The Annual Quality Assurance Report (AQAR) of the IQAC: 2016 - 2017

SURENDRANATH COLLEGE

24/2 M.G. ROAD

KOLKATA - 700009

CONTENTS

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SURENDRANATH COLLEGE

1.2 Address Line 1

> 24/2 M.G. ROAD

Address Line 2

> KOLKATA

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700009

Institution e-mail address

> principal@surendranathcollege.org

Contact Nos.

> (033)2350-2864/2354-3876

Name of the Head of the Institution:

> DR. INDRANIL KAR

Tel. No. with STD Code:

> (033) 2350-2864/2354-3876

Mobile:

> 09433427319

Name of the IQAC Co-ordinator:

> DR. SUCHANDRA CHATTERJEE*

*16.05.2017 onwards

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	1st Cycle	B++	-	2007	2007-2012
2	2nd Cycle	B+	-	2016	2016-2021
3	3rd Cycle	NA	NA	NA	NA
4	4th 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)*

2016-2017

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

N.A since last assessment was done recently in November, 2016

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes ☐   No [√]

Regulatory Agency approved Institution   Yes ☐   No [√]

(e.g., AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men ☐   Women ☐

                     Urban [√]   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

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

1.11 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [√] Law ☐   PEI (Phys Edu) ☐

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

Others   (Specify) | . |

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

10

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

-

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
    Community representatives
      *(Yet to be enlisted)

-

2.7 No. of Employers/ Industrialists
      *(Yet to be enlisted)

00

2.8 No. of other External Experts
      *(Yet to be enlisted)

-

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

06

2.11 No. of meetings with various stakeholders: No. | 03 |

Faculty | 01 |

Non-Teaching Staffs Students | 01 | Alumni | 00 |

(With retired Principal, Basanti Devi College, Kolkata)   Others | 01 |

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 Nos.	International	National	State	Institution Level
00	00	00	00	00

(ii) Themes	N.A

2.14 Significant Activities and contributions made by IQAC

1. Arrangements were made for NAAC peer team visit to the College during 7th to 9th November'2016
2. NAAC assessment and accreditation for the 2nd cycle was completed.
3. Initiative to keep records of the outgoing students contact details and enrol them as alumni at the time of mark sheet distribution materialised.
4. AQAR 2015-16 was submitted in time.
5. One class room was converted to virtual and eleven class rooms were converted to smart class rooms to enable ICT based teaching learning process.
6. IQAC collected short and long term plan of action from all the departments.
7. Labelling of all assets and thereby an Asset Register was prepared for all Departments, Office etc as directed by IQAC.
8. Initiative was taken to make the Alumni Association operative. It has now become operative though the registration remains pending.
9. After signing the MOU with St. Pauls College, Kolkata on 12th May, 2016 for mutual sharing of human resource, faculty, e resource, playground etc., the faculty exchange program and playground sharing has already started this year.
10. Purchase against sanctioned amount of UGC XII plan was completed and the utilisation certificate was submitted to the UGC in time.
11. IQAC continued the use of ERP with epaathsala.com for this year.
12. Online Feedback (academic, institution, faculty and library), was taken from the outgoing students for the year 2016-17 and the reports were also generated.
13. The reports were also generated for Academic, Administrative, Green and Gender Audits for 2015-16 that were done externally by Epaathsala.com.
14. Certificate Courses like Photography and Performing Arts (encouraged by IQAC) started with first batch of students.
15. Value education classes were taken regularly and two invited talks by the resource persons from Bharat Sevashram Sangha were arranged this year with the help of IQAC.
16. IQAC initiated skill Development Courses such as communicative English through Language Lab and Basic Computer Training also continued.
17. Online MCQ testing with the existing set of questions continued by some Departments.
18. After completion of the NCC affiliation process on March'2016, it has actively participated in five events so far in 2016-17 with 43 cadets with them.
19. NSS also was active enough to participate in five events in 2016-17 with 246 students with them.
20. Newly formed Eco Club arranged two seminars with the help of IQAC this year and prepared a medicinal plant garden named "SUSRUT UDYAN".
21. Under guidance of IQAC, ICT club also organised a workshop for basic training in computer for the faculties. Similar program for the non teaching members is pending.
22. The Auditorium of the college was reconstructed with 450 sitting arrangements.
23. Renovation of Chemistry, Physics, Geography departments and college office also took place in 2016-17.

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	To arrange for NAAC peer team visit to the College during 7th to 9th November'2016	It was arranged successfully.
2	To complete NAAC assessment and accreditation for the 2nd cycle	It was completed finally.
3	Start initiative to keep records of the outgoing students contact details and enrol them as an alumnus at the time of mark sheet distribution.	The process has started this year.
4	Start initiative to keep records of student progression and contact details at the time of certificate distribution	Yet to implement.
5	Submission of AQAR 2015-16.	Submitted in time.
6	Academic Committee to be requested to prepare Academic Calendar for the year 2016-17.	It was prepared at the start of the Academic Session 2016-17.
7	All departments were asked to submit Plan of Action for the academic year 2016-17 and a long term plan for next five years.	All Departments have submitted.
8	To take initiative to organize Seminars, conferences, workshops, Annual Orations & Quality Improvement Workshops.	Initiatives have been taken to organise the same through the departments. One International and one National seminar so far have been arranged by the History and Commerce departments respectively.
9	To encourage faculty/staff development in all respect.	Always encouraged. Total 15 no of faculties were forwarded for different refresher, orientation and short term courses during 2016-17.
10	To publish the yearly edition of the College Magazine.	The 3rd edition of the College e-magazine was published in the college web-site.
11	To convert some class rooms as virtual and smart class rooms to enable ICT based teaching learning process	One class room as virtual and eleven class rooms as smart class rooms were converted.

12	To do awareness program explaining benefit of Health Cards	Health cards were issued to teaching, Non-teaching staffs and students by the Physiology department and a Diet survey were also done this year.
13	To start sharing processes after the M.O.U (12th May, 2016) with St. Paul's College, Kolkata for mutual sharing of student, faculty, Laboratories, e-resource, playground etc.	The faculty exchange program and playground sharing has already started this year.
14	To complete the purchase against sanctioned amount of UGC XII plan	Purchase was completed and the utilisation certificate was also submitted to the UGC in time.
15	To continue taking online feedback on faculties, curriculum, institution and library from the outgoing students	Feedback for 16-17 was timely collected from the outgoing students and the report generated is given in **ANNEXURE II**
16	To reconstruct the college Auditorium	The Auditorium of the college was reconstructed with 450 sitting arrangements.
17	To renovate some departments and college office	Renovation of Chemistry, Physics, Geography departments and college office also took place in 2016-17.
18	To continue with the practice of Academic Audit, Administrative Audit, Gender Audit and Green Audit.	All Audit Reports for 2015-16 were generated by an external Agency E-Paathsala. Data for 16-17 also have been collected and the audit is also completed in this college internally this year. The report will be generated shortly.
19	To prepare modular plan along with learning outcome course wise by each teacher.	All faculty members have submitted and it was uploaded in the college website.
20	To promote activities of ICC, Anti-sexual Harassment cell and Women cell, all with one non-teaching member and one student member co-opted	All were active enough. ICC and Anti-sexual Harassment cell has completed the data collection for gender audit and Women's cell has arranged programs in 2016-17.
21	To make ECO club and ICT club functioning	Both the clubs are active now. ICT club has arranged a basic computer training workshop for the faculty members and ECO club has arranged two seminars along with preparation of a medicinal plant garden named SUSRUT UDYAN.
22	To monitor further progress of the work for the modernization of the library and providing free internet access to the students	Modernization of Library is still in progress. OPAC and Online Issue Register have been 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.
23	To arrange regular workshops or lectures for value education	Regular Classes are conducted by Dr. Asok Das, a faculty of Physics Department. Two Invited Lectures were organized with resource persons from Bharat Sevashram Sangha this year.
24	To prepare an Asset Register of the college	Labelling of all assets was done and thereby an Asset Register was prepared including assets of all departments, office, library etc.
25	To implement rotational headship in all the departments	The proposal was approved by the Teachers Council this year and pending for approval of the Governing Body.
26	To enhance awareness about student support services	All the departments were advised to play an active role in this regard.
27	To promote activities in the sphere of extension activities and institutional Social responsibility	Such extension activities were initiated by NSS, NCC and some departments. So far 10 such activities were arranged inside and outside the college.

* 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 2016-17 was placed before all the members of IQAC on 20th November, 2017 and then it was placed before the Governing Body of the college on 1st December 2017 (Agenda 19) for its perusal and approval

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	25

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

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

*Please provide an analysis of the feedback in the Annexure

See ANNEXURE II for all FEEDBACK Analysis of 2016-17

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	48	20 (+1*)	NA	CWTT	PTT
				16	08

* Reader

2.2 No. of permanent faculty with Ph.D.

43

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
17	9	-	-	N.A.	N.A.	6	N.A	23	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

64   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College Level
Attended Seminars/	13	23	05	-
Presented papers	07	28	04	-
Resource Persons	00	01	07	-

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

1. Arrangements for power point presentations, charts, graphs, videos are made in different departments.
2. Efforts have been made to use ICT for delivering lectures in the classroom in addition to the usual chalk and talk method.
3. IQAC initiated the preparation of Question Bank for all the programmes in the previous year. For the 1st year all of the departments have already created it and are now ready to conduct MCQ based exams.
4. The overall academic plan and progress is reviewed by the IQAC from time to time.
5. IQAC organizes informal workshops to promote the usage of ICT. These workshops are organized especially for the faculty members.
6. IQAC also motivates faculty to implement new practices for regular curriculum delivery. These practices include group discussion, case studies etc.
7. To encourage scientific learning among students, they are asked to submit written and oral assignments.
8. Students are encouraged to submit articles on their creative ideas to the college Magazine (recently converted to e-magazine).
9. Some departments arrange for Mock Parliament, Group Discussions, One-to-One Interaction & question-answer sessions among their students.

10. The department of Economics has downloaded relevant course for NPTEL (http://nptel.ac.in/courses.php?disciplined=109) uploaded by IIT Kanpur and shares it with the students.
11. Under NME-ICT project the college has 19 broadband connections from BSNL (Domain id -: webkolsugae.nme.in) commissioned on 12/5/2010 catering the ICT needs of its stakeholders.
12. The 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.
13. 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.
14. Field study, Project Based dissertation work is undertaken by Geography, Commerce and Bio-Science departments.
15. Many departments have begun to use Technology enabled teaching and learning resources, LCD projectors and other audio-visual aids for teaching.
16. RMOS Helios thermal paper based spirometry has been introduced by the Physiology Department to give students a firsthand experience in the field of respiratory physiology.
17. 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.
18. Most of the departments encourage their students to publish wall magazines yearly.

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

| 189 |

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.

- The Academic Calendar is also distributed to the Head of the Departments in an Academic Sub-committee meeting at the beginning of a session enabling them to make the faculty members and other stakeholders aware of the process.

- Parent-Teacher meetings are arranged by some departments, in which the faculty members interact with parents and exchange information.

- Regular notification regarding examinations, by the college and respective departments, is practiced.

- Students are also made aware of the evaluation processes by the faculty members during the class lectures as and when necessary

- The University currently allots the answer scripts of the General papers to the affiliated colleges who in turn distribute the scripts to the respective faculty for evaluation and subsequently submit the award lists with the evaluated scripts to the University. The institute has adopted this change in the evaluation process of the scripts of General papers from 2013 onwards. However, the college follows its own evaluation process for the internal test examinations conducted before the University examinations so that it helps students to perform better.

- Recently the college has initiated an online MCQ evaluation process for continuous evaluation of the students.

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

09

2.10 Average percentage of attendance of students

77%

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)	270	-	1.5	62.22	27.03	90.75
B.A.Pt.III(Gen.)	189	-	1.1	4.66	36.28	42.04
B.Sc.Pt.III(Hons)	479	-	11.69	56.99	20.25	88.93
B.Sc.Pt.III(Gen.)	122	-	0.86	59.23	12.5	72.59
B.Com.Pt.III(Hons)	425	-	0.03	0.34	0.05	0.40
B.Com.Pt.III(Gen.)	362	-	0.00	0.02	00.07	0.11

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

The institution does have an Internal Quality Assurance Cell in place. This cell is trying its best for the advancement in the field of teaching and learning.

IQAC has initiated the preparation of Question Bank for all the programmes. Most of the departments have already created it and is ready to conduct MCQ based exams. This newly introduced concept of preparing question bank including MCQ's by the IQAC is expected to assist the students in their preparation for the University examination and other competitive examinations.

The overall academic plan and progress is monitored by the IQAC and then are reviewed to address any deviations if found. In addition, the quality parameters for every course are set by the IQAC and the progress is monitored with respect to the quality.

IQAC organizes informal workshops to promote the usage of ICT. These workshops are organized especially for the faculty members.

The list of co-curricular and extension activities prepared by several departments is also recorded by the IQAC.

Recently the institute has started taking online 360 degree feedback, using cloud based software, from all its stakeholders like students, peers, self and principal for evaluating the quality of teaching-learning process of a teacher. The report of the feedback is automatically generated by the software. The outcome of the feedback is now intimated to the individual teachers thereby leading to overall improvement of the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	5
UGC – Faculty Improvement Programmes	2
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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 also forwards applications of the faculty members with regard to all kind of research activities like presenting papers, attending seminars etc.

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

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	12.5	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	02	01	
Outlay in Rs. Lakhs	6.65	8.46	1.20	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	13	05	01
Non-Peer Review Journals	01	-	-
e-Journals	-	-	-
Conference proceedings	04	15	-
Books	03	-	-
Edited Books	-	-	-
Chapter/Article in Books	05	-	-

3.5 Details on Impact factor of publications:

Range [1-2]   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	2016-2017	UGC	Nil	Nil
Minor Projects	2016-2017	UGC	8.66 lakhs	6.51 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	8.66 lakhs	6.51 lakhs

3.7 No. of books published   i) With ISBN No.   03   Chapters in Edited Books   05

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SP   NA   CAS   NA   DST-FIST   NA

DPE   NA   DBT Scheme/funds   NA

3.9 For colleges   Autonomy   No   CPE   No   DBT Star Scheme   No

INSPIRE   No   CE   No   Any Other (specify)   No

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	01	01	-	-	
Sponsoring Agencies	Paschimbanga Anchalik Itihas o Lokosanskriti Charcha Kendra	UGC & Adamas University, Kolkata	-	-	

3.12 No. of faculty served as experts, chairpersons or resource persons   02   -   02

3.13 No. of collaborations   International [ ]   National [ ]   Any other [05]

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

3.14 No. of linkages created during this year   [-]

3.15 Total budget for research for current year in lakhs:

From funding agency [9.66]   From Management of University/College [-]

Total [9.66]

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
00						

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

[05]

[06]

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

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events: [246]

University level [10]   State level [ ]

National level [ ]   International level [ ]

College level [236]

3.22 No. of students participated in NCC events:　43

University level　23　　State level　13

National level　07　　International level

3.23 No. of Awards won in NSS:　00

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　03

National level　04　　International level　0

3.25 No. of Extension activities organized

University forum　　　College forum　0

NCC　05　　NSS　05　　Any other　01

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, Eco Club, ICT Club and 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, Thalassemia detection camp, did traffic control during puja days, observed Independence and NSS day, organised seminars on "Ayurveda in Daily Life" and "Health Issues of late Adolescent and Young Adult Girls" and also participated in NCC camps and in gender sensitisation program and save environment program for general consciousness inside and outside the college. College has also organised this year as the host college the "Inter College Sports and Games Championship (2016-17)" for 10 days during 23/2/16 to 03/03/17 at Sports Authority of India (SAI) ground in Saltlake, Kolkata, **(See Annexure IV),** where students of this college participated and also acted as the volunteers to maintain discipline and order all throughout the program.

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)	13,92,819/-	32,54,605/-	College	46,47,424/-
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 computerised partially in the previous years, such as maintenance of student admission, College Account, Provident Fund Account of teaching and non-teaching staff.

- COSA software has been installed for salary of all staffs.

- Internet facilities are available for the Office and Library staff.

- Wi-Fi has been initiated in the library.

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (in lacs)	No.	Value
Text Books	33,124	47,699,30	158	1,69,879	33,282	49,39,827
Reference Books	430	Not available	49		479	
e-Books	N.A.	N.A.	N.A.	NA	N.A.	N.A.
Journals	18	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 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	171	76	20	20	00	12+2	51	7+1+1+1
Added	14	08	00	00	00	06	01	0
Total	185	84	20	00	00	20	52	10

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

- The college has provided computers and laptops & internet connections to the Principal, Office and all Departments.

- In order to promote the usage of technology college has started conducting ICT workshops.

- The college has its own website. On-line Admission process continued successfully for the current year too.

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

- The faculty members are using modern teaching tools like LCD projectors.

- The Department of Economics has downloaded relevant course from NPTEL (http://nptel.ac.in/courses.php?disciplineId=109) uploaded by IIT Kanpur and shares that with the students.

- Under NME-ICT project the college has 19 broadband connections from BSNL (Domain id -: webkolsugae.nme.in) commissioned on 12/5/2010 catering the ICT needs of its stakeholders.

- The College Library has recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT.

- College has promoted one class room to virtual class room and eleven class rooms to smart class room all with internet connections.

4.6 Amount spent on maintenance in lakhs:

i) ICT

| 12.60619 |

ii) Campus Infrastructure and facilities

| 76.95059 |

iii) Equipments

| 46.47424 |

iv) Others

| 2.04358 |

Total:

| **138.0746** |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To enhance awareness about Student Support Services the IQAC has

- 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 etc.

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

- Upgraded the college website www.surendranathcollege.org with information's and links to the Student Support Services provided by the college,

- Informed the faculty members about the Student Support Services provided 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 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 decided to maintain the student's progression data from this year. These data will be maintained online. However, some departments have their own internal mechanism of keeping data on students' progression (not exhaustive).

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
8333	N.A.	N.A.	N.A.

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
4955	59.46

Women

No	%
3378	40.54

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6923	1200	81	651	0	8855	6308	1292	70	662	1	8333

Demand ratio 7.64:1   Dropout % 19.62

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

- There is provision for the students in some departments to take mock tests.

- Initiative has been taken to launch skill oriented and other certificate courses to promote social, cultural as well as competitive skills of the students to face the open global challenge.

- Initiative has also been taken to provide an online platform (ETS) to the students to prepare for competitive exams.

These new initiatives have been launched in 2014-15. Students are now benefitted from it.

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 qualify in these examinations, some after completing post-graduation, but there is no provision of maintaining any database for the same with the college. Initiative has been taken to maintain the same in the ERP made available for our college from this year.

5.6 Details of student counselling and career guidance

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

No. of students benefitted

Participated in Campus Interview-62; Placed-16

5.7 Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	62	16	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.

- Faculties of various departments also sensitize students about respect to opposite gender; avoid gender discrimination in class room environment and off class room environment.

- Gender audit for the girl students has been conducted this year so that any issues related to gender discrimination etc. are eradicated.

- Women Cell has organised an interactive session on "Health Issues of Late Adolescent and Young Adult Girls" this year in lieu with the sensitisation program.

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	179	3,25,740/-
Financial support from government	3113#	*
Financial support from other sources	66#	*
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 | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students
         (Through NSS, NCC and some departments) | 05 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

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

MISSION

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

6.2 Does the Institution has a management Information System

Presently we do not have a complete MIS.

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

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

  6.3.1 Curriculum Development

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

- Every department has its own academic calendar to run and complete the syllabus.

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

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

And to develop the skill and enable the students to face the global requirements successfully, the college has initiated

- Course on skill development called communicative English/Other Foreign Language using language lab software.

- Certificate courses like computer application, photography and performing arts.

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

6.3.2   Teaching and Learning

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

1. For quality improvement in the teaching learning process we adopt the strategies of one to one contact session, interactive class, solving of previous years questions.

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

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

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

5. Process of continuous assessment of students by tracking their marks in the exams and tests of the college and University and taking steps to help improve the academically weaker students

6. The faculty members are encouraged to keep themselves updated and informed about the latest trends and technologies in their respective subjects. For this purpose, the College Library has recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT

7. The institution helps 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.

8. In order to promote the usage of technology oriented teaching-learning methods, IQAC have started conducting ICT workshops in recent times.

9. Faculty members are encouraged to attend FDP's to help them deliver curriculum in a better way. These programs also include both orientation as well as refresher courses.

10. Necessary and up to date teaching materials are provided for continuous improvement of teaching – learning activities. Initiatives are taken to provide '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.

11. Under NME-ICT project the college has 19 broadband connections from BSNL (Domain id -: webkolsugae.nme.in) commissioned on 12/5/2010 catering the ICT needs of its stakeholders.

12. The students are encouraged to share their natural ideas in the class room as well as outside the class room.

13. Students are asked to submit articles on their creative ideas to the college magazine (recently converted to e-magazine).

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

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

16. Feedbacks from outgoing students are taken online and generated reports are analysed critically.

17. 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.

18. Computer facilities are given specially to those students who do not have access to such facilities elsewhere.

6.3.3   Examination and Evaluation

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

6.3.4   Research and Development

1.   The IQAC has setup a research committee that record the developments of research if any in the college.
2.   There is also statutory provision of study leave for faculty members who want to involve themselves in research activities.
3.   Faculty members are allowed do consultancy work in the research projects commissioned by the International, National & regional bodies.
4.   Technological and administrative support:
     (i) The college has procured various equipments, computers and printers with funds from the UGC and other funding agencies. It also has internet facilities. The college library has a fairly good collection of books and subscribes to INFLIBNET to enable and support research activity. These facilities are open to the entire faculty.
     (ii)   The college also undertakes regular auditing of the research projects and provides necessary administrative support with regard to purchase of equipments etc and furnishes the utilization certificate to the concerned authorities.
5.   In order to inculcate interest in research and a scientific outlook students are encouraged to
     i) Attend summer schools organized by various regional/national bodies.
     ii) Attend open popular scientific lectures/seminars organized from time to time by established institutes in and around the city as well as by the college.
     iii) Present posters in seminars, participate in science fares, quiz contests etc.
6.   The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc.
7.   Space and necessary infrastructural support is provided by the college for research work.
8.   College authority also encourages faculty members to attend National/International seminar/ Workshop/ Conference.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The library has an Advisory Committee in the form of a library sub-committee which holds meeting at regular interval for supervising, advising, assessing needs and taking measures for overall development and smooth running of the library.
2. The library has been partially digitized and Online Public Access Catalogue (OPAC) has been implemented.
3. Moderate sitting arrangements are maintained in the library for reading purpose. Some departments maintain seminar library for providing additional books to their students.
4. Stock verification is done regularly. Pest Control measures are undertaken. Fire extinguishers are also kept in the library as a part of safety measures.
5. Computers are installed in the library for cataloguing system and also to facilitate the activities in the library. Internet facility is also provided in the library
6. Additional space of 533 sq. ft. added last year to the College Library together with the creation of a surfing zone and also computer lab for certain add-on courses.
7. Training is provided to faculty members on using ICT technology.
8. Considering the student strength of the college and the number of courses it is offering the existing infrastructure for teaching-learning would undergo considerable improvement if more space, classrooms can be arranged. However, the current rules of the Kolkata Municipal Corporation prevent an expansion of the existing building facilities of the college. Despite these constraints the college has attempted to enhance the number of classrooms and laboratories by using a portion of the terrace as well renovating the corridors etc. It has also made improvements of the existing classrooms by augmenting the number of blackboards, creating ICT facilities and seminar and conference rooms to facilitate effective teaching learning.
9. Pure and safe drinking water is made available to all the students and faculty.
10. Library has added 207 books (text and reference) and 4 new journals this year.
11. College has added 16 computers this year in some departments and office to enhance its infrastructure and also provision has been made for their annual maintenance.

6.3.6   Human Resource Management

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

1. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.

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

3. Above all, there is a Governing Body that manages and develops the total human resource of the college. The Principal keeps close contact with departments, office & library and assesses the man power. If any shortage found, then the Governing Body is informed and necessary steps are taken for early recruitment. Sometimes it takes time to fill up the permanent posts owing to official formalities and Government policies. During this period the posts are generally filled up on ad – hoc basis so that the system is not disrupted. The college aims to make optimum use of the available human resource.

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

5. For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback. Teachers are also encouraged to carry out research works, upgrade and update knowledge by attending refresher course, orientation course, short term course etc. The teachers are also facilitated for their carrier progression.

6.3.7   Faculty and Staff recruitment

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

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

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

- Other than these, the Governing Body also recruits Guest Faculty as well as Ad-hoc staff 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.

6.3.9   Admission of Students

1. Online admission process is followed by the college.

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

3. Merit Lists are published online and admission done accordingly. However, the college follows the reservation norms as laid by Government.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

NIL

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

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

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

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

For UG Programmes   Yes ☐   No √

Calcutta University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. However, the departments of the college take care to publish results of internal examinations held by the college in time.

For PG Programmes   Yes ☐   No ☐

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

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

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

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

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 coveys 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.

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

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

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

3. This year an Eco Club has made a medicinal plat garden named SUSRUT UDYAN to add 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.

1. Student's assessment through Online MCQ test has been initiated by some Departments.
2. Earlier implemented ERP was used in various spheres to upgrade academic activities.
3. Regular career counseling and initiative for placement of students was tried.
4. Online Feedback (for faculty, curriculum, institution and library) for all the outgoing students of various Departments was taken.
5. Academic Audit and Gender Audit were tried internally this year.
6. OPAC (Online Public Access Catalogue) system became operative in the Library for all the stakeholders.
7. Physiology Department generated and issued health cards to faculties and students and also performed Diet Survey.
8. Botany, Chemistry, Commerce and Zoology Departments arranged seminar lectures by the students.
9. Commerce Department conducted educational and career counseling seminars with ICAI and ICSI.
10. Inter-Departmental Quiz contest (Quizomania) was organized by Zoology Department.
11. Special invited inter departmental lecture was organized by Physics department.
12. Faculty member from other college was invited to deliver Interactive lectures by Department of Chemistry.
13. Value education classes were regularly taken by one faculty of Physics Department and also two seminars were arranged on this issue.
14. Two Post Graduate students from other Academic Institutions did their Summer Projects under guidance of faculty member of Chemistry Department.
15. Field Trip was arranged by Geography Department.
16. Psychology Department organized Counseling Guidance Weak and tried behavior modification of their own students.
17. Certificate courses in Communicative English, Photography, Performing Arts and Basic Computer Applications continued in this year.

*(These are the best practices done by the College, **not necessarily** all were introduced in this year)*

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 its plan of works which have been mentioned in 2.15 of part ''A'' of this AQAR.

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

1. Green and clean environment.

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

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

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

7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the affiliating university has introduced a 100 marks paper on environmental science in each undergraduate stream in line with the UGC recommendation. Students are required to complete a project work as a part of this paper. Departments choose topics for the students that reflect the present environmental problems of the region and country. This enable in bringing environmental awareness among the students.
2. The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes. Eco Club and NSS look into this matter.
3. 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 curriculum in B.A and B.Sc. (24)
   2. Healthy student strength with increasing trend
   3. An upward trend in female enrolment and success rate in final examinations

W: 1. Lack of curricular autonomy

O: 1. Introduction of different certificate courses of general interest

8. **Plans of institution for next year**
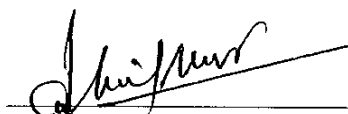
- To complete the implementation of all the initiatives taken this year.
- To continue all the best practices initiated this year and earlier.
- Complete digitization of Library.
- To optimize the usage of the provisions provided through the ERP by various stakeholders.
- To change the platform of ERP to a better one.
- To collaborate with more neighbouring college(s) for faculty exchange and instrumental facility.
- To generate an online staff portal for up to date data.
- To create an online student portal to track their progression after passing out.
- 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.

Name: Dr. Suchandra Chatterjee   *Name: Dr. Indranil Kar*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

ANNEXURE- I
Academic calendar for the academic session 2016-17

ACADEMIC CALENDAR for session 2016-2017 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 2017	Part-I & II Supplementary Exam. 2016
Last Date of Admission	04.08.2016			----	
Date of Commencement of Classes	Third Week of July,2016	Within 7 days from the completion of Part-I Exam.	Within 7 days from the completion of Part-I Exam.	-----	
Last Date of Change of Subject/Stream (Including switching over from Hons. To Gen & vice versa)	24.08.2016			-----	
Submission of Registration From to CU by College	08.09.2016 (without Fine) Application forms for Registration to be submitted by the students to the college within 13.09.2016 22.09.2016 (with Fine)	-----	-----	-----	Filling Up of Forms 1st Week of December, 2016
Mid-Term Exam.	October, 2016	October, 2016	October, 2016	-----	
College Test	2nd Week of February 2017	2nd Week of January 2017	2nd Week of December 2016	-----	
Result of College Test	1st Week of March 2017	1st Week of February 2017	Last Week of December 2016	-----	
Filling Up of Forms for CU Final Exam.	2nd Week of March 2017	2nd Week of February 2017	1st Week of January 2017	-----	
Date of Examination Theoretical (Tentative)	B.Com (H+G) 12.06.2017-23.06.2017 B.A/B.Sc (H+Major) & B.Com (Major) 04.07.2017-07.07.2017 B.A/B.Sc (G) 11.07.2017-21.07.2017	B.Com (H+G) 18.04.2017-05.05.2017 B.A/B.Sc (H+Major) & B.Com (Major) 12.05.2017-17.05.2017 B.A/B.Sc (G) 19.05.2017-07.06.2017	B.A/ B.Sc ,B.Com (H+Major) 28.03.2017-06.04.2017 B.A/ B.Sc ,B.Com (G) 07.04.2017-13.04.2017	20.02.2017 To 02.03.2017	09.02.2017 To 17.02.2017
Date of Examination Practical (Tentative)	B.A/B.Sc (H+Major) & B.com (Major) 25.07.2017-16.08.2017	B.Com (H+G) 28.03.2017-13.04.2017 B.A/B.Sc (H+Major) & B.Com (Major) 10.04.2017-03.05.2017 B.A/B.Sc (G) 09.06.2017-30.06.2017	B.A/ B.Sc ,B.Com (H+Major) 28.02.2017-18.03.2017 B.A/ B.Sc ,B.Com (G) 20.03.2017-04.04.2017	----	20.02.2017 To 04.03.2017
Publication of Result (Tentative)	Within 90 days from the last last date of Examination	Within 90 days from the last date of Examination	Within June, 2017	----	----

ANNEXURE- II

FEEDBACK ANALYSIS

360 Degree Feedback

1. Ability of teachers to integrate content with other courses
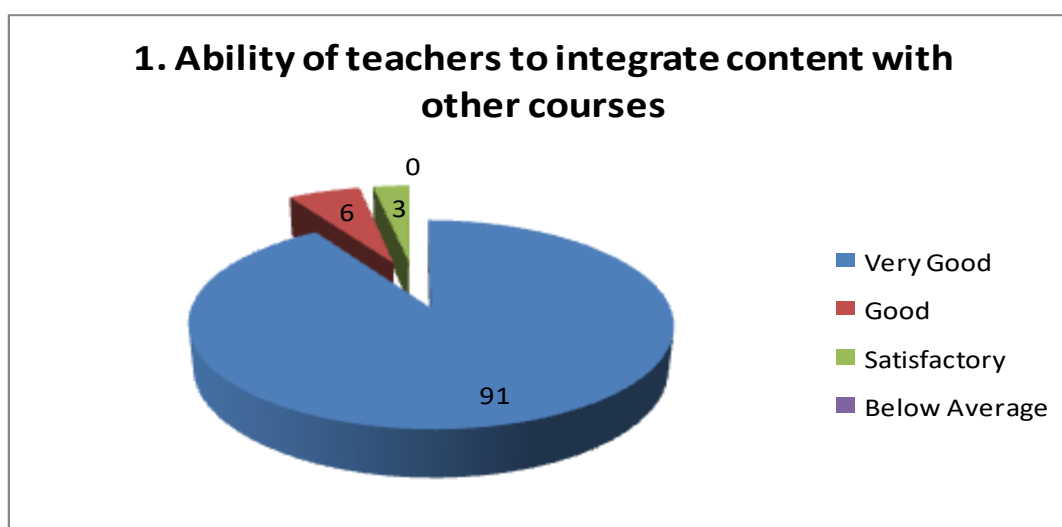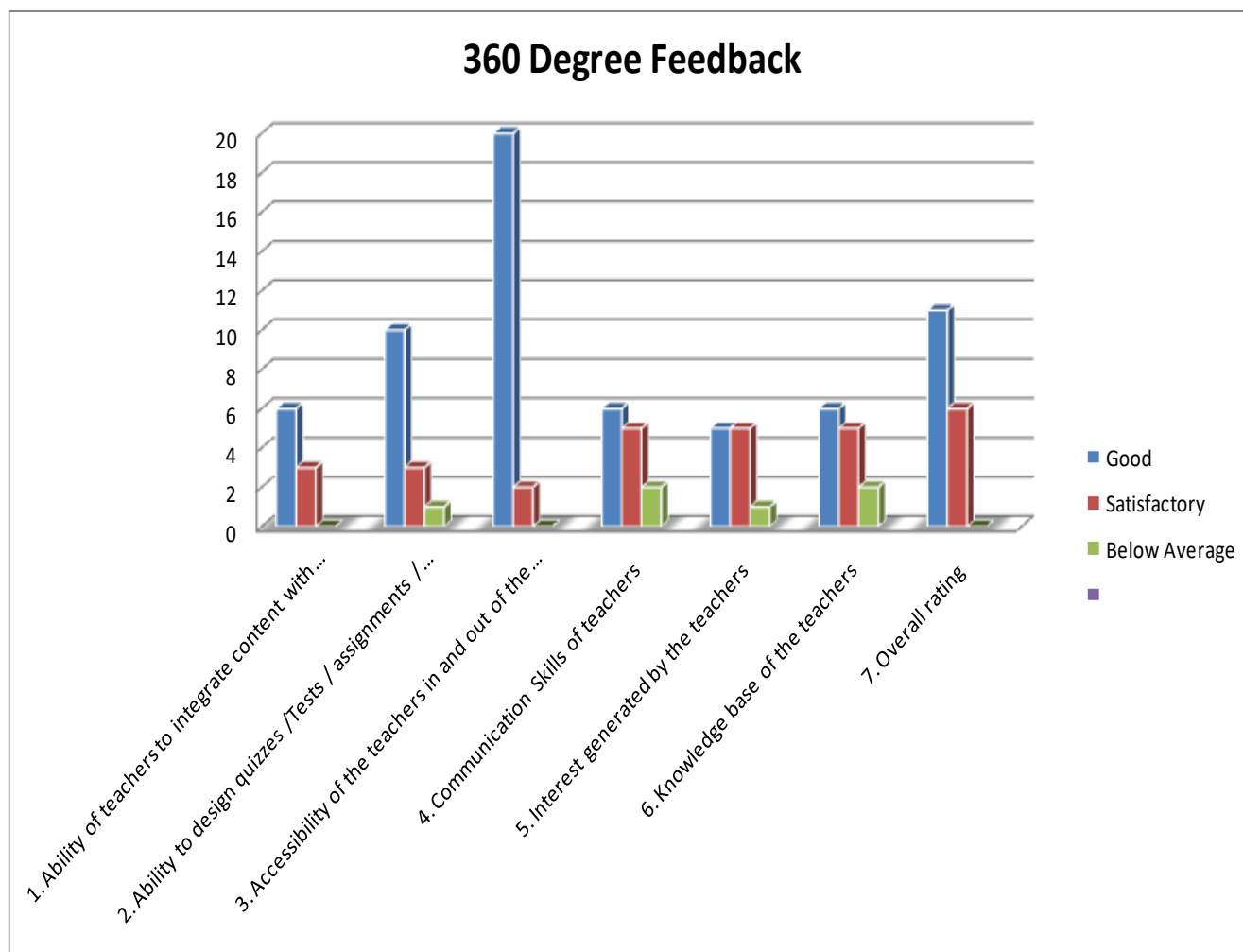
2. Ability to design quizzes /Tests / assignments / examinations and projects by teachers to evaluate students understanding of the course

3
1
10
86
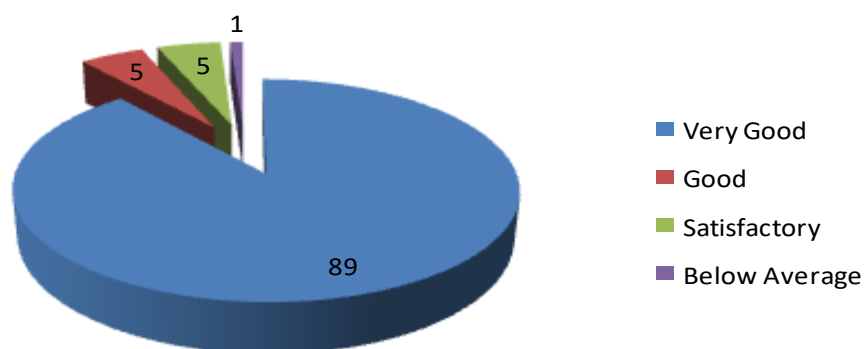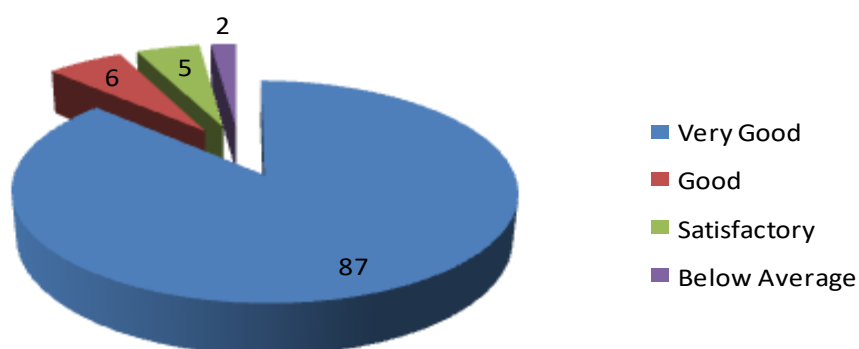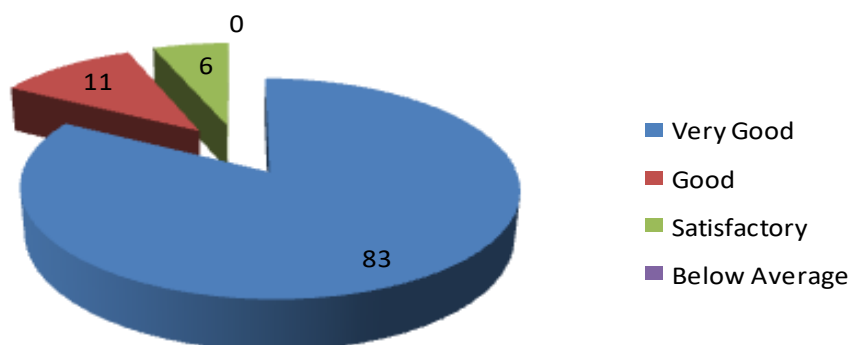
- Very Good
- Good
- Satisfactory
- Below Average
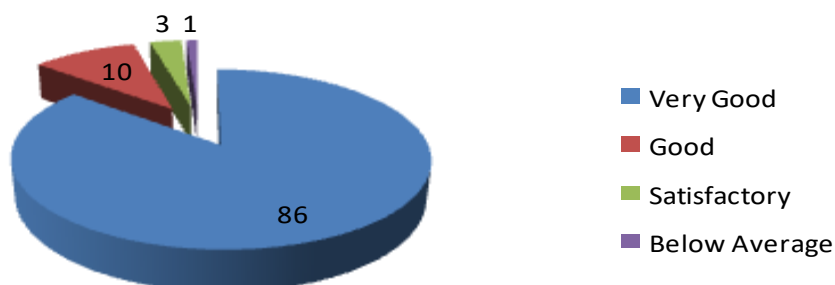
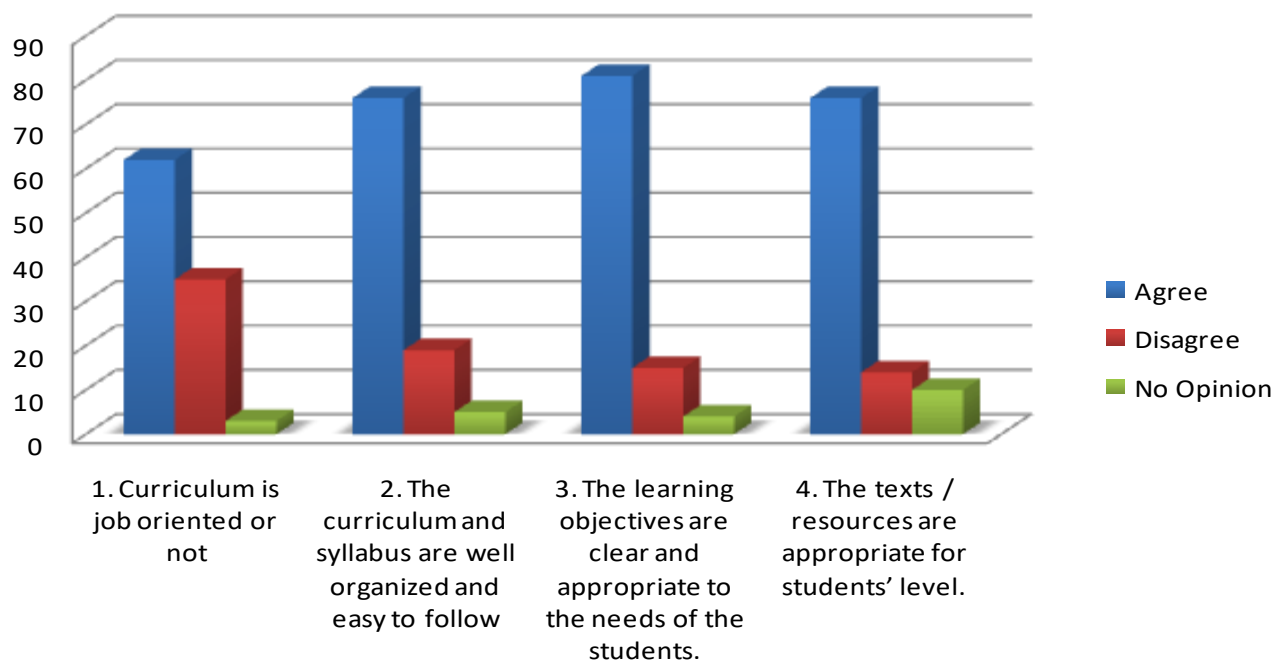## 3. Accessibility of the teachers in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)

0
2
20
78

- Very Good
- Good
- Satisfactory
- Below Average
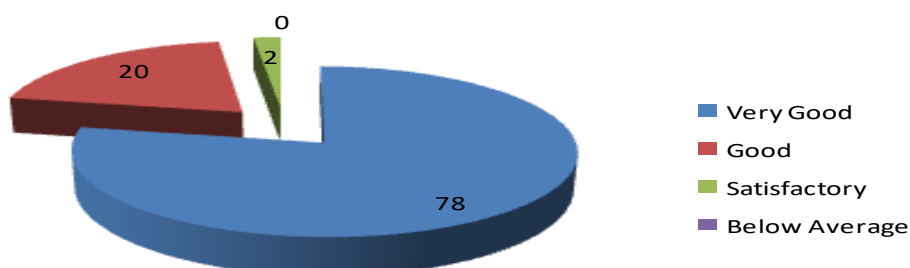
4. Communication Skills of teachers

2
5
6
87

- Very Good
- Good
- Satisfactory
- Below Average
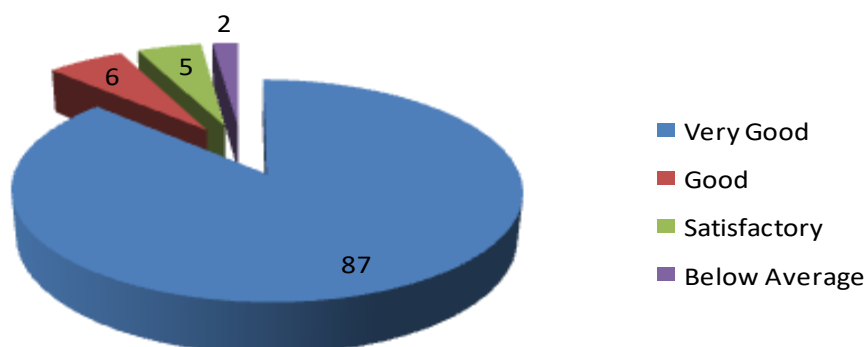
5. Interest generated by the teachers

- Very Good: 89
- Good: 5
- Satisfactory: 5
- Below Average: 1

6. Knowledge base of the teachers

- Very Good: 87
- Good: 6
- Satisfactory: 5
- Below Average: 2

7. Overall rating

- Very Good: 83
- Good: 11
- Satisfactory: 6
- Below Average: 0

Curriculum Feedback

1. Curriculum is job oriented or not
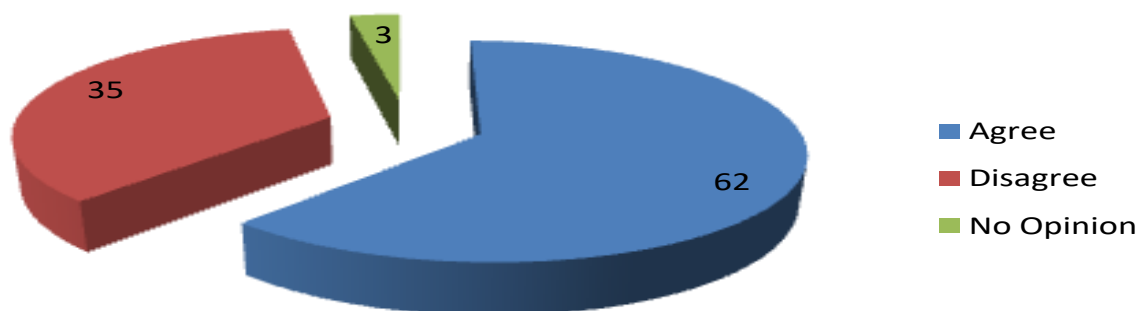
2. The curriculum and syllabus are well organized and easy to follow

- Agree
- Disagree
- No Opinion

19 5 76
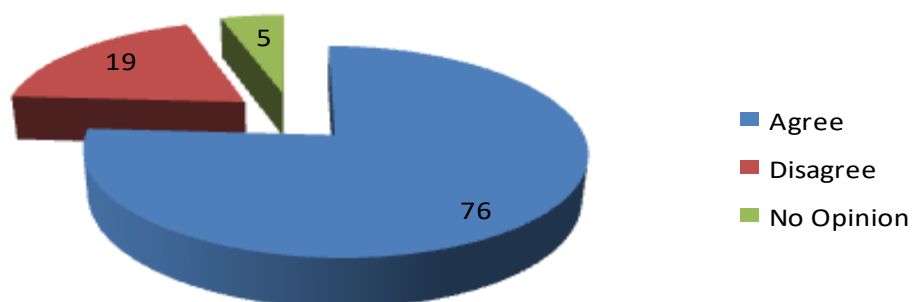
3. The learning objectives are clear and appropriate to the needs of the students.

- Agree
- Disagree
- No Opinion
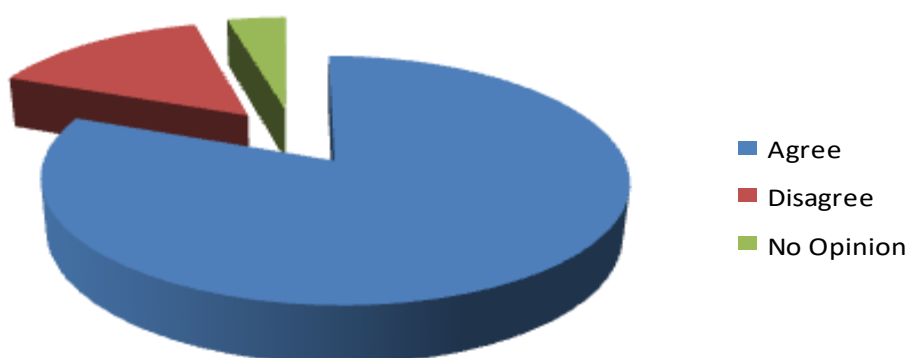
4. The texts / resources are appropriate for students' level.

- Agree
- Disagree
- No Opinion
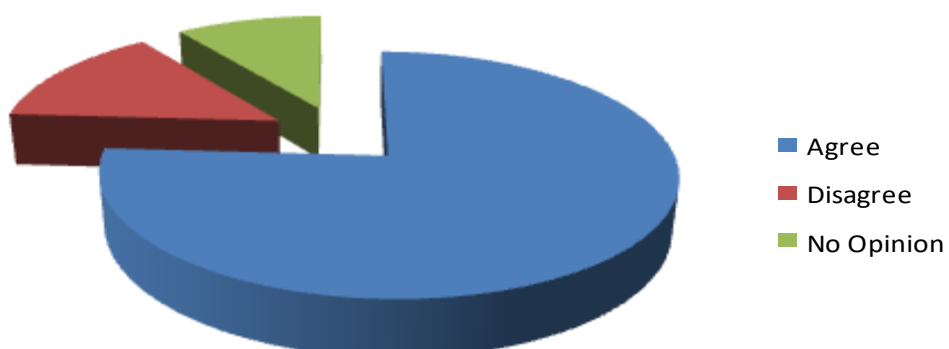
Institutional Feedback

Chart (bar graph):
- Y-axis: 0 to 100
- Series: Agree, Disagree, No Opinion
- Categories:
 1. Employability is given weight age in...
  2. The administration is accessible
  3. The building, class rooms and furniture...
  4. The examination and evaluation system...
  5. The faculty are updating their knowledge and...
  6. The labs/ICT are adequately equipped...
  7. The library is managed effectively aiming to...
  8. The library is managed effectively.
  9. The toilets and drinking water are sufficient...

1. Employability is given weight age in curriculum design and development.

Pie chart:
- Agree: 16
- Disagree: 71
- No Opinion: 10

2. The administration is accessible

- Agree
- Disagree
- No Opinion

3
5
92
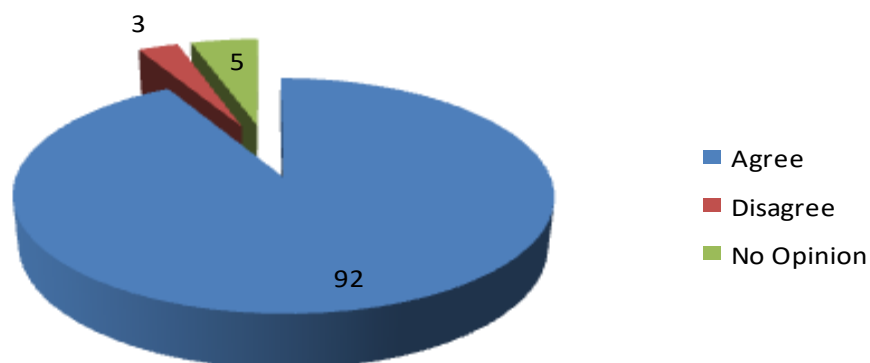
3. The building, class rooms and furniture available are adequate.

- Agree
- Disagree
- No Opinion

5
7
88
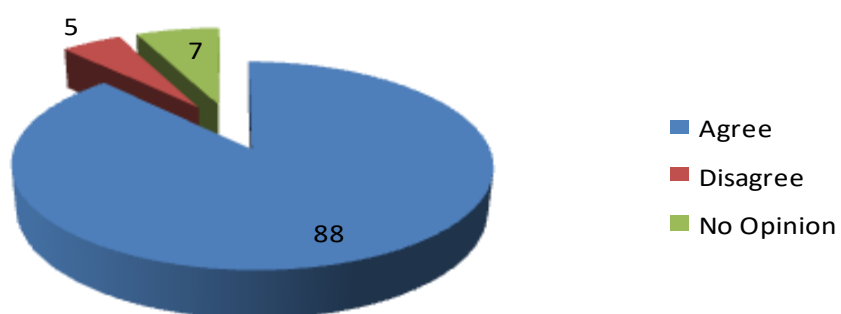
4. The examination and evaluation system followed by the University is effective.

- Agree
- Disagree
- No Opinion

15
3
82
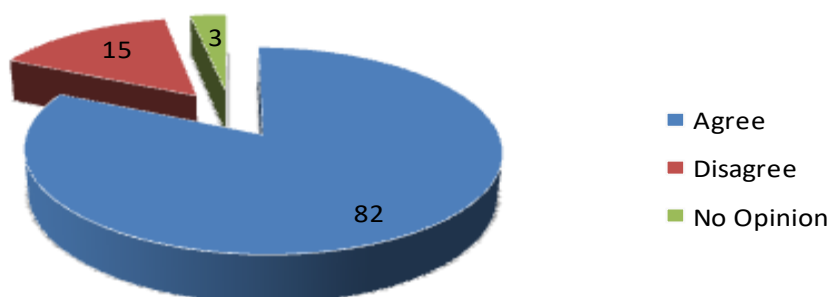
5. The faculty are updating their knowledge and skills.

- Agree
- Disagree
- No Opinion

17
6
77
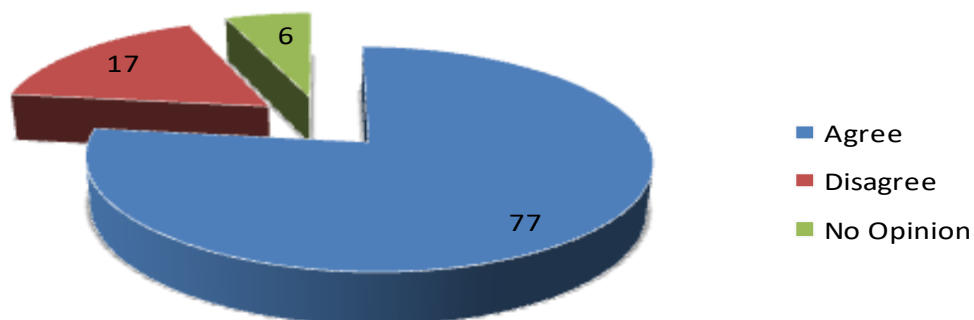
6. The labs/ICT are adequately equipped (wherever applicable)

- Agree
- Disagree
- No Opinion

7
7
86
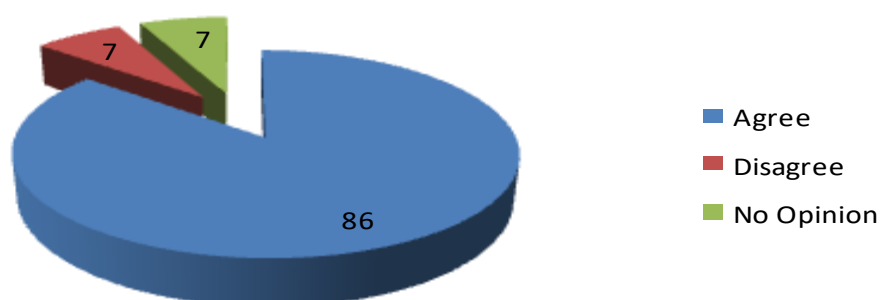
7. The library is managed effectively aiming to help students

- Agree
- Disagree
- No Opinion

12
4
84

8. The library is managed effectively.

9

6

85

- Agree
- Disagree
- No Opinion
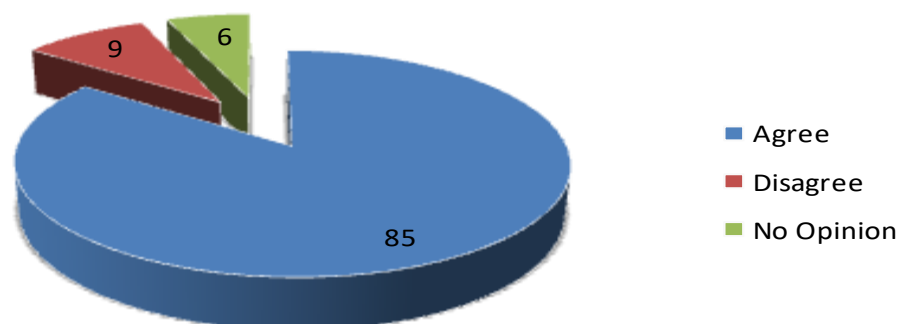
9. The toilets and drinking water are sufficient for students.
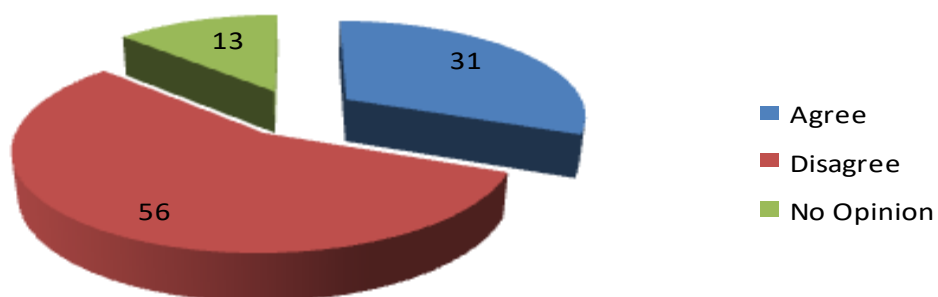
01

99

- Agree
- Disagree
- No Opinion
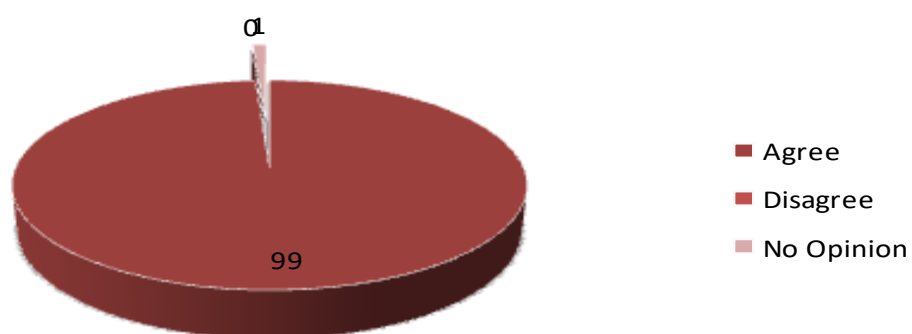
Library Feedback
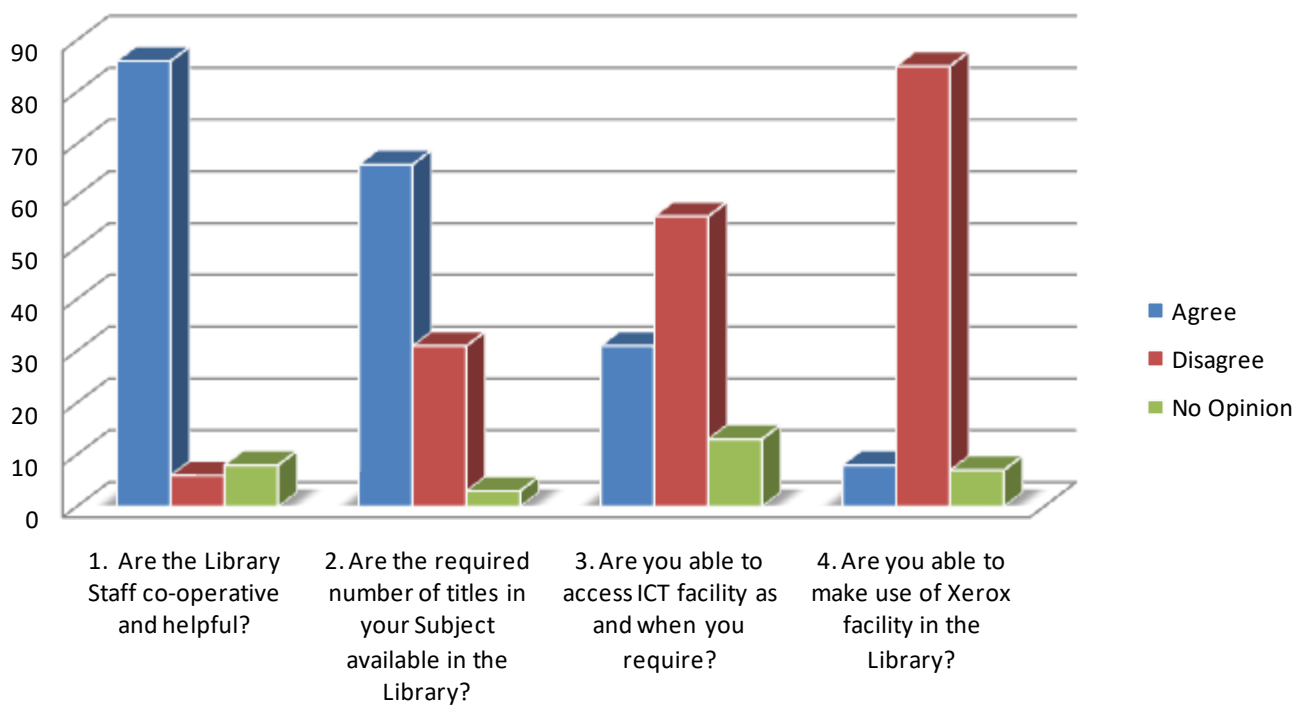
1. Are the Library Staff co-operative and helpful?
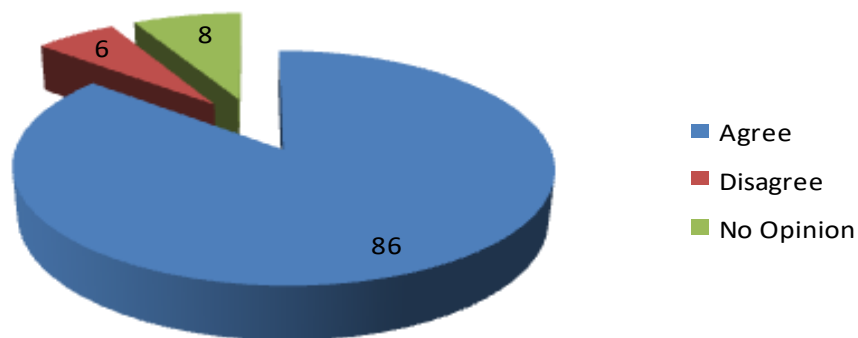
2. Are the required number of titles in your Subject available in the Library?

31

3

66

- Agree
- Disagree
- No Opinion
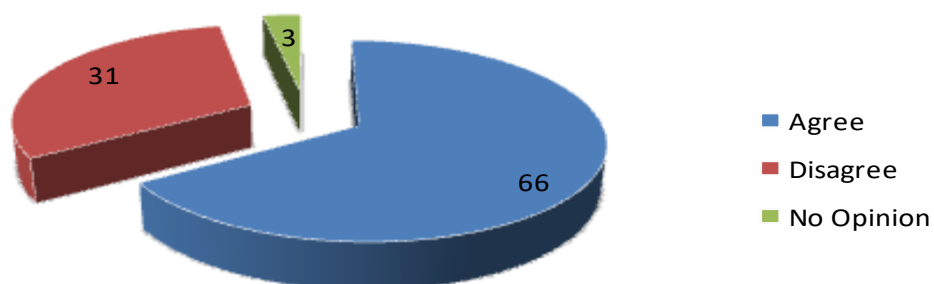
3. Are you able to access ICT facility as and when you require?

13

31

56

- Agree
- Disagree
- No Opinion

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

7

8

85

- Agree
- Disagree
- No Opinion
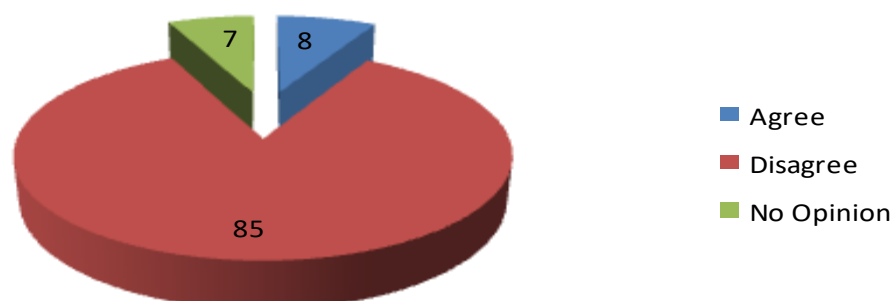
Annexure – II

Practice # (1)

Title: Green and clean environment.

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

The Context

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

The Practice

The college is keeping the environment clean and green. For this reason the college has installed waste-bin in all floors of the campus through NSS Unit I, Surendranath College. The Green Campus is maintained through regular campaigning. The college also promotes plantation of trees in pots and put them inside the campus. Eco Club also plays an active role in maintaining this. They have organised two seminars in this year on this issue and have made a medicinal plant garden named SUSRUT UDYAN.

Evidence of Success

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

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 the benefits of keeping it clean to generate consciousness.

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
Fax:
Website: www.surendranath college.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, competent and also open up employment opportunities.

The Context

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

The Practice

The college has started a certificate course in English for students last year. The interested students are asked to enrol.

Evidence of Success

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

Problems Encountered and Resources Required

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

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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. A new batch will start soon.

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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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 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 price 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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Fax:
Website: www.surendranath college.org
E-mail: principal@surendranathcollege.org
Mobile: 09433427319

Practice #5

Title: Regular classes 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. Two seminars arranged this year on this issue were also attended by a healthy number of students and faculties. 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 such that more students join this course. As this program is free of cost, college needs some funding to continue it.

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Annexure – IV

Inter College State Sports & Games Championship, 2016-17

INTER COLLEGE STATE
SPORTS & GAMES CHAMPIONSHIP
2016 - 2017

Athletics, Football
& Badminton

Date
23.02.2017 to 03.03.2017

Venue
Sports Authority of India
Salt Lake, Kolkata

Host College
SURENDRANATH COLLEGE