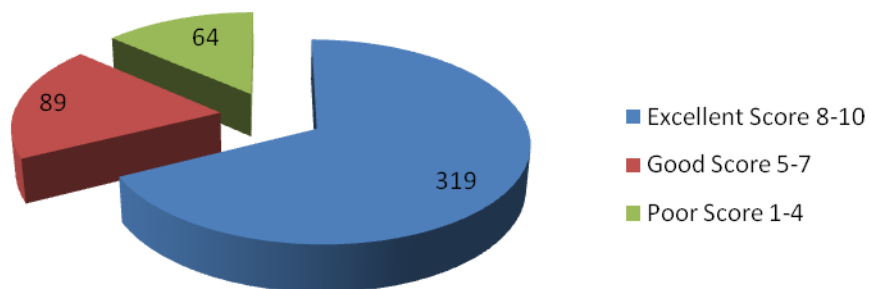
Library: Photocopy facility



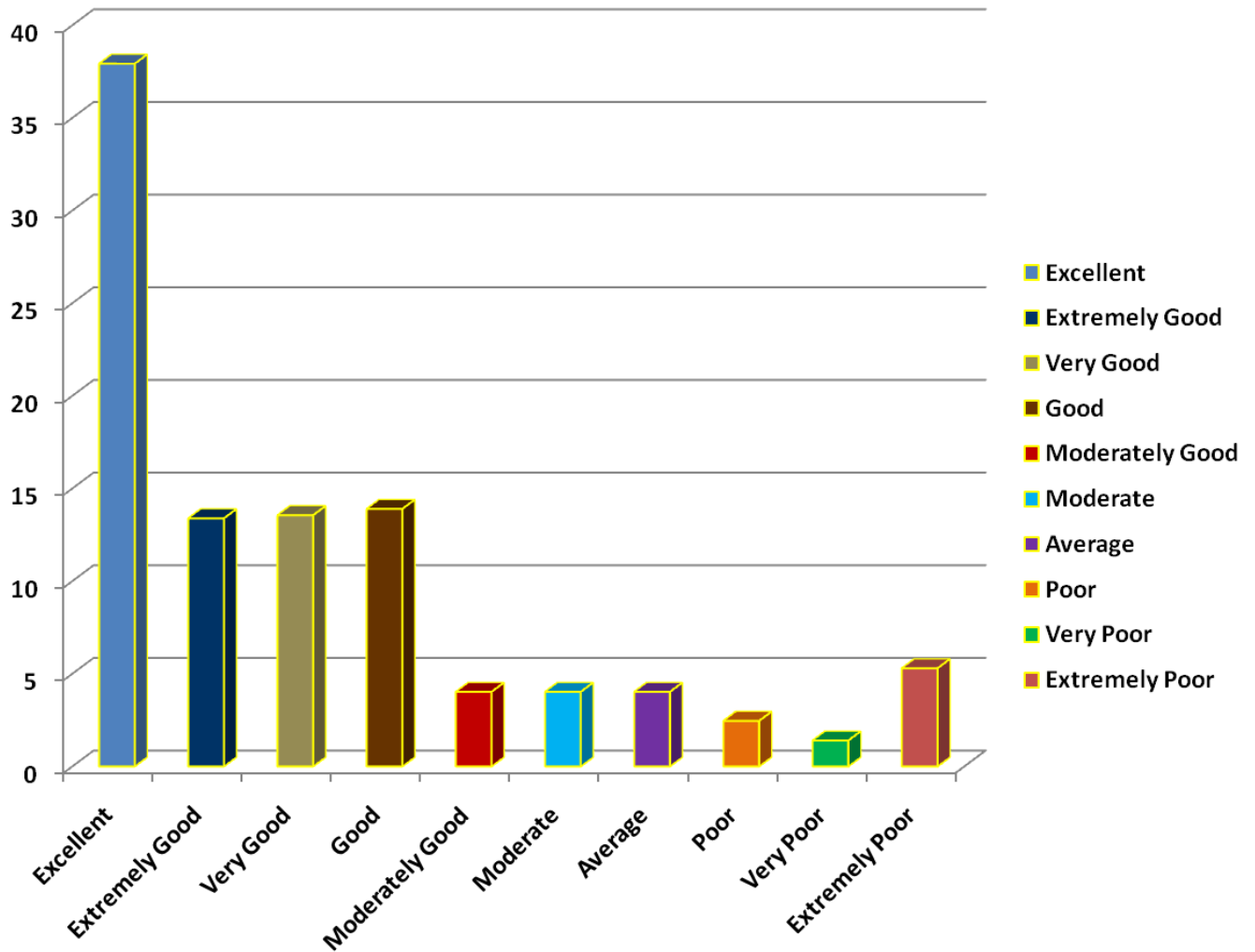
Q5. Is library managed effectively aiming to help students?



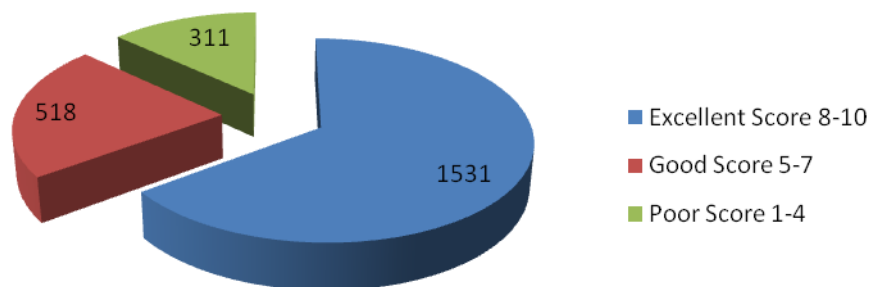
Library: Effective management



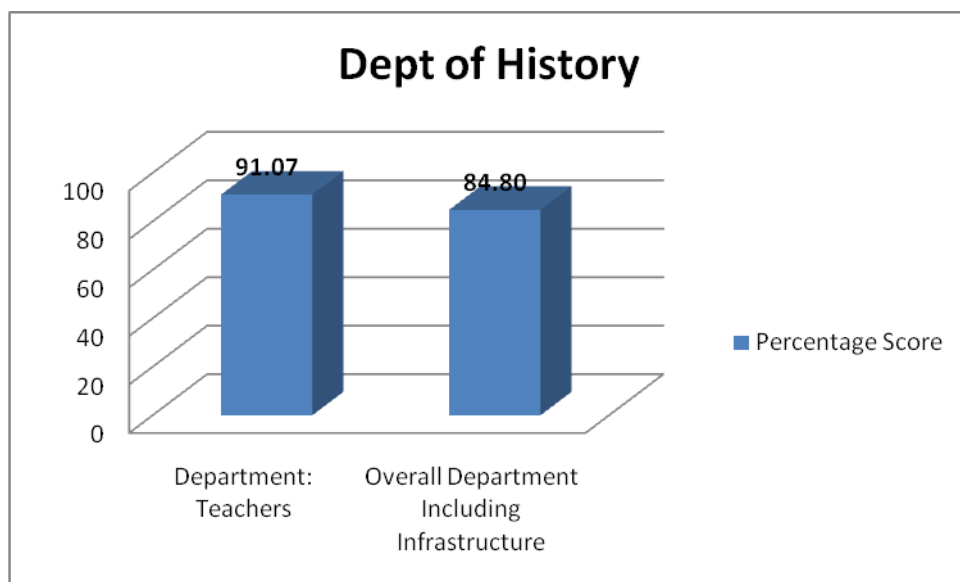
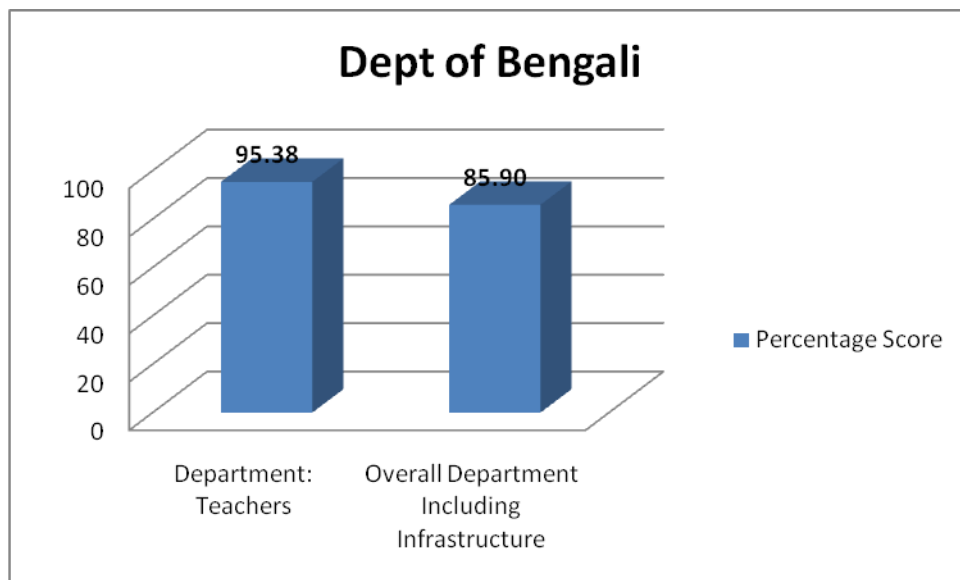
OVER ALL ANALYSIS



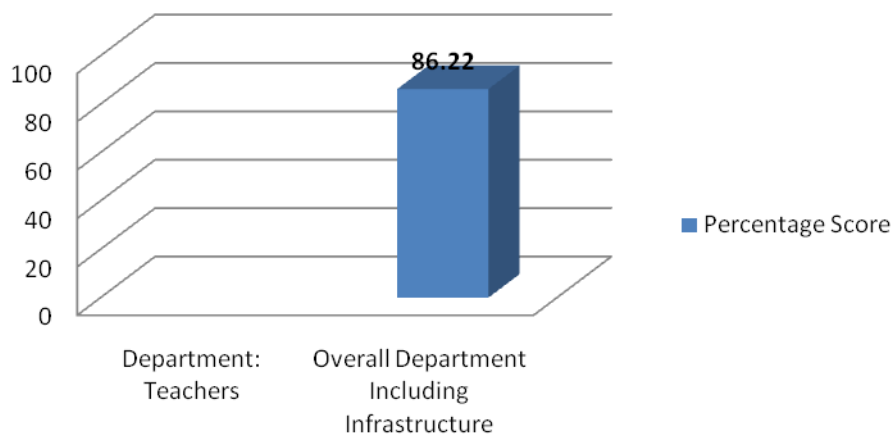
Library: Overall



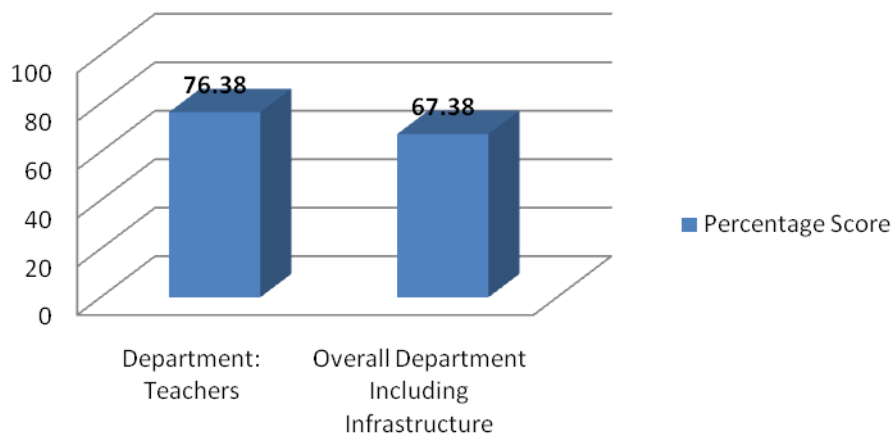
Departmental Faculty and Infrastructure Feedback

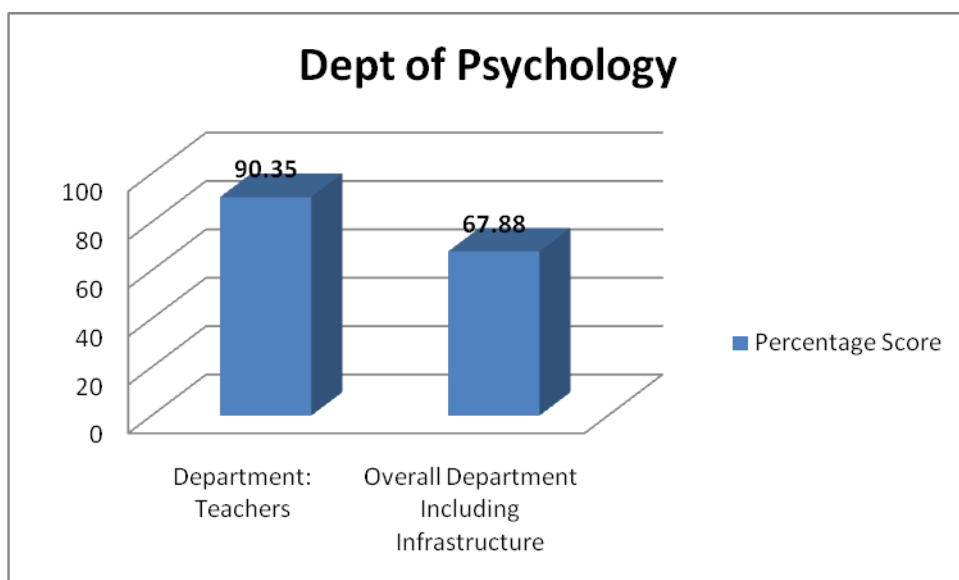
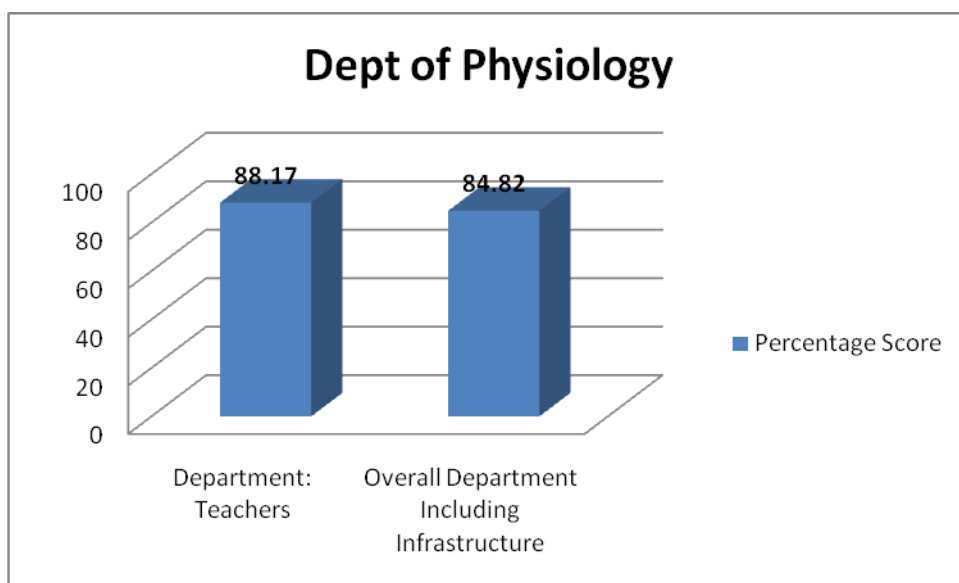


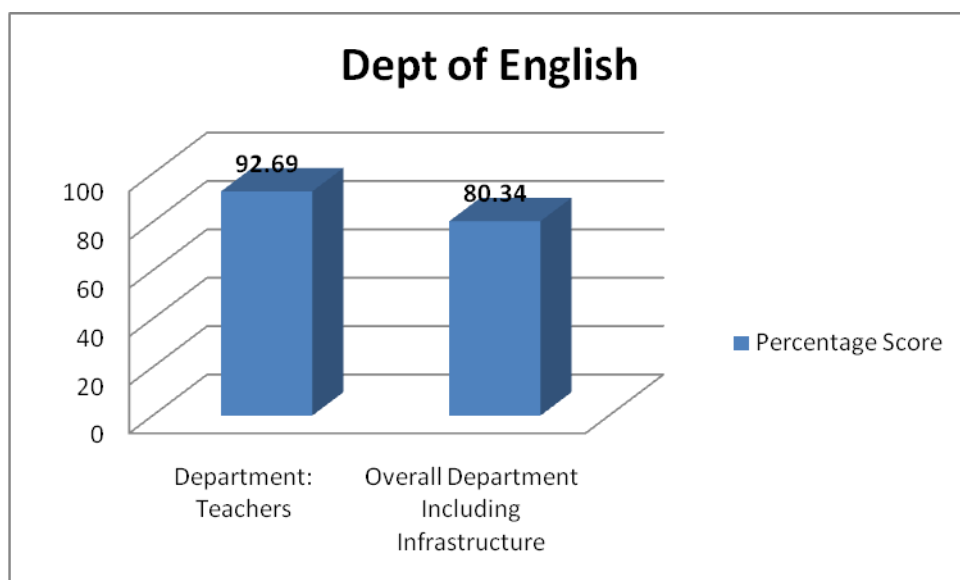
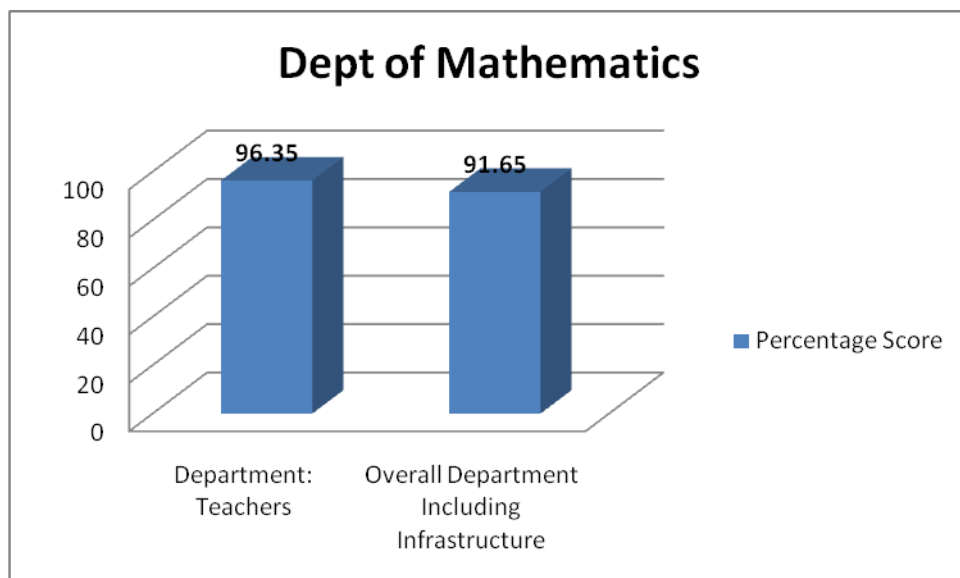
Dept of Political Science

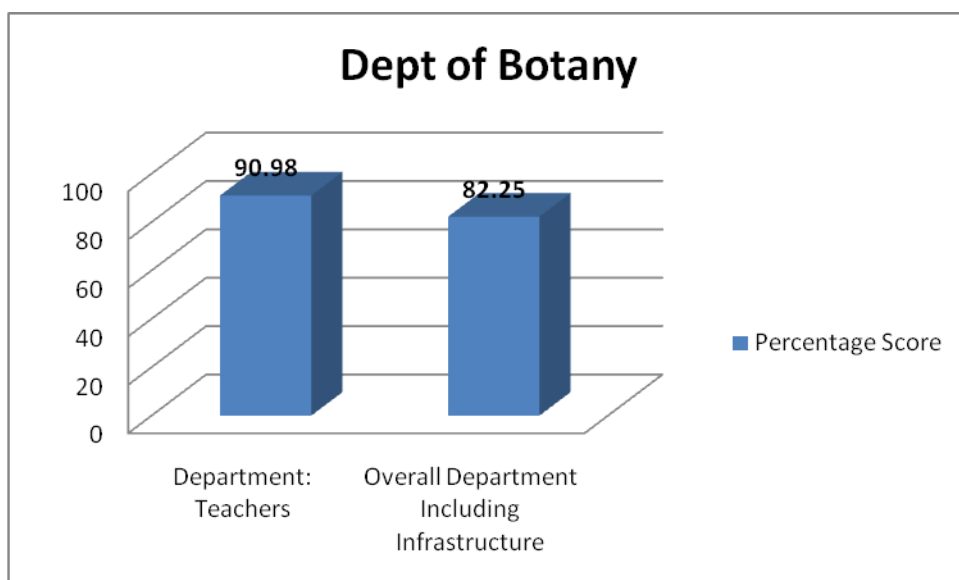
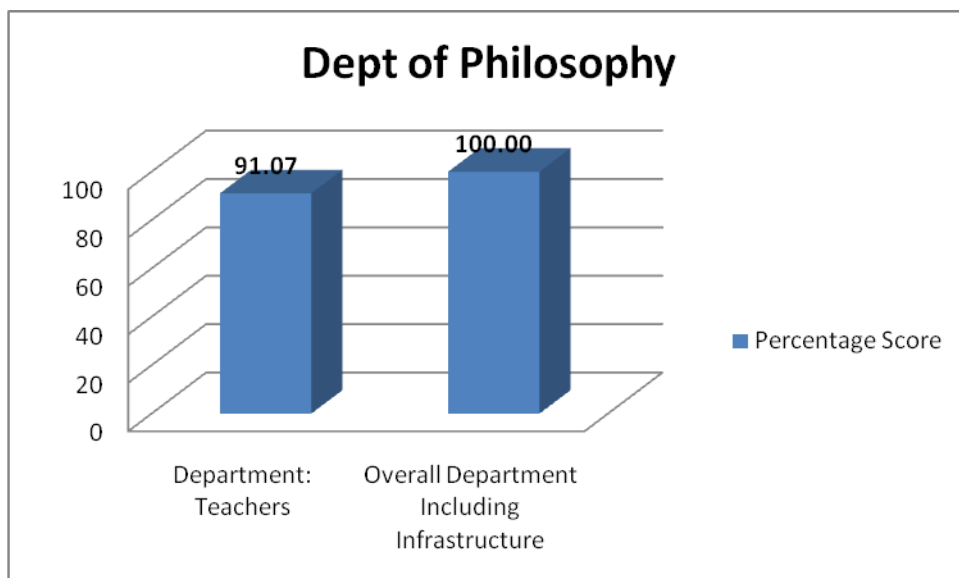


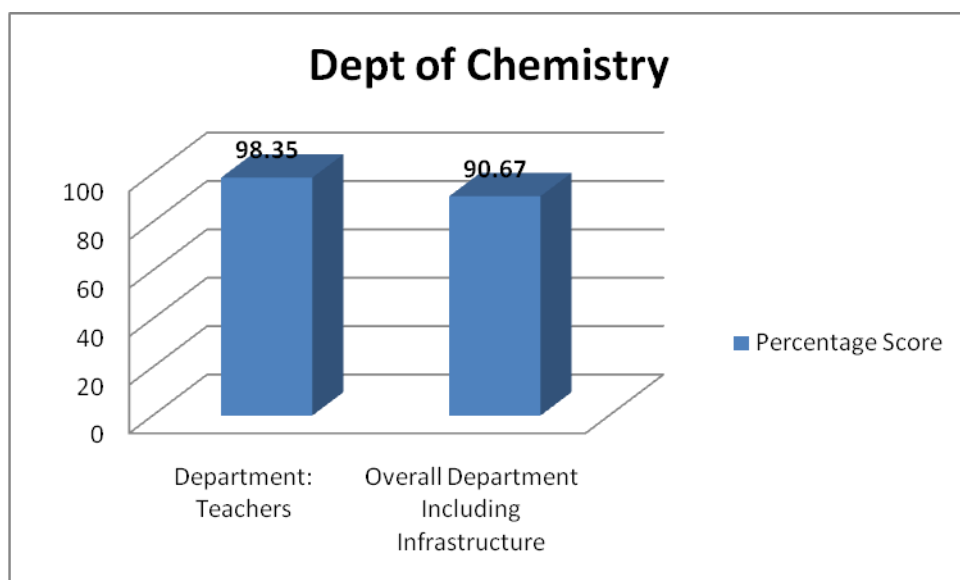
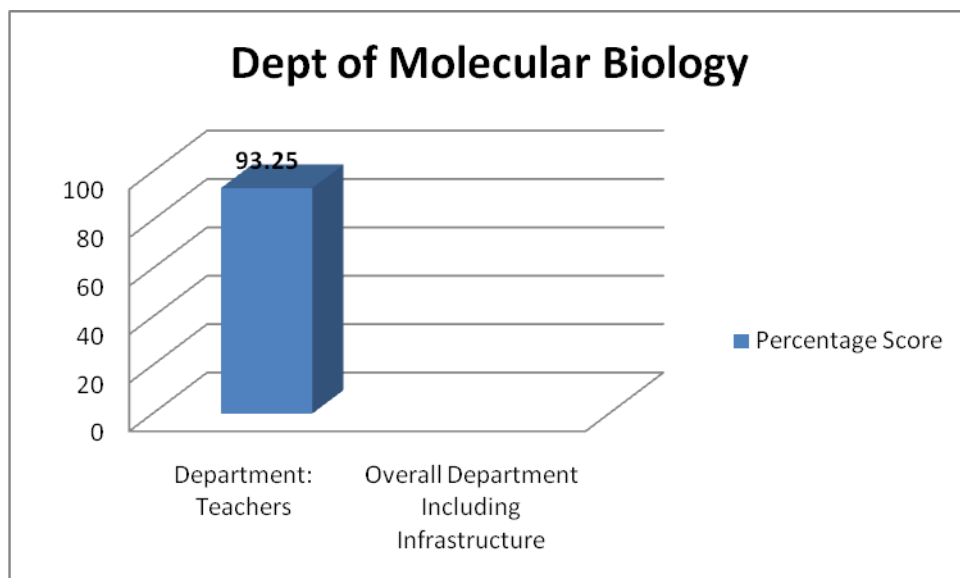
Dept of Micro Biology

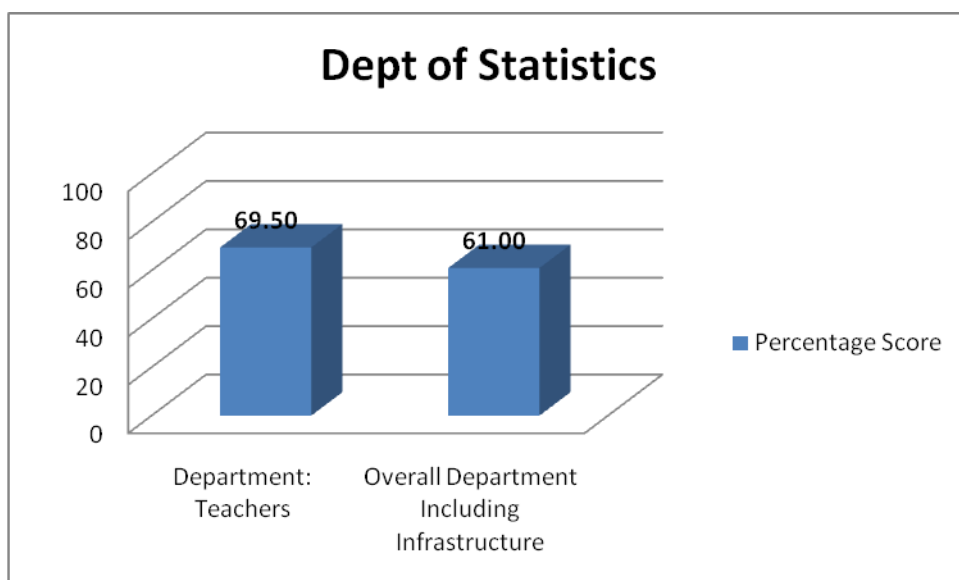
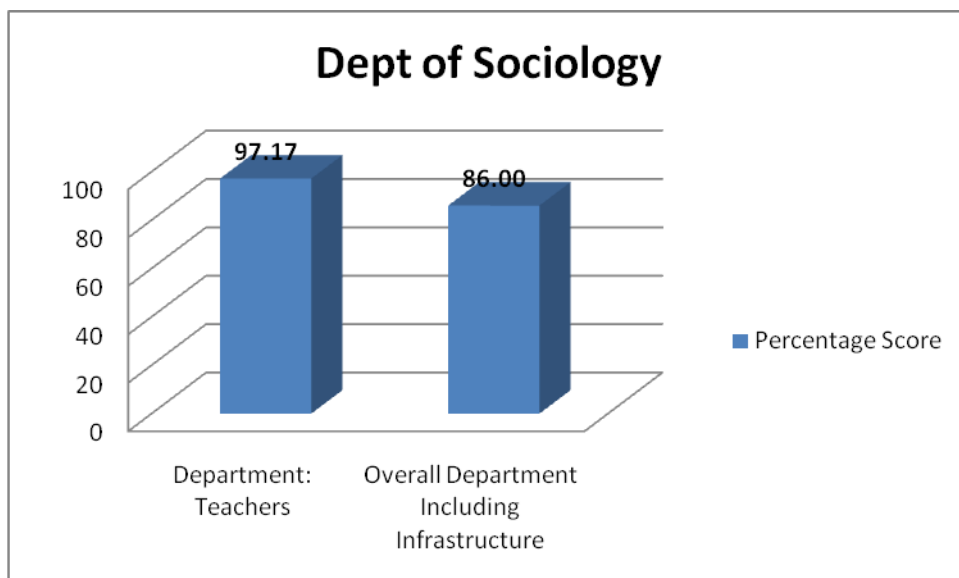


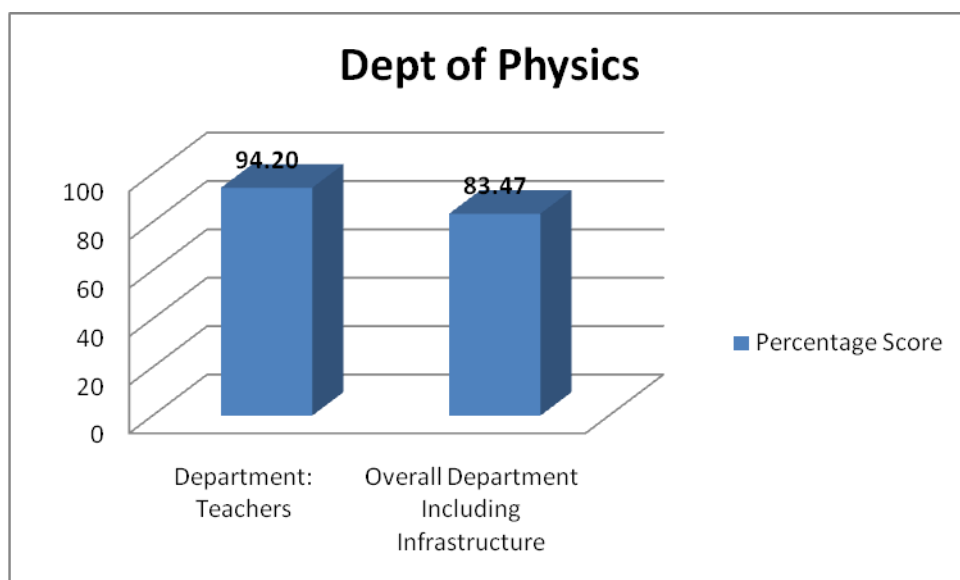
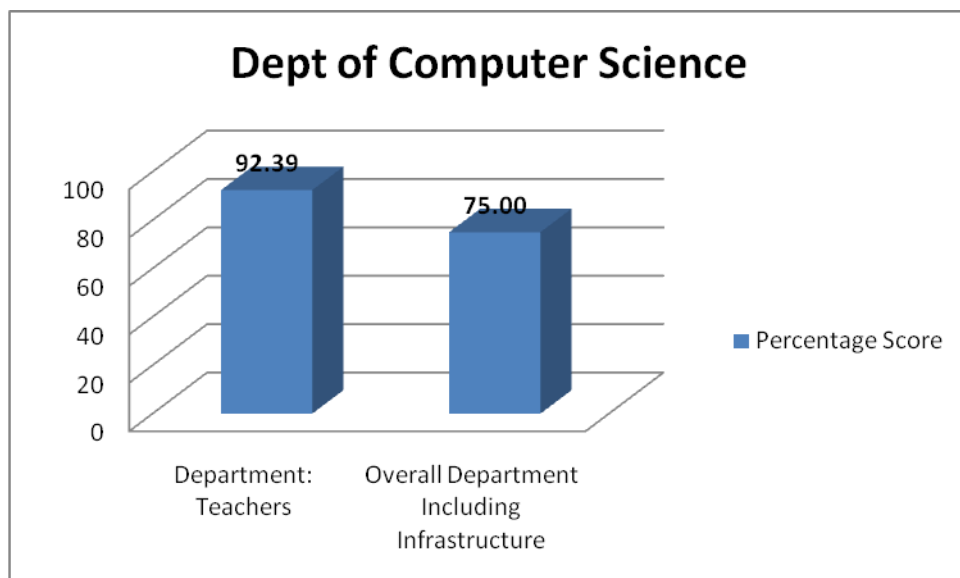


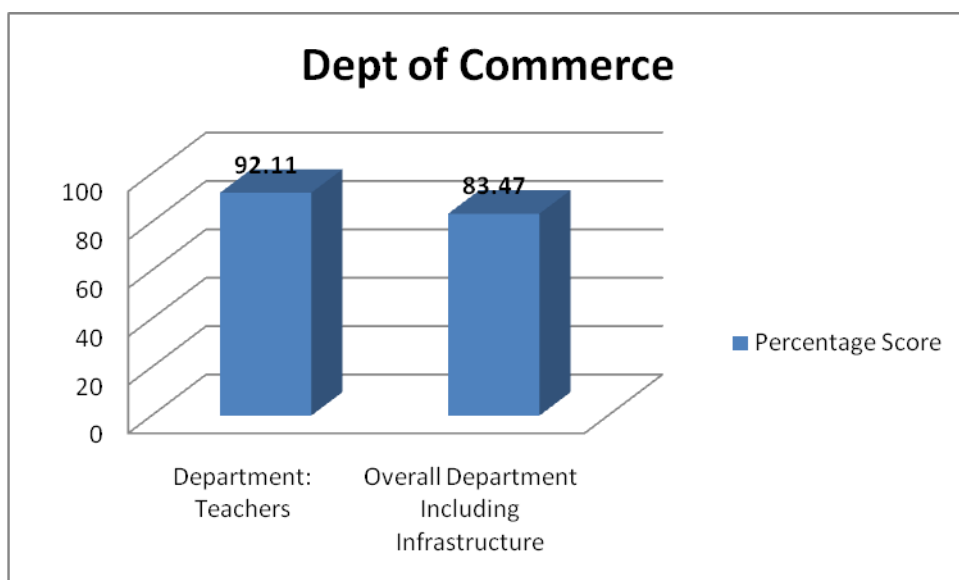
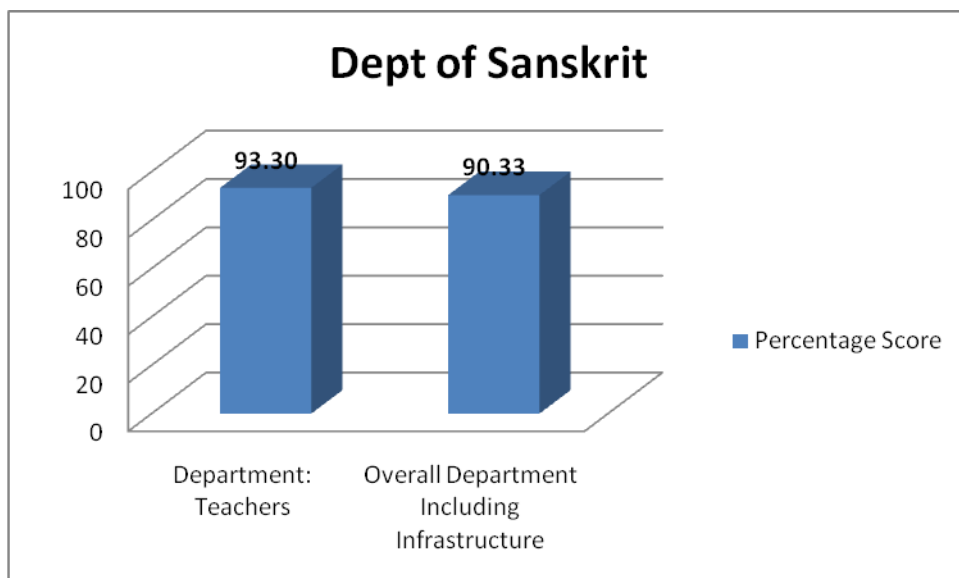


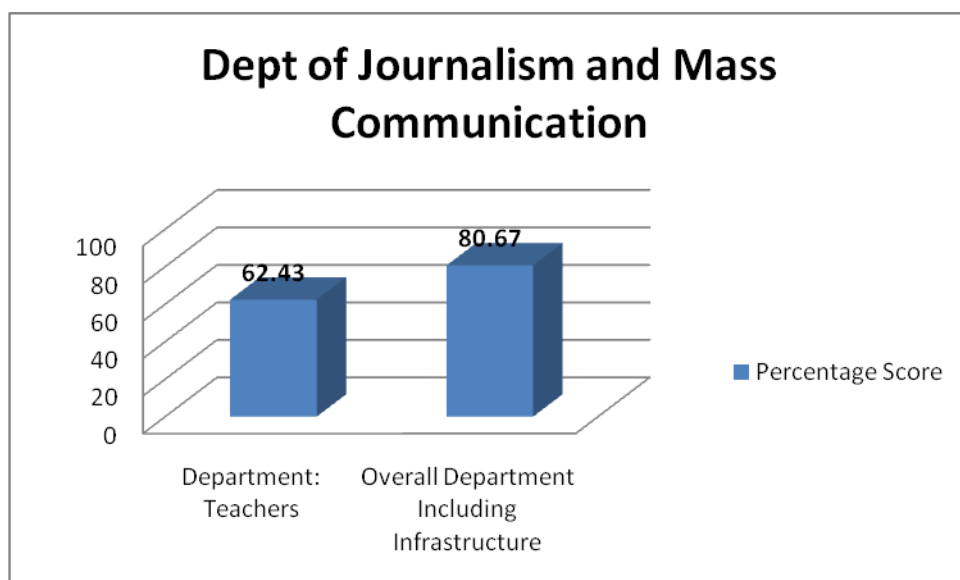
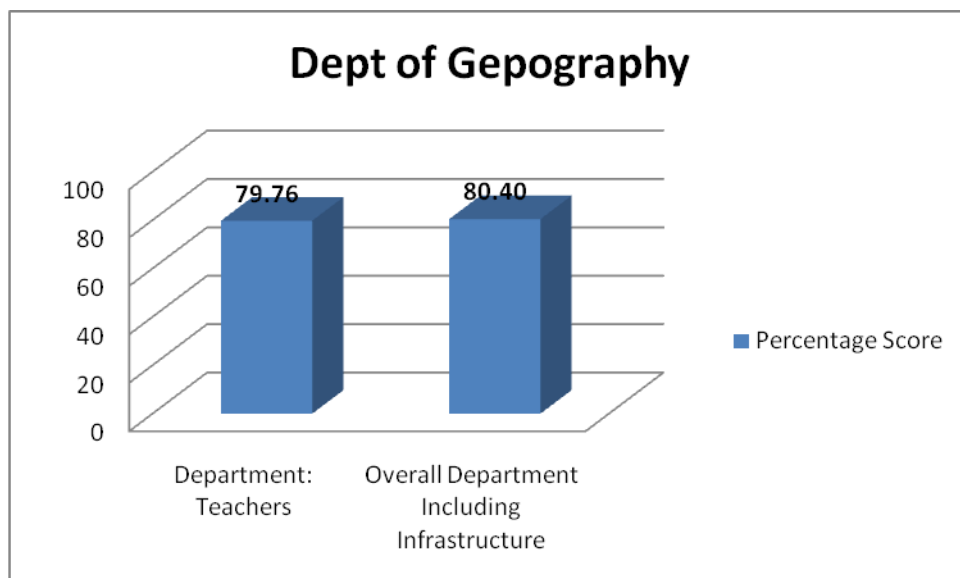


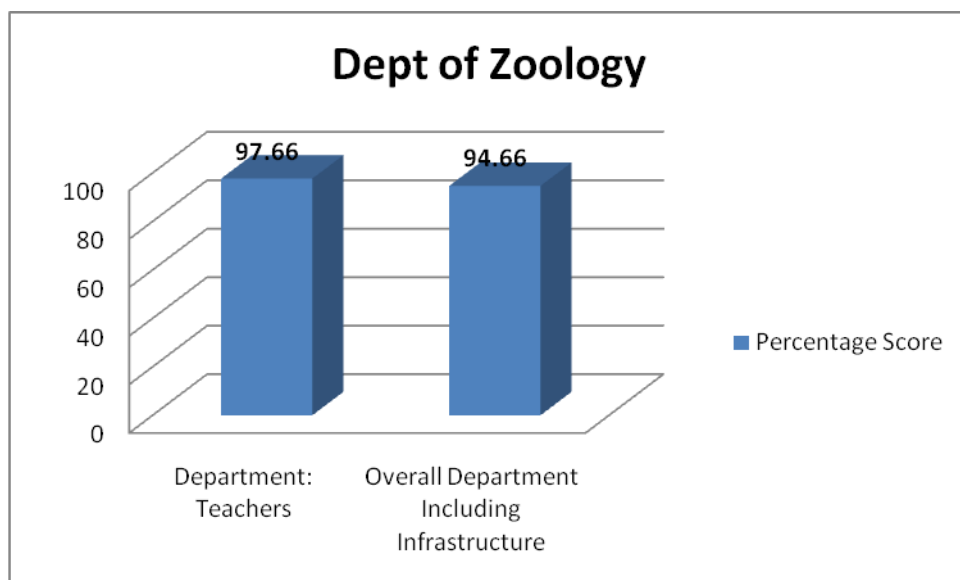
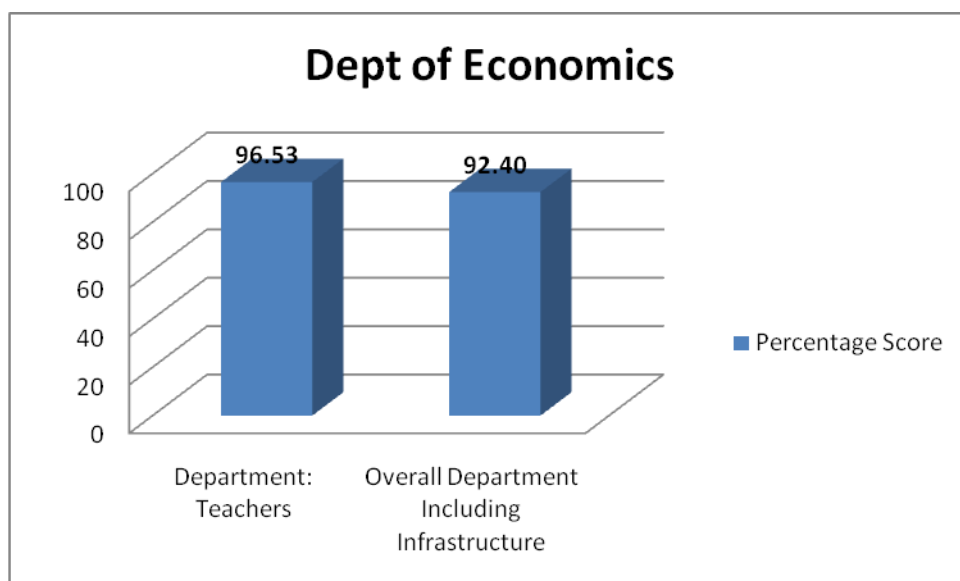












Annexure III

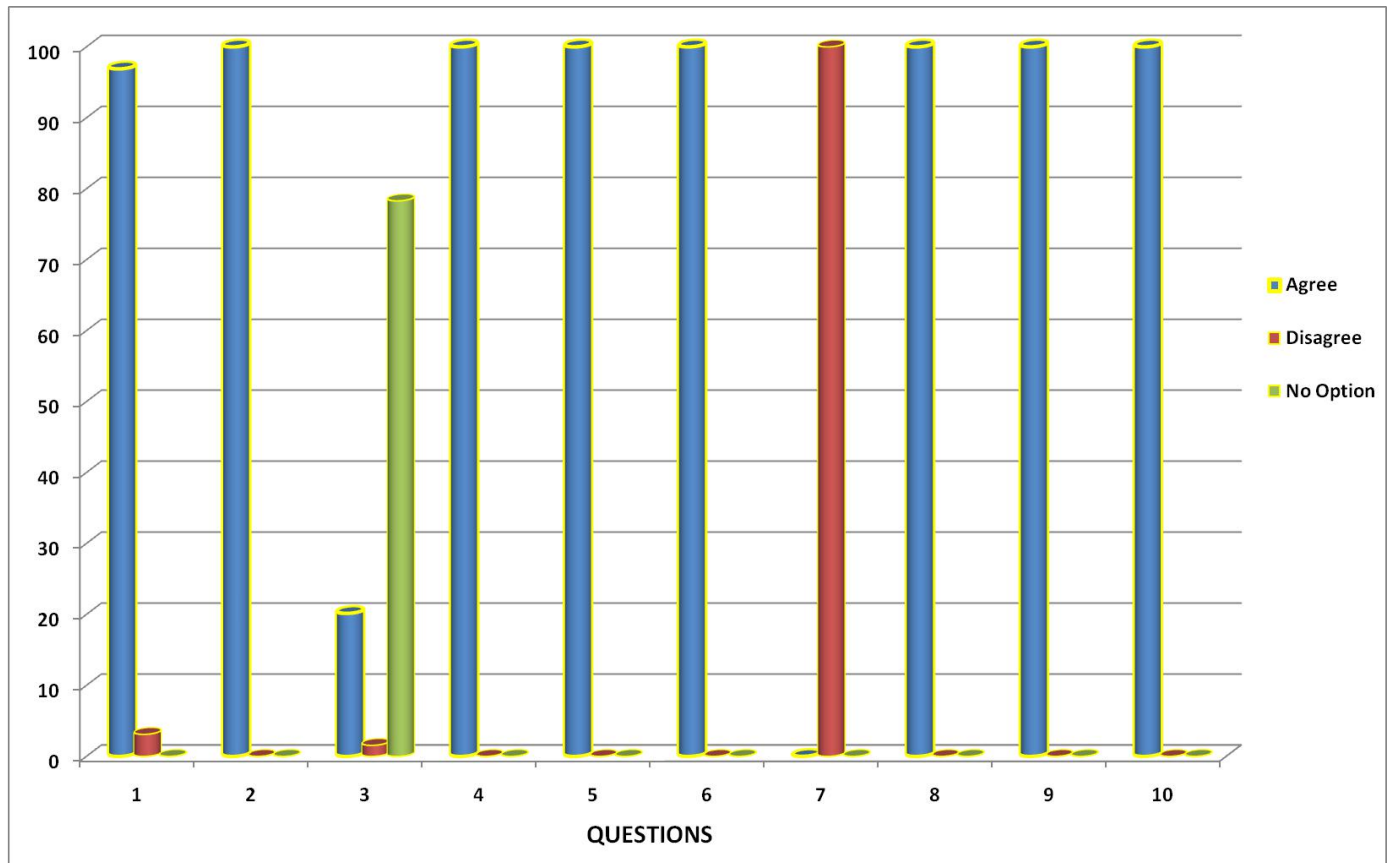
Gender Audit (2017-18) [provided as a specimen]

Questionnaire:

1. Are adequate numbers of toilets available in the campus for girls?
2. Are adequate facilities available inside the toilet keeping in mind the need of the girl students?
Are there adequate disposal bins?
3. Is adequate lighting available inside the campus during night? Is there adequate light in corridor, class rooms, common areas, toilets etc?
4. Are there adequate security arrangements in the campus and common areas during day and night?
5. Do women cell, Grievance Redresser cell & Internal Compliant cell (ICC) exist in the college?
Are the students aware about them?
6. Is safe environment available for all girl students in the campus?
7. Have you ever been a victim of sexual harassment at class by fellow students?
8. Is the attitude of security personnel appropriate?
9. Is the laboratory infrastructure appropriate for safety of the girl students, for example, whether there is adequate lighting, adequate space etc.?
10. Is the attitude of laboratory staff appropriate?

Report:

Question No.	Yes	No	No Opinion	Sample Size
1	125	4	0	129
2	129	0	0	
3	26	2	101	
4	129	0	0	
5	129	0	0	
6	129	0	0	
7	0	129	0	
8	129	0	0	
9	129	0	0	
10	129	0	0	



Annexure IV

Best Practices

Practice # (1)

Title: Environmental Awareness and Social Services

Goal: The College also focuses on bringing about awareness among the fellow staff and students about keeping the campus environment and the surroundings green and clean and also promoting social services inside and outside the college campus.

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, health and sanitation awareness. Organised social services by students can resolve many such problems.

The Practice

The college is trying to keep its campus environment clean and green. For this reason the college has installed waste-bin in all floors of the campus through its NSS Unit. The Green Campus is maintained through regular campaigning and putting up posters. The college also promotes plantation of trees in pots and put them inside the campus. Eco Club also plays an active role in maintaining this. They have made a medicinal plant garden named SUSRUT UDYAN and maintaining it along with the maintenance of the bird house and the aquarium. **Social activities** were also taken care of by IQAC. Old garments were distributed among poor, distressed people at Baruipur, Patharpratima and a few parts of Sealdah slum area through the **Student Welfare Cell**. **NCC** performed Swachha Bharat Abhiyan twice at Sealdah Railway station and nearby market area. **Student Welfare Cell** organised an awareness campaign on Mosquito Transmitted Diseases. **Health and Hygiene Sub Committee** also organised an awareness campaign on Toilet Hygiene of the female.

Evidence of Success

The college campus is now greener and cleaner compared to earlier days. Social services by the students inside and outside college has improved the socio economic environment of the surrounding areas also.

Problems Encountered and Resources Required

As of now there is not much funding to invite external experts and peers frequently to talk on the environment and health related issues to generate overall consciousness and also to participate in social activities in large scale like adopting a village, helping orphans, helping aged disressed people etc.

Contact Details

Name of the Institution: SURENDRANATH COLLEGE
 City/Town: Kolkata
 Pin Code: 700009
 Accredited Status: B+ (Validity till December 2021)
 Work Phone: (033) 23502864, (033) 23543876
 Website: www.surendranathcollege.org
 E-mail: principal@surendranathcollege.org
 Mobile: 09433427319

Practice # (2)

Title: Certificate course in communicative English

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

The Context

The students of this college mainly come from a poor socio-economic background which makes them not so exposed to the ways of speaking in English. Hence the college has taken an initiative to help them overcome this weakness.

The Practice

The college has started a certificate course in Spoken English for students in 2016. It is continuing since then. The interested students are yearly asked to enrol.

Evidence of Success

Students who have completed this course were found to be more confident in speaking in English 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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Mobile: 09433427319

Practice #3

Title: Certificate Course in Photography

Goal: To teach our students the fundamentals of photography. Photography can be a profession and knowledge of photography may help other professions as well. Students of the Department of Journalism and Mass Communication are expected to be benefitted from this course.

The Context

It is difficult for students to afford costly digital cameras and course fees to learn photography. Offering a course on the fundamentals of photography right at the college at a nominal fee can encourage them to pursue their creativity as well as help them in their professional arena.

The Practice

A pragmatic course comprising of theoretical classes and outdoor photo shoot out has been designed. Students have to pass an MCQ examination and submit photos from specified branches of photography for evaluation.

Evidence of Success

A healthy number of 50 students enrolled in the first year and successfully completed the course. For some unavoidable circumstances, in this year (2017-18) this course some how could not be continued. However, it will continue from next year again.

Problems Encountered and Resources Required

Since the course has just completed the first year, not much resource has been generated. We have plans to apply for affiliation for this course to competent authority.

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Mobile: 09433427319

Practice #4

Title: Certificate course in Performing Arts

Goal

To help the students pursue and practice their desire for the different forms of performing art (singing, dancing, recitation, drama) at the college. These students will perform in the different academic and social occasions of the college round the year.

The Context

A course of performing art right at the college will save time and energy of the students. Such a course at a nominal cost would specially encourage and benefit students from the economically backward sector specially.

The Practice

The college has initiated this certificate course in drama, recitation, Rabindra Sangeet, folk songs and a traditional dance form called "Chou".

Evidence of Success

The response from students to drama and "Chou" was encouraging. Both the drama and Chou team performed not only in the different college functions but also received invitations from other social and government organizations to perform.

Problems Encountered and Resources Required

Human resource and instruments has been arranged by the college. Enrolment is not encouraging though for all the branches.

Contact Details

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City/Town: Kolkata
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Website: www.surentranathcollege.org
E-mail: principal@surentranathcollege.org
Mobile: 09433427319

Practice #5

Title: Course in Value Education

Goal:

To inculcate moral, ethical and spiritual values amongst students so that they become a responsible citizen of the future.

The Context

Moral values in all sectors of the society are at a declining trend. Students will be the makers of the nation in future. Enriching them with humane and social values will definitely make them a better human being.

The Practice

Classes are held in regular intervals (weekly) all throughout the year. Seminar/workshops are also arranged from time to time with resource persons from various spiritual organisations.

Evidence of Success

Attendance in these classes is not discouraging. One workshop on “Happiness” was arranged by IQAC this year on this issue in the college. It was attended by a healthy number of students, faculties and non teaching staff. It is expected that the students will benefit from this practice.

Problems Encountered and Resources Required

Human resource is not a problem for this course. The college has to encourage so that more students join this course. As this program is free of cost, college needs some funding to continue it, i.e., for organising seminar, workshop etc. on this issue to motivate our students.

Contact Details

Name of the Institution: SURENDRANATH COLLEGE
City/Town: Kolkata
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Mobile: 09433427319