YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	`Surendranath College`
• Name of the Head of the institution	`Dr. Indranil Kar`
• Designation	`Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`03323543876`
• Mobile no	`9433427319`
• Registered e-mail	`principalsurendranathcollege@gmail.com`
• Alternate e-mail	`surendranathcollege.iqac@gmail.com`
• Address	`24/2 Mahatma Gandhi Road`
• City/Town	`Kolkata`
• State/UT	`West Bengal`
• Pin Code	`700009`
2.Institutional status	
• Affiliated /Constituent	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Urban`

• Financial Status	UGC 2f and 12(B)	
• Name of the Affiliating University	University of Calcutta	
• Name of the IQAC Coordinator	Dr. Suchandra Chatterjee	
• Phone No.	8617755439	
• Alternate phone No.	9830920568	
• Mobile	8617755439	
• IQAC e-mail address	surendranathcollege.iqac@gmail.com	
• Alternate Email address	chatterjeesuchandra01@gmail.com	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.surendranathcollege.ac.in/wp-content/uploads/2023/02/AQAR-2020-21.pdf	
4.Whether Academic Calendar prepared during the year?	Yes	
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.surendranathcollege.ac.in/academics/academic-calender/	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	80.4	2007	31/03/2007	30/03/2012
Cycle 2	B+	2.51	2016	02/12/2016	01/12/2021

6.Date of Establishment of IQAC	30/07/2013

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional (Department of Botany, Chemistry, Physics and Zoology)	DBT Star College Strengthening Scheme	Department of Biotechnolohy, Government of India	2020 for 3 Years	82,00,000/-
Institutional (Department of Botany, Physiology and Zoology)	DST-BOOST Programme	Department of Science & Technology and Biotechnology Department, Government of West Bengal	2019 for 5 Years	25,00,000/-
Dr. Barnali Ray Basu (PI) Physiology and DrNilansu Das (Co-I) Molecular Biology.	MRP on Study of Association between InsulinReceptor, Adiponectin and VDR Genetic Polymorphism and Polycystic Ovarian Syndrome of Women Residing in West Bengal	Department of Science & Technology and Biotechnology Department, Government of West Bengal	2019 for 3 Years	21,25,800/-

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File](#)	

9.No. of IQAC meetings held during the year	8	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Regular IQAC meetings (08) and timely submission of AQAR 2020-21 and AISHE 2021 along with participation in NIRF 2022
Feedback on Curriculum from Students, Faculty, Alumni, and Employer was timely collected, analyzed, and used for further improvements and SSS was also conducted with consequent analysis.
Academic and Administrative Audits were conducted by the Audit Committee along with external members. Green Audit, Energy Audit,and Environmental Audits were also conducted by external agencies.
Green Building initiatives; Solar Panel Installation, and Rainwater harvesting were implemented and Divyangjan-friendly campus initiatives; more ramps, rails, and disabled-friendly washrooms were made.
ISO 9001:2015 audit was conducted by an external agency and the certificate was conferred.

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

Plan of Action	Achievements/Outcomes
To create a video/media center in the college to help in creating tutorial videos and a room with video conferencing facility.	Two sound studio/video/media centre in the college have been created to help in creating tutorial videos and a room with video conferencing facility.

To complete the installation of KOHA for full automation of the central library and update the E-library facility accordingly for giving maximumaccess to reference books, including expensive books by foreign authors.	Installation of KOHA for full automation of the central library has been done and updating of E-library facility is going on for giving maximumaccess to reference books, including expensive books by foreign authors.
To continue the collaboration with Spoken Tutorial (IIT Bombay) for conducting different online faculty and student development certificate courses.	College has continued its collaboration with Spoken Tutorial (IIT Bombay) for conducting different online faculty and student development certificate courses.
To start taking Feedback from alumni and employers as well.	Alumni and employers feedback has already been taken both on curriculum and the college.
To make the campus more "Divyangjan" friendly by creating more dedicated washrooms and ramps in addition to the existing facilities.	All the washrooms of the college have been made "Divyangjan" friendly and lift, ramps, rails were installed.
To Install Solar Panels on the rooftop of the college building and initiate a rainwater harvesting system ultimately leading to a green campus.	Installation of Solar Panels on the rooftop of the college building and a rainwater harvesting system has been done ultimately leading to a green campus.
To sign MOU with external agencies for effective campus waste management.	Four MOUs were signed for academic resource sharing and one for campus waste management.
To create a gymnasium for physical fitness of the staff and students	A state of art gymnasium with high end equipment has been created for physical fitness of all the staff and students.
To apply for the ISO 9001:2015 certification	The audit was conducted and the college was conferred with the certificate

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	15/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	13/02/2022

15.Multidisciplinary / interdisciplinary

Surendranath College has already initiated different interdisciplinary programs (especially under DBT STAR College Scheme) integrating different departments in addition to the already existing inter/multidisciplinary research and academic practices. The interdisciplinary activities conducted so far includes: organizing different awareness programs, outreach programs (both academic and social), webinars, cultural programs, orientation programs, intra and intercollege competitions, publication of edited books by international publishers, interdepartmental practical classes, running different certificate courses, etc. In the future, we have further plans to include interdisciplinary minor projects and internships in our plan of action. The college strongly believes, that academic programs should also be redesigned to include Multidisciplinary/Interdisciplinary courses as electives and all programs ought to be designed in such a way so that students get maximum flexibility to choose elective courses offered by other Departments. However, the college has no scope to design the curricula of the courses offered by the college and it is dependent on the affiliating university for that. Currently this much can be said that the Page 14/132 08-02-2023 08:03:09 Self Study Report of SURENDRANATH COLLEGE College is ready enough to implement the suggestions given in the NEP as and when directed by the affiliated university.

16.Academic bank of credits (ABC):

Surendranath College is well aware that National Academic Depository is a government endeavor to offer an online repository for all the academic awards under the Digital India Programme. This college already has a ready repository of copies of students' mark sheets and degree certificates and is also eager to start uploading them

through the nad.digitallocker.gov.in platform. College also knows that the National Academic Bank of Credits (ABC) portal has now been integrated into the nad.digitallocker.gov.in platform and is currently live for the academic year 2020-21. Surendranath College follows a choicebased credit system (CBCS) for all of its programs and all the courses offered bty it are affiliated with the University of Calcutta, which is yet to pass any resolution/directive related to the ABC in their Academic Council. This college will formally register in the ABC portal as soon as it gets approved and recommended by the affiliating university.

17.Skill development:

As a worrying skill gap impacts nowadays employability in every sector, Surendranath College focuses in its own way on the training and skill development of its students focussing on their holistic growth, instead of the traditional content-heavy and rote-learning approach. Currently, 18 certificate courses are running in the college, some in collaboration with the Spoken Tutorial of IIT, Mumbai. The college recognizes the role of education in providing students with the right skillsets and is fully aware of the DDU KAUSHAL KENDRA (DDUKK) by UGC for promoting vocational education to develop skills among students and creating work-ready manpower on large scale. Surendranath College is keen to start its own DDUKK and own innovation center in future to promote new ideas and encourage new start-ups. The college aims at providing quality education combining classroom-centered formal education and training, with experience sharing of Industry practitioners and internships in laboratories and business houses in the future. The focus is always on integrated knowledge acquisition and upgrading of human skills for creating a new league of employable youth who are fully trained in accordance with the NSQF's National Occupational Standards (NOS) developed by the Sector Skills Councils (SSC) and the requirements of Industry 4.0.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Surendranath College always encourages learning of the national language Hindi by offering an AECC in Hindi. Regional languages like Bengali, and traditional languages like Sanskrit, and Urdu are also taught as Core Courses, LCC, and AECC, along with the foreign language English. Cultural programs, celebrations of commemorative days, webinars, seminars, workshops, conferences and all other events are often conducted in Bengali and Sanskrit along with English as the vernacular, to encourage the Bengali and Sanskrit learners to understand the cultural values permeated by the literary

works in those rich languages. Apart from the Communicative English Certificate Course, there is an online Spoken Sanskrit Certificate Course already running in the college and the college is about to start spoken Hindi and Urdu courses also in not so distant future.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Surendranath College offers altogether 27 programs across Humanities, Science, and Social Sciences. All these programs are offered as outcome-based education (OBE) that are designed by the affiliating university keeping in mind the regional and global requirements. This college always tries to implement outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes, and Course Outcomes. All the courses have been designed with definite outcomes, centered on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating, and Creating. Apart from the domain-specific skills, learning outcomes at all these levels actually ensure social responsibility, ethics, as well as entrepreneurial skills, so that students may contribute proactively to the economic, environmental, and social well-being of the nation. The Course Objectives (COs) are also aligned with the PO-PSO philosophy. All the course syllabi have been designed with due consideration of macro-economic and social needs at large, so as to apply the spirit of NEP in near future. Mapping of the learning outcomes are also in practice in most of the departments to evaluate how much outcome based the education is.

20.Distance education/online education:

Although Surendranath college is not accredited yet for any online/ open distance learning programs, this institution is emphasizing on develpoment of desired skillsets and infrastructure for the same. This institution has already created two exclusive recording studios for development of audio and video e-learning materials. The college also has conducted some ICT training workshops to update skills of its faculty members for not only being able to conduct classes online but also to provide quality education in this digital platform. Currently, the college website hosts module wise study material for a large number of courses under diffrent programms, available to ALL free of cost. The college encourages its students to enroll for diffrent relevant courses under platform such as SWAYAM/ NPTEL, however, the credit transfer is not yet possible without approval from the affiliating university.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	793

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	4714

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1107

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	1203

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	134

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	136

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**32**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**259,78685 L**
4.3 Total number of computers on campus for academic purposes	**240**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution is affiliated to the University of Calcutta and hence the curriculum is constituted and governed by the University itself. The central academic calendar made in accordance with the University is displayed on the college website before the commencement of admission each year. In addition to that, the institution takes the following measures to ensure proper implementation of it.

- **An effective central routine/timetable is made by the Academic Sub Committee and the Routine Sub Committee along with the Principal, IQAC coordinator, and HoDs.**
- **All the faculty members are strictly instructed to complete the syllabus within a stipulated time.**
- **Tutorials/projects, class tests, remedial classes, and internal assessments are done along with the formal evaluative processes. For applied subjects, classroom lectures are complemented with practical classes, hands-on training, projects, and fieldwork.**
- **An effective student mentoring system is also maintained by all the departmental faculties.**
- **Students are encouraged to avail central library as well as**

corresponding departmental seminar libraries.
- Biometric Attendance is implemented for all the academic and non-academic staff.
- The college imposes an effective online feedback system every semester for quality enrichment.
- Parent-Teacher meetings areorganized on a regular basis by all the departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The concerned authority of the college prepares an academic calendar at the beginning of each semester/year which follows the University's calendar consisting of various curricular, extra, and co-curricular activities. All the classes and examinations are planned as per this calendar to ensure conformance with it. It is updated and revised with respect to any changes suggested by the university. Apart from that, the Principal can incorporate minor changes in the academic calendar which he may deem fit considering the unforeseen circumstances.

Continuous Internal Evaluation (CIE) by the institution:

The college strictly follows an internal evaluation process as instructed by the University for each course in each semester which is a part of the newly-implemented Choice Based Credit System (CBCS).Apart from the internal evaluation at the University level, the college also implements various ways for CIE at the institutional level.Some of those are listed below.

- Regular Assignments have been provided to students
- Class Tests and Quizzes are conducted on a regular basis
- Regular Student Seminars Tutorials and Projects conducted by all the departments
- Regular Academic Monitoring by each head of the department and also by IQAC.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in `A. All of the above` following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

27

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

6

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

492

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics, Moral and Human Values:

The curriculum in different UG programs integrates social services, comparative study of religion, cultural education, rural development, and scientific methodology. Apart from the curriculum, the college organizes Value Education Course every year as a separate add-on/certificate course. The college also celebrates commemorative days to nurture the moral, ethical, and social values in the students with the help of the NCC and NSS units of the college.

Gender Sensitization:

The college has a Women Cell and Grievance Redressal Cell /ICCto provide counseling to students which actually promotes gender equity among students and also deals with related issues of safety and security of female students, staff, and teachers. The college campus

is well-secured with CCTV and high-level security. There is a separate Girls' hostel (cluster) for providing a safe environment for all female students.

Environment and Sustainability:

The curriculum already integrates a compulsory project work on environment and sustainability for all the students in their 2nd semester course (AECC-2) where students learn about water and waste management, renewable energy, agriculture, and environment and green technology. Apart from this, the college also organizes environment awareness camps, seminars, workshops, guest lectures, industry visits, and field excursions.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

52

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1814

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1800

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

487

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution conducts regular mentor-mentee meetings with a maximum of four students assigned to each faculty from each semester (except in commerce, as the student number is more) for close observation and guidance. Slow learners are identified through a standardized procedure, which includes- class response, regular assessment, and semester-I results. Slow and advanced learners are identified by each mentor faculty and reported to the Head of the respective Department during departmental meetings.

Slow learners are helped out with-

1. **remedial classes**
2. **additional study material from the departmental seminar library**
3. **personalized one to one guidance during mentor-mentee meeting.**
4. **discussion of academic progress and other related/relevant issues during Parent-Teachers meeting**

For advanced learners,

1. **the students are encouraged to participate in different competitive programs like poster making competitions, seminar**

       presentations, essay competitions.
2. advanced learners take the leading role during the preparation of departmental wall/e-magazine
3. invited lectures by eminent expert are arranged on subject-related advanced topics for better exposure.
4. advanced learners are also provided with extra study materials such as advanced books and e-resources and special guidance by the mentor to quench their thirst for knowledge, to achieve their carrier goal.

Regular lab/industry visits are arranged by the few departments. Both the slow and advanced learners are motivated and benefitted from those visits. Since each student is different in their potential the college ensures differential personalized mentoring for each individual varying in their academic pursuit.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/students-corner/students-mentoring/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4714	134

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Surendranath College strictly follows and ensures the use of student centric methodology in teaching-learning process.

1. Experiential learning:Students are encouraged in review project works under the mentor-mentee system. To encourage scientific learning, students are asked to submit written and oral assignments, e-poster after literature survey. Students are encouraged to submit articles on their creative ideas for the departmental Wall Magazine

and E-magazine.

2. Participative learning:Our students are involved in regular seminar presentations which improves their knowledge on the topic and help them to learn to prepare PowerPoints, present in front of audience as well as face question answer sessions. Students join various webinars/student seminar, inter/intra college Quiz/Essay/photography competition. The students from few Departments undertook the Spoken Tutorial Courses offered by IIT Bombay to improve their soft skill.

3. Problem-solving methodologies:For quality improvement in learning process, we adopt the strategies of one-to-one contact sessions, interactive classes and solving previous years' questions. To help students to develop their analytical and problem-solving skills, students are given assignments periodically and solutions are explained by faculties afterward. The questions for Internal assessments are set as MCQ type and time-bound. It helps the students to enhance confidence, develop their preparedness for competitive examinations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://www.surendranathcollege.ac.in/students-corner/students-seminar/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the teachers of the institution use ICT for conducting classes and regular assessment. Our teachers started to take online classes on Zoom cloud meet or Google Meet platform effectively from the onset of pandemic 2020. Now the teachers follow blended mode of teaching i.e conduct online class along with physical mode as required. The study materials (class PowerPoints, Notes in pdf format or e-book materials as well as YouTube video links) are shared with the students via google classroom in addition to uploading in college website. Our faculties have also prepared tutorial videos on how to use different online meeting platforms and how to upload study materials in local language to reach en masse. The students make creative cultural programme videos under the guidance of the teachers and those videos are uploaded in the official YouTube channel of the College. The college has well

equipped Computer Laboratories in Physics, Chemistry, Mathematics, Computer Science, Zoology, Botany etc for practical classes. College has a Wi-Fi Enabled campus which helps to stay connected. The college has an Automated Library with OPAC facility that enables the students to find the availability of books easily.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

134

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

134

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

`55`

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

`1488`

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The evaluation of the students on the basis of tests/examinations is an integral part of the teaching- learning process. Surendranath College is affiliated to the University of Calcutta, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. Internal assessment has an important role to play for CBCS method. College provides information about methods and modalities to all students for Internal Assessment during the Student Orientation Programme at the very first semester. Internal assessments are assigned with 10 marks for each paper along with 10 marks for regular attendance under CBCS system. The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations. Students are free to

interact with the teacher to resolve grievances if any, regarding the assessment. The students can observe the soft/hard copies of evaluated answer scripts which are preserved safely by the respective Department. If there is any difference/discrepancy in their marks, it can immediately be rectified before uploading to the University Exam Portal. Dates for the internal Examinations are notified by the Academic cell of the College at least one week in advance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution conducts internal assessment in a very systematic manner, which ensures efficient and timely completion of the assessments. The college has Examination Committees which ensure conducting the internal and university examinations. The answer scripts of internal assignment are preserved for a specific period. All the Departments are well connected with their stakeholders. In case of corrections in the total of marks or assessment of answers are identified by students, they are immediately addressed by the faculty members. The Teachers are available all the time for helping the students via Mentoring Sessions, WhatsApp Groups, Google Classroom, Departmental Mail. Due to the mentor mentee system teacher student relation is very trustworthy, hence, seldom grievances are raised regarding transparency of the evaluation process. The class attendance record of the students, which is part of the internal examination, is maintained carefully and notified to students periodically during the semester. It should be mentioned that, acceptable concession is granted in attendance of students on medical grounds and for participation in extracurricular activities such as NCC, NSS. If any grievance is registered with the central Grievance Cell of the institution, necessary actions are taken immediately by the college as well as the department as required.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://surendranathcollege.ac.in/new/stdgrievance.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program and course outcomes (in accordance with that of UGC) of all the programs offered by the institution are displayed on the college website under the menu Academics (https://www.surendranathcollege.ac.in/academics/) as well as in Student's Corner (https://www.surendranathcollege.ac.in/students-corner/) which is communicated to the teaching and non-teaching staff also. Right after admission at the time of the orientation program (https://www.youtube.com/live/Vf1w_QSD8Yw?feature=share), the students are made acquainted with the different features of the college website especially the POs and COs of each course. Additionally, at the beginning of each course, respective teachers make the students aware of the specific course outcome. Surendranath College is affiliated to University of Calcutta. There are 4 Undergraduate General Degree Programs, 22 Undergraduate Honours Degree Programs and 1 Master's degree Programme in the College. Each UG Honours program has 14 different core courses, 4 Skill enhancement courses, 4 discipline specific elective courses and 2 Ability Enhancement Compulsory Courses. Each UG General Degree Program offers choice of three General elective subjects, each elective subject with 4 core courses, 4 skill enhancement courses, 2 discipline specific courses and 2 ability enhancement compulsory courses. However, Hindi and Urdu are two departments who offer only Ability Enhancement Compulsory Courses (AECC) in those languages.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.surendranathcollege.ac.in/academics/course-outcome/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

(A) Continuous Students' Evaluation – Constantly monitoring attendance of each student, their responses in class, conduction of special remedial/tutorial classes outside the routine hours, periodically conducting class tests, analysis of each result, and post-result mentoring of students based on their identified areas of

weakness. Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively.

(B) Students' Feedback – The institution offers a structured questionnaire consisting of an exhaustive list of points covering teaching, infrastructure, library, and the entire learning experience of the students during their tenure.

(C) Parent Teacher Meeting/Monitoring – Parents are departmentally invited on as and when needed to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by the Departments.

(D) Academic Audit – Regular academic audit (internal/external) is conducted by the IQAC through a structured questionnaire.

(E) Progression to higher Education and Placement-The learning outcomes of the students are also manifested by their progression to higher education and placements. Students are encouraged and proper guidance are provided in the departmental level to pursue Master degree. The Placement Cell provide various information on job requirement related opportunities to the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

746

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.surendranathcollege.ac.in/wp-content/uploads/2023/05/SSS_Feedback-Analysis-Report_2021-22_SNC.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

128.258

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.surendranathcollege.ac.in/research-activity/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The faculty members of the college are always eager to create and provide an environment that induces the urge of learning among the students through innovative practices of teaching-learning. The students are encouraged to take on self-learning and self-evaluating projects on several topics of the curriculum. To initiate a sense of teamwork for better transfer of knowledge among each other, the students were mentored for writing standard protocols of practical topics as well as to prepare review articles on co-curricular areas, so that the periphery of their interest widens. Students are provided with e-books. They also have access to books in departmental libraries apart from the books available in the Central Library of the college. Students are encouraged to participate in various inter-college debates, and group discussions. Mentor mentee meetings are regularly conducted by the teachers to find out if they need extra support both mentally and academically. The e-resources prepared by the teachers are uploaded timely so that the students

can clarify their doubts. Extra care and utmost effort are given by the faculties of the Department to make the teaching-learning process very interesting for the students so that they become successful and responsible citizens of the society.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.surendranathcollege.ac.in/library/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

33

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	https://www.surendranathcollege.ac.in/research-activity/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

35

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

94

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Surendranath college has always been in the forefront in making its noteworthy contribution to neighbourhood community, society and environment. The college organised various activities for faculty, students, and staff in the neighbourhood community in order to sensitise them to social issues and holistic development. NSS & NCC unit engage students in the community development programmes by organising awareness programmes, and visits to old age home and slums on a regular basis. To name a few of those, the college organised YASH Relief Drive in collaboration with NCC Unit, W.B. and Sikkim DTE., World Environment Day, International Day of Yoga, Old Age Home Visit etc. were organised in collaboration with 2 Bengal BN NCC, Kolkata. Every year the NSS unit organises Independence and Republic Day Parades. Apart from those, the college made efforts in

making students aware of social issues through various programmes like training on health safety and first aid, awareness programme on cleaning Ganga River, etc. The aim of organising such programmes is to make the students learn to negotiate, communicate, manage, conflict and lead others by working together with others. These programmes sensitise student volunteers towards social issues and take challenges of lesser privileged sections of the society.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/students-corner/facilities/ncc/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1168

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The Institutional campus area is 3177.023 sq mt with a 2098.24 sq mt built-up area.
- There are 32 Classrooms, 39 well-equipped laboratories, 1 Central Research laboratory, and 6 Seminar halls of which 3 are ICT-enabled.
- There are computers, laptops, and internet connections to the Principal, Office, and all the 24 Departments including Central Library.
- The college has its own website, and it is updated on a regular basis.
- There are 3Gallery classrooms in the Science Building that are ICT-enabled classroom-cum-seminar rooms. There are built-in LCD projectors in several classrooms (18).
- Under the NME-ICT project, the college has 19 broadband connections from BSNL (Domain id: webkolsugae.nme.in) commissioned on 12/5/2010 catering to the ICT needs of its stakeholders.
- The central library is a subscriberto INFLIBNET and has become a registered user of the N-LIST consortium, an initiative of the Ministry of Human Resource Development (MHRD) under the NME-ICT.
- The NDL, National Digital Library resources can also be accessed by the students using the e-library portal. There are1 virtual classroom and 11 smart classrooms all equipped

with internet connections. There are altogether 18 ICT-enabled
classrooms in the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Students are always encouraged to participate in sports and cultural
activities and they are awarded and rewarded for these.

Sports: Intra-and inter-faculty games and sports competitions are
organized for students every year. The college has facilities for
sports & games and cultural activities. Even though there is no
playground, the students use a small patch of open space inside the
campus for playing badminton and for practicing cricket. An indoor
playroom is there, where pupils can play indoor games like table
tennis, chess, caroms, etc. However, the college uses playgrounds of
other colleges or nearby railway playgrounds for Inter-College &
State level games, and for Annual Sports. There is a Multi-Gymnasium
in the college, handled by the sports committee.

Cultural: The college conducts various cultural activities like
Dance, Song, One Act Play, Essay, Debate, Recitation, Quiz,
Extempore, Creative Writing, Rangoli, etc. inside the campus. There
is a big auditorium in the college for hosting all such programs.
The cultural committee, NCC, NSS, and student council of the college
take major initiatives in arranging such activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

197.97416 L

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

KOHA is a full-featured open-source Library Management System. It was initially developed by Katipo Communications Ltd of New Zealand, currently maintained by a team of software providers and library technology staff from around the globe. It is a Customizable Web-based Interface with full MARC support (MARC21 and UNIMARC) and Includes a Z39.50 server & client for data interchange.

The Central Library of our College has installed KOHA to automate existing Library services. Presently version 21.05.04.000 is being used there and it is partly automated. After the books reach the library the "Cataloguing" module of KOHA is used to process them and generate their searchable bibliographic records. The records of the new users are registered through the "Patron" module of KOHA. The "Reports" module is used to gain general and specific data regarding

library services. The library currently uses "Authorities", "Tools" and "Koha administration" modules to customize different parameters and functions of the ILMS. Various activities like book accumulation, barcoding, library user card generation, online access of catalog (OPAC), etc. have been done through this software. The Library provides remote access to digital resources such as previous years' question papers, syllabi, lists of newly arrived books, etc. to its users.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

28

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **Continuous up-gradation of technology and IT equipment**
- **has been purchased as per the requirements. It is also equipped with a wide range of licensed system software and application software.**
- **The entire campus is connected with LAN Messenger.**
- **Computer labs are well connected to the internet for helping students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in this regard..**
- **The campus is well connected with a well-planned Telecom Network with intercom facilities. Two additional BSNL landline connections are available.**
- **There are 18 rooms and seminar/conference halls equipped with ICT facilities that are properly maintained.**
- **Zoom Cloud Meeting subscription has been taken for webinars and college meetings as per online requirements.**
- **The college hasan officialYouTube channel for holding webinars, cultural programs, and different student activities.**
- **CCTV cameras are installed in the entire campus area of the college to provide additional safety security to the students.and the staff.**
- **Most of the departments have computers, the majority of which haveInternet facilities via Wi-Fi for the preparation of PowerPoint presentation as teaching-learning materials.**
- **The institute is planning to extend this further to create and establish a completelyWi-Fi-enabled campus.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

240

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

69,34299 L

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classroom Management: The asset register of all the classrooms is maintained properly and cleaning and maintenance are done on a regular basis. of all the ICT tools is also there.

Laboratory Management:Each laboratory has separate stock registers for equipment and consumables. Instruments are maintained through AMCs. Fire extinguishers and exhaust fans are there for safety and air purity. Safety rules are displayed in each laboratory.

Library Management: The library committee decides on purchases based on the courses offered. Withdrawal and weeding of books are also done regularly.

Sports Facility Management: Sports committee looks after the maintenance of the gymnasium and other indoor and outdoor sports equipment.

Computer Management: Maintenance of computers and updating of software are done regularly. AMCsfor computers, copiers, and printers are in place. A balanced and healthy student-computer ratio is intended in the policy.

Website Management: It is maintainedand updated with the help of external professionals.

Campus Management:Internalhousekeeping service looks after the cleanliness of the campus.

Financial Management: A well-defined purchase policy looks after all the purchases in the college.

Safety Management: Information centers, security guards, and CCTVs at points make the campus safe for all students irrespective of their gender.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1318

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

42

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

400

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

400

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	*View File*
Upload any additional information	*View File*
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	*View File*
Details of student placement during the year (Data Template)	*View File*

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

132

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
Details of student progression to higher education	*View File*

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution conveys its guidance to the Students Union, which is founded to address the issues of all the students. As in a democratic forum, the General Secretary is elected from among the

students every year, who is assisted by several class representatives. The students are encouraged to be actively involved in the various decision making process and their implementation. One member each from the student council is included in the Governing Body and IQAC to represent the student body in college academic and administrative affairs and in various sub-committees and cells

The general activities of the Student Council include: 1) Facilitation of student admission process 2) Addressing student related matters3) Organising Annual Athletic Sports together with the Sports Committee 4) Organising Religious and Cultural Programmes - Fresher's Welcome, Teachers Day, CollegeSocial, Rabindra Jayanti, Agomoni, Eid, Saraswati Puja,(Many events couldnot be arranged in this period since college was physically closed in different times for Covid protocols.But some programmes were organised in online mode.5) Participation in various extension activities like awareness programmes in the institution and outside as well -community outreach venture, volunteering for various relief community services, organizing health camps, etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Surendranath College Alumni Association is a registered Society, under the West Bengal Societies Registration Act 1961, bearing the Registration No: S0025746 of 2021-22. The Association comprises of the "General Body" means the General Body of the Association and the "Governing Body" means the Executive Committee of the Association.

Objectives:

- To generate a common forum that develops a global network to connect with all the alumni located in different parts of the world.
- To engage the alumni in various student development programs in both curricular and extracurricular aspects, by organizing conferences, lectures, and workshops.
- To initiate a vibrant enthusiastic discussion forum between the alumni and the present students, thereby benefitting the latter with the valuable sharing of experiences.

Membership: Any student who successfully obtains any degree/diploma from the College automatically becomes a Life Member of the Association. The Association, in the General Body on the recommendation of the Governing Body, may elect any person connected with the Institute or the Association, who is likely to promote the interests of the Association, as an Honorary Member for two years.

Activities: The Alumni Association has worked dedicatedly in arranging webinars to connect with all the alumni. It has organized lectures delivered by eminent alumni members in topics of the curriculum, as well as, in various skill enhancement initiatives through the digital medium. Various departments of the College have taken initiatives to organize Departmental Meets independently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of Surendranath College is to impart, sustain and foster all-around holistic and quality education to the students coming from every stratum of society so that they can gather knowledge, and employable expertise and grow up as responsible global citizens of tomorrow. The mission of the institution envisages evolving, improving, upgrading, and remaining committed to its laurels of heritage in conformity with the immortal words of the Upanishads, namely "Damyata" or restrain, "Datta" or charity, and "Dayaddhayam" or non-violence which is enshrined in the College emblem. The college is affiliated with the University of Calcutta and confers to its academic standards and merits in terms of providing quality education to the students. The Governing body has representatives from all stakeholders: teachers, students, office, government nominees, university nominees, and local administration, and is headed by the Governing body President and Principal as the secretary ensures participatory governance of the college.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/profile/mission-vission/
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Surendranath College promotes and practices decentralization in all academic and administrative activities, it has various academic and administrative committees to monitor, plan and execute the smooth functioning of the Institute.

Administrative Decentralization:

The governing body is the apex decision-making body of the college.The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HOD conducts departmental meeting and submits requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, college practices decentralization by providing operational autonomy to the departments.Further, HOD prepares a consolidated report and submits to the Principal for approval. The Principal consolidates the requirements of all the departments and forwards it to the Governing body for approval.

Academic Decentralization:

IQAC overlooks the academics of the college. There are about 30 different committees under the teacher's council led by an elected Teachers' Secretary with well-defined functions that give academic and administrative leadership to the institution. IQAC is responsible for the holistic development of the college and recommends the enhancement of student facilities, students' life, and experiences at the Institute.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/governing-body/administrative-sub-committees/
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To ensure the vision and mission of the college of providing holistic quality education to all sections of society the strategic and perspective plan of the institution in the year 2021-22 in the midst of the pandemic was to shift from offline/physical mode of interaction to online.

1. College renewed the subscription of Zoom platform

2. Renewed the Collaboration with IIT Bombay to provide free

computer training

3. Online Admission and examination procedure was conducted

4. College office was digitized with the help of ERP

5. Library was digitized, and KOHA installed

6. IQAC organized several training programs for faculty enrichment

7. The website was revamped and downloadable e-contents were made available on the website.

8. Webinars, invited lectures, workshops, motivational talks, awareness programs, quizzes, and various competitions were held online to keep the students and staff engaged and motivated throughout the year.

9. Organized free vaccination camps not only for staff and students but for the entire locality with the collaboration of KMC

10. NCC/NSS performed various outreach activities.

11. The placement cell incorporated 695 students across all departments in a telegram group where they provide virtual interview links, and e-campus opportunities, communicate training and workshop links and collect time-to-time feedback from students.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient which is reflected through policy implementation, administrative setup, appointment, and service rules. The effective and efficient functioning of the college is governed through the different administrative sections as specified in the University Statute and Department of Higher Education, Government of West

Bengal.

The governing body(GB) is the apex body of the college for academics and administration. The University of Calcutta and the directorate of higher education, the Government of West Bengal are the superior authorities to the institution for academic and administrative affairs respectively. The principal is the de facto secretary of the GB and executive head of the college. The GB has representations from all stakeholders of the college like students, teaching and non-teaching staff as well as nominees from the Government and University.

The principal is the ex officio president of the Teachers' council and chairman of the internal quality assurance Cell (IQAC) of the college. IQAC is the topmost body to oversee, execute and monitor the academic activities of the college. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administrative office, and Students' Union which function in coordination with IQAC.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/governing-body/governing-body/
Link to Organogram of the institution webpage	https://www.surendranathcollege.ac.in/governing-body/organizational-structure/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare Measures:

At Surendranath College, Staff welfare is given foremost importance. In connection with this, existing welfare measures for teaching and non-teaching staff are itemized below:

- **West Bengal Health Scheme for Teaching Staff as per Government of West Bengal Directive**
- **Swastha Sathi: for Non-Teaching Staffas per the Government of West Bengal directive**
- **Earned Leave, preparatory leave, Study Leave, Quarantine Leave, Medical Leave, Special Disability Leave**
- **Maternity benefits and child care leave and paternity leave**
- **Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances**
- **Leave Travel Concession**
- **All the non-doctoral staff members are encouraged to get enrolled in part-time Ph.D. programs.**
- **Free of cost Covid vaccination facility**
- **Group insurance, Festival advance, Provident fund, and Gratuity for all permanent staff**
- **Gym, Free Internet, and Wi-Fi facilities**
- **To nurture the multicultural environment on the campus, management ensures the celebration of all the festivals together.**
- **Sponsorships are there to attend faculty development administrative training courses**
- **Annual picnics, sports, and various cultural activities are organized for Teaching and Non-Teaching Staff**
- **Faculty members are encouraged to attend development programs**

(FDP) as on-duty
- **Skill development courses,**
- **Women cell, and ICC functional**

In a nutshell, the Institution strives hard for holistic growth as well as the health and happiness of all the staff members

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/students-corner/facilities/sub-committees/west-bengal-health-scheme-cell/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

108

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching Staff:

The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance-Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score. The

institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment. The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Promotion Sub-committee, IQAC, and the Principal. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening/ selection committee.

Non-Teaching Staff:

All non-teaching staff members are also assessed through annual confidential reports and annual performance appraisals. A few strategies are observed in appraising non-teaching staff's performance this includes the technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence, etc. Besides they also assess the behavioral aspects like group behavior, acceptability, punctuality, etc

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/feedback/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal and external financial audits at regular intervals. The accounts of the college are audited regularly as per government rules. The college has a separate dedicated Committee for keeping records of expenditures from Government Development grants and those obtained from different extramural funding agencies like UGC, DBTWB, DST, DBT, etc. Receipts including vouchers for payment made are checked thoroughly and tallied with the corresponding order copy and four sets of quotations (Tenders and quotations are duly called for in Newspapers/websites well at least one month before the commencement of purchase procedures). They are then subsequently audited by the Government enlisted

auditor at the end of the financial year. In all possible cases, the E Tendering for procurements is done through the NIC portal and payments are processed through the PFMS portal. After the financial audit, the report is then sent to the management (Governing Body) for review, and then finally they are sent to the Government. The college also files income tax returns every year within the stipulated time.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/wp-content/uploads/2022/03/Policy-Financial-Management.pdf#page=1&zoom=auto,-13,792
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.643L

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. All major decisions to ensure the optimum utilization of resources are discussed and approved in the meetings of the GB. All major purchases of the college are first recommended by the purchase and finance committee and subsequently approved in the GB after discussion.

2. The institution has a UGC Committee per the directions of the UGC given in the XII Plan. The committee in close coordination with IQAC and the Governing Body (GB) of the college monitors the mobilization of funds to ensure that the funds are spent for the purpose for

which they have been allocated.

3. The Building Subcommittee keeps an eye on the building and recommends repair and maintenance needed from time to time. Major infrastructural augmentations are discussed and approved in the GB.

4. The Library Advisory Committee takes care of improvement and automation and ensures that the resources in the library are utilized optimally.

5. Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.

6. Regular internal audits from reputed Chartered Accountant farms and external audits from the government

All these things are done to make sure that the resources are mobilized properly.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/profile/policies/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Quality Assurance Strategies and Implementation by IQAC

- Construction of one well-equipped central facility research laboratory, a state of art conference/meeting room, multigym, two recording studios
- Revamping of college website; a shift from .org to.ac.in.
- Free downloadable study material on the college website
- Purchase of licensed Zoom platform
- Digitization of the library through the installation of KOHA
- Installation of sanitary napkin vending machine and incineration machine
- MOU with Vital Waste for effective e-waste management, Waste segregation, and composting
- Green initiatives on Campus; solar panels, rainwater harvesting system, etc

- **Divyangjan-friendly campus**
- **MoUs with some colleges for promoting collaborative activities**
- **Application for NIRF and ISO Certifications**
- **Collaboration with IIT Bombay to provide free of cost coursesto all the students**
- **ICT training programs for teaching and non-teaching staff**
- **Outreach activities on a regular basis**
- **Incorporation of 664 students across all the departments in a telegram group by the Placement cell**
- **Publication of four books published by an international publisher comprised 60 review articles written by the students**
- **Running 18 add-on certificate courses in the college**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC annually reviews its teaching-learning process, structure, and methodologies of operations through annual academic audits (both internal and external) and encourages all the departments to set up their questions as per Bloom's taxonomy in the class tests and map the learning outcome of the students regularly. Some of the incremental improvements are:

- **The number of sanctioned posts of faculty members increased from 74 to 136**
- **The number of add-on certificate courses has increased from 6 to 18**
- **The average number of students admitted to different certificate courses has increased from 79 to 884**
- **Curriculum Feedback was taken from the employers also, in addition to Students and Teachers**
- **The average pass percentage of students has significantly increased from ~ 62% to ~ 99%**
- **The number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings has significantly increased gradually to 104**
- **The number of Students participating in various extension**

activities has increased from 44 to 529
- **The number of Collaborative activities has increased from 3 to 19**
- **Two new sound recording studios have been created for the preparation of online study materials**
- **A new Meeting cum conference room was created**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.surendranathcollege.ac.in/iqac/action-taken-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity Initiatives at a Glance:

The ICC cell monitors and prevents any form of sexual harassment on

campus. With regard to gender harassment, the following are covered by the cell:

- Eve-teasing
- Unsavory remarksJokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender-based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over the telephone and the like
- Touching any part of the body and the like Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets, or sayings
- Forcible physical touch or molestation
- Physical confinement against one's will and any other acts likely to violate one's privacy
- Asking any student to do any act which such student will not in the ordinary course do, causing a sense of embarrassment so as to adversely affect the physique or psyche of him or her

Measures Taken:

ICC assures all the complaints of the students, teaching and non-teaching staff are treated with proper dignity and respect ICC ensures that all complaints made remain strictly confidential Women cell tries to ensure that all the students become aware of the redress mechanism as well as the appropriate people to contact and report problems.

File Description	Documents
Annual gender sensitization action plan	https://www.surendranathcollege.ac.in/wp-content/uploads/2023/07/7.1.1-Annual-Gender-Sensitization-Action-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.surendranathcollege.ac.in/wp-content/uploads/2023/07/7.1.1-documentation.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-

C. Any 2 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste: It is segregated at the source and collected to dispose of in the dumping yards of Kolkata Municipal Corporation. The college has a functional MOU with a vendor Vital Waste for the recycling of some waste too.

Liquid Waste: Liquid waste released from the toilets of the college reaches the Sewage Treatment Plant (STP) of the Kolkata Municipal Corporation (KMC), through an underground drainage system, where, after separation by air pumps, the treated drainage water is used for irrigation and solid waste as manure.

E-Waste: The institute has an MOU with Vital Waste for recycling EWaste as per guidelines of the Pollution Control Board. E-Waste collected is stored and disposed of annually.

Biomedical Waste: Sanitary napkins, the only bio-waste on the campus are disposed of using a Sanitary Napkin Incinerator Machine.

Waste Recycle System: Paper waste is sold out to Vital Waste for recycling. Composting is done with Green Bins using microbes, to recycle biodegradable solid wastes.

Hazardous Chemicals and Radioactive Waste: The campus is completely free from any kind of radioactive waste, Chemical waste like heavy metals, corrosive liquids, and organic solvents are not included in the new CBCS curriculum heading towards green chemistry.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   **B. Any 3 of the above**

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institutional Efforts/Initiatives:

The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special national days, like College Social, Netaji's Birthday, Republic Day, Saraswati Puja, Fresher Welcome, Basanta Utsab, Rabindra Jayanti, Barsha Mangal, Independence Day, Teacher's day, Orientation Program, Biswakarma Puja, Mahalaya, Iftar, Women's day, Yoga day, etc. All these special days are observed with great respect and all these religious rituals are also performed on campus.

The college also takes initiatives in fighting against pollution, working for green rallies, water conservation, waste management, etc. NCC and NSS units of the college regularly observe and celebrate Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day, Yoga Day, Drug Abuse, Illicit Trafficking Day, etc.

Motivational lectures by eminent persons in the field are arranged for the all-round development of the students and to make them responsible citizens following the national values of social and communal harmony and national integration. There is a free-of-cost weekend value education course for all, that both students and staff members can attend.

In this way, the institute tries to offer an inclusive environment for everyone with tolerance and harmony towards all sorts of cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Activities:

The institute conducts various programs on culture, traditions, values, duties, and responsibilities, arranges awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc., establishes policies that reflect core values, and prepares codes of conduct for all the students and staff members. There are always some programs

to spread awareness regarding sanitation, living standards of life, and knowing one's personality.

Major Initiatives:

- Observation of vigilance awareness week in collaboration with Balmer Lawrie each year.

- Conduction of regular activities by NSS and NCC unitsto serve society.

- Initiatives in fighting against pollution, working for green rallies, water conservation, waste management, etc.

- Observance and celebration of Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day, Yoga Day, Drug Abuse, Illicit Trafficking Day, etc.

- Active participation of NCC, NSS, and Student Union in relief works of Amphan and Yash cyclones

- Motivational lectures of eminent persons for the all-round development of the students and their personality development

- Various programs on women-empowerment, women's safety, and gender equity. Women Cell sincerely works for the empowerment of girl students and enlightens them about their rights.

- Free-of-cost weekend value education course for all, that both students and staff members can attend.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.surendranathcollege.ac.in/profile/human-value-professional-ethics/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is   A. All of the above

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

List of Yearly Celebrations:

Republic Day on the 26th of January; parade, flag hoisting

Independence Day on the 15th of August; parade, flag hoisting, cultural program

International Yoga Day on the 21st of June every year; yoga camp, competition, awareness lecture by NCC

Kargil Vijay Divas on the 26th of July; motivational speech, cultural program by NCC

World Music Day on the 21st of June; musical program by students

Teachers' Dayon the 5th of September; cultural program by students

Swatch Bharat Avijan on the 15th of July; cleaning of campus and locality by NCC

World Environment Day on the 5th of June; awareness lecture, quiz, competition

Traffic Safety Week on the last week of August; helping traffic

policein traffic control

NSS day on the 24th of September; outreach activities on and beyond campus

NCC day on the 4th Sunday of November; awareness and outreach activities on and beyond campus

Vigilance Awareness Week in the last week of October; speech competition in collaboration with Balmer Lawrie

Tree Plantation Week in any week of June; planting saplings nearby

World Health Day on the 7th of April; medical awareness camps

Earth Day on the 22nd of April; awareness programs and anti-pollution campaigns

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

PRACTICE I Title: GENDER EQUITY AND INCLUSIVENESS IN MULTILINGUAL PLATFORM

The Practice: The college carries out/holds/offers/encourages/conducts/ensures/addresses

- Both central and departmental orientation programs and counseling sessions
- Free psychometric tests and career counseling sessions
- A host of scholarships and free ships Individual mentoring of the students Individual psychological counseling
- Four different language options; English, Bengali, Urdu, and Sanskrit
- Regular Parent-Teacher meetings

- **Remedial classes for weaker students**
- **Organization of various religious, social, and cultural programs**
- **Placement of students through Placement Cell**
- **Active SC, ST, Minority Cell, ICC, Student Welfare Cell, and Women Cell of the college to look after students' needs and grievances**
- **Communicative English classes for all with nominal fees**

PRACTICE II Title: STUDENT ENRICHMENT BEYOND CLASSROOM

The Practice:

- **Several free-of-cost value-added skill enhancement courses for students**
- **Invited talks by experts for nurturing scientific minds and broadening the knowledge base of the students**
- **Regular seminar presentations by students**
- **Publication of wall magazine/e-magazine/tabloids on a regular basis**
- **Regular Industry/lab/research institute/relevant place visits**
- **Arrangement of several International/National Seminars regularly**
- **Regular conduction of scientific, cultural, and social events**
- **Well-maintained departmental seminar library (along with the central library) to cater to both the honors and general students**

File Description	Documents
Best practices in the Institutional website	https://www.surendranathcollege.ac.in/profile/best-practices/
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Student Inclusiveness and Enrichment Within and Beyond Classroom:

To impart this, the college

- **has adopted an effective student mentoring system for**

providing differentiated personalized learning to students of varying standards.

- takes initiatives to introduce students to the modern trends of their subject through invited talks by resource persons of global standard.

- conducts tutorial and remedial classes and publishes wall magazines, e-magazines, and college tabloids at the departmental level.

- encourages seminar presentations by students, organizes lab/industry visits, and calls frequent parent-teacher meetings.

- has a well-maintained and updated central library, all available e-books, and well-equipped departmental seminar libraries, for fully cateringto the academic needs of the students.

- provides sophisticated laboratories, other amenities, and sports facilities.

- provides the latest teaching gadgets and ICT tools to promote an effective teaching-learning experience for the students.

- offers a wide range of certificate and value-added courses to make the students easily adaptable to the modern-day world and promote entrepreneurship skills.

- strives for inclusive education by providing scholarships and free ships, so that deserving students are not denied any opportunity due to socio-economic constraints.

- has proactive NCC and NSS units that are active enough to imbibe strong social values and environmental consciousness among the students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution is affiliated to the University of Calcutta and hence the curriculum is constituted and governed by the University itself. The central academic calendar made in accordance with the University is displayed on the college website before the commencement of admission each year. In addition to that, the institution takes the following measures to ensure proper implementation of it.

- An effective central routine/timetable is made by the Academic Sub Committee and the Routine Sub Committee along with the Principal, IQAC coordinator, and HoDs.
- All the faculty members are strictly instructed to complete the syllabus within a stipulated time.
- Tutorials/projects, class tests, remedial classes, and internal assessments are done along with the formal evaluative processes. For applied subjects, classroom lectures are complemented with practical classes, hands-on training, projects, and fieldwork.
- An effective student mentoring system is also maintained by all the departmental faculties.
- Students are encouraged to avail central library as well as corresponding departmental seminar libraries.
- Biometric Attendance is implemented for all the academic and non-academic staff.
- The college imposes an effective online feedback system every semester for quality enrichment.
- Parent-Teacher meetings areorganized on a regular basis by all the departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The concerned authority of the college prepares an academic calendar at the beginning of each semester/year which follows the University's calendar consisting of various curricular, extra, and co-curricular activities. All the classes and examinations are planned as per this calendar to ensure conformance with it. It is updated and revised with respect to any changes suggested by the university. Apart from that, the Principal can incorporate minor changes in the academic calendar which he may deem fit considering the unforeseen circumstances.

Continuous Internal Evaluation (CIE) by the institution:

The college strictly follows an internal evaluation process as instructed by the University for each course in each semester which is a part of the newly-implemented Choice Based Credit System (CBCS).Apart from the internal evaluation at the University level, the college also implements various ways for CIE at the institutional level.Some of those are listed below.

- Regular Assignments have been provided to students
- Class Tests and Quizzes are conducted on a regular basis
- Regular Student Seminars Tutorials and Projects conducted by all the departments
- Regular Academic Monitoring by each head of the department and also by IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

27

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

492

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics, Moral and Human Values:

The curriculum in different UG programs integrates social services, comparative study of religion, cultural education, rural development, and scientific methodology. Apart from the curriculum, the college organizes Value Education Course every year as a separate add-on/certificate course. The college also celebrates commemorative days to nurture the moral, ethical, and social values in the students with the help of the NCC and NSS units of the college.

Gender Sensitization:

The college has a Women Cell and Grievance Redressal Cell /ICCto provide counseling to students which actually promotes gender equity among students and also deals with related issues of safety and security of female students, staff, and teachers. The college campus is well-secured with CCTV and high-level security. There is a separate Girls' hostel (cluster) for providing a safe environment for all female students.

Environment and Sustainability:

The curriculum already integrates a compulsory project work on environment and sustainability for all the students in their 2nd semester course (AECC-2) where students learn about water and waste management, renewable energy, agriculture, and environment and green technology. Apart from this, the college also organizes environment awareness camps, seminars, workshops, guest lectures, industry visits, and field excursions.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

52

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

1814

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**A. All of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1800

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

487

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution conducts regular mentor-mentee meetings with a maximum of four students assigned to each faculty from each semester (except in commerce, as the student number is more) for close observation and guidance. Slow learners are identified through a standardized procedure, which includes- class response, regular assessment, and semester-I results. Slow and advanced learners are identified by each mentor faculty and reported to the Head of the respective Department during departmental meetings.

Slow learners are helped out with-

1. remedial classes
2. additional study material from the departmental seminar library
3. personalized one to one guidance during mentor-mentee meeting.
4. discussion of academic progress and other related/relevant issues during Parent-Teachers meeting

For advanced learners,

1. the students are encouraged to participate in different competitive programs like poster making competitions, seminar presentations, essay competitions.
2. advanced learners take the leading role during the preparation of departmental wall/e-magazine
3. invited lectures by eminent expert are arranged on subject-related advanced topics for better exposure.
4. advanced learners are also provided with extra study materials such as advanced books and e-resources and special guidance by the mentor to quench their thirst for knowledge, to achieve their carrier goal.

Regular lab/industry visits are arranged by the few departments.

Both the slow and advanced learners are motivated and benefitted from those visits. Since each student is different in their potential the college ensures differential personalized mentoring for each individual varying in their academic pursuit.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/students-corner/students-mentoring/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4714	134

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Surendranath College strictly follows and ensures the use of student centric methodology in teaching-learning process.

1. Experiential learning:Students are encouraged in review project works under the mentor-mentee system. To encourage scientific learning, students are asked to submit written and oral assignments, e-poster after literature survey. Students are encouraged to submit articles on their creative ideas for the departmental Wall Magazine and E-magazine.

2. Participative learning:Our students are involved in regular seminar presentations which improves their knowledge on the topic and help them to learn to prepare PowerPoints, present in front of audience as well as face question answer sessions. Students join various webinars/student seminar, inter/intra college Quiz/Essay/photography competition. The students from few Departments undertook the Spoken Tutorial Courses offered by IIT Bombay to improve their soft skill.

3. Problem-solving methodologies:For quality improvement in learning process, we adopt the strategies of one-to-one contact sessions, interactive classes and solving previous years' questions. To help students to develop their analytical and problem-solving skills, students are given assignments periodically and solutions are explained by faculties afterward. The questions for Internal assessments are set as MCQ type and time-bound. It helps the students to enhance confidence, develop their preparedness for competitive examinations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://www.surendranathcollege.ac.in/students-corner/students-seminar/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the teachers of the institution use ICT for conducting classes and regular assessment. Our teachers started to take online classes on Zoom cloud meet or Google Meet platform effectively from the onset of pandemic 2020. Now the teachers follow blended mode of teaching i.e conduct online class along with physical mode as required. The study materials (class PowerPoints, Notes in pdf format or e-book materials as well as YouTube video links) are shared with the students via google classroom in addition to uploading in college website. Our faculties have also prepared tutorial videos on how to use different online meeting platforms and how to upload study materials in local language to reach en masse. The students make creative cultural programme videos under the guidance of the teachers and those videos are uploaded in the official YouTube channel of the College. The college has well equipped Computer Laboratories in Physics, Chemistry, Mathematics, Computer Science, Zoology, Botany etc for practical classes. College has a Wi-Fi Enabled campus which helps to stay connected. The college has an Automated Library with OPAC facility that enables the students to find the availability of books easily.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

134

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

134

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

55

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1488

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The evaluation of the students on the basis of tests/examinations is an integral part of the teaching- learning process. Surendranath College is affiliated to the University of Calcutta, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. Internal assessment has an important role to play for CBCS method. College provides information about methods and modalities to all students for Internal Assessment during the Student Orientation Programme at the very first semester. Internal assessments are assigned with 10 marks for each paper along with 10 marks for regular attendance under CBCS system. The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment. The students can observe the soft/hard copies of evaluated answer scripts which are preserved safely by the

respective Department. If there is any difference/discrepancy in their marks, it can immediately be rectified before uploading to the University Exam Portal. Dates for the internal Examinations are notified by the Academic cell of the College at least one week in advance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution conducts internal assessment in a very systematic manner, which ensures efficient and timely completion of the assessments. The college has Examination Committees which ensure conducting the internal and university examinations. The answer scripts of internal assignment are preserved for a specific period. All the Departments are well connected with their stakeholders. In case of corrections in the total of marks or assessment of answers are identified by students, they are immediately addressed by the faculty members. The Teachers are available all the time for helping the students via Mentoring Sessions, WhatsApp Groups, Google Classroom, Departmental Mail. Due to the mentor mentee system teacher student relation is very trustworthy, hence, seldom grievances are raised regarding transparency of the evaluation process. The class attendance record of the students, which is part of the internal examination, is maintained carefully and notified to students periodically during the semester. It should be mentioned that, acceptable concession is granted in attendance of students on medical grounds and for participation in extracurricular activities such as NCC, NSS. If any grievance is registered with the central Grievance Cell of the institution, necessary actions are taken immediately by the college as well as the department as required.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://surendranathcollege.ac.in/new/stdgrievance.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program and course outcomes (in accordance with that of UGC) of all the programs offered by the institution are displayed on the college website under the menu Academics (https://www.surendranathcollege.ac.in/academics/) as well as in Student's Corner (https://www.surendranathcollege.ac.in/students-corner/) which is communicated to the teaching and non-teaching staff also. Right after admission at the time of the orientation program (https://www.youtube.com/live/Vf1w_QSD8Yw?feature=share), the students are made acquainted with the different features of the college website especially the POs and COs of each course. Additionally, at the beginning of each course, respective teachers make the students aware of the specific course outcome. Surendranath College is affiliated to University of Calcutta. There are 4 Undergraduate General Degree Programs, 22 Undergraduate Honours Degree Programs and 1 Master's degree Programme in the College. Each UG Honours program has 14 different core courses, 4 Skill enhancement courses, 4 discipline specific elective courses and 2 Ability Enhancement Compulsory Courses. Each UG General Degree Program offers choice of three General elective subjects, each elective subject with 4 core courses, 4 skill enhancement courses, 2 discipline specific courses and 2 ability enhancement compulsory courses. However, Hindi and Urdu are two departments who offer only Ability Enhancement Compulsory Courses (AECC) in those languages.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.surendranathcollege.ac.in/academics/course-outcome/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

(A) Continuous Students' Evaluation – Constantly monitoring attendance of each student, their responses in class, conduction of special remedial/tutorial classes outside the routine hours, periodically conducting class tests, analysis of each result, and post-result mentoring of students based on their identified areas

of weakness. Practical examinations and viva-voce/group
discussion in several curricula enables evaluation of the
learning outcomes more objectively.

(B) Students' Feedback – The institution offers a structured
questionnaire consisting of an exhaustive list of points covering
teaching, infrastructure, library, and the entire learning
experience of the students during their tenure.

(C) Parent Teacher Meeting/Monitoring – Parents are
departmentally invited on as and when needed to discuss the
progress of their wards. This is in addition to the regular
monitoring of the student's progress by the Departments.

(D) Academic Audit – Regular academic audit (internal/external)
is conducted by the IQAC through a structured questionnaire.

(E) Progression to higher Education and Placement-The learning
outcomes of the students are also manifested by their progression
to higher education and placements. Students are encouraged and
proper guidance are provided in the departmental level to pursue
Master degree. The Placement Cell provide various information on
job requirement related opportunities to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

746

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.surendranathcollege.ac.in/wp-content/uploads/2023/05/SSS_Feedback-Analysis-Report_2021-22_SNC.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

128.258

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.surendranathcollege.ac.in/research-activity/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The faculty members of the college are always eager to create and provide an environment that induces the urge of learning among the students through innovative practices of teaching-learning. The students are encouraged to take on self-learning and self-evaluating projects on several topics of the curriculum. To initiate a sense of teamwork for better transfer of knowledge among each other, the students were mentored for writing standard protocols of practical topics as well as to prepare review articles on co-curricular areas, so that the periphery of their interest widens. Students are provided with e-books. They also have access to books in departmental libraries apart from the books available in the Central Library of the college. Students are encouraged to participate in various inter-college debates, and group discussions. Mentor mentee meetings are regularly conducted by the teachers to find out if they need extra support both mentally and academically. The e-resources prepared by the

teachers are uploaded timely so that the students can clarify their doubts. Extra care and utmost effort are given by the faculties of the Department to make the teaching-learning process very interesting for the students so that they become successful and responsible citizens of the society.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.surendranathcollege.ac.in/library/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

33

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	https://www.surendranathcollege.ac.in/research-activity/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

35

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

94

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Surendranath college has always been in the forefront in making

its noteworthy contribution to neighbourhood community, society and environment. The college organised various activities for faculty, students, and staff in the neighbourhood community in order to sensitise them to social issues and holistic development. NSS & NCC unit engage students in the community development programmes by organising awareness programmes, and visits to old age home and slums on a regular basis. To name a few of those, the college organised YASH Relief Drive in collaboration with NCC Unit, W.B. and Sikkim DTE., World Environment Day, International Day of Yoga, Old Age Home Visit etc. were organised in collaboration with 2 Bengal BN NCC, Kolkata. Every year the NSS unit organises Independence and Republic Day Parades. Apart from those, the college made efforts in making students aware of social issues through various programmes like training on health safety and first aid, awareness programme on cleaning Ganga River, etc. The aim of organising such programmes is to make the students learn to negotiate, communicate, manage, conflict and lead others by working together with others. These programmes sensitise student volunteers towards social issues and take challenges of lesser privileged sections of the society.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/students-corner/facilities/ncc/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1168

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **The Institutional campus area is 3177.023 sq mt with a 2098.24 sq mt built-up area.**
- **There are 32 Classrooms, 39 well-equipped laboratories, 1 Central Research laboratory, and 6 Seminar halls of which 3 are ICT-enabled.**
- **There are computers, laptops, and internet connections to the Principal, Office, and all the 24 Departments including Central Library.**
- **The college has its own website, and it is updated on a regular basis.**
- **There are 3Gallery classrooms in the Science Building that are ICT-enabled classroom-cum-seminar rooms. There are**

built-in LCD projectors in several classrooms (18).

- Under the NME-ICT project, the college has 19 broadband connections from BSNL (Domain id: webkolsugae.nme.in) commissioned on 12/5/2010 catering to the ICT needs of its stakeholders.
- The central library is a subscriberto INFLIBNET and has become a registered user of the N-LIST consortium, an initiative of the Ministry of Human Resource Development (MHRD) under the NME-ICT.
- The NDL, National Digital Library resources can also be accessed by the students using the e-library portal. There are1 virtual classroom and 11 smart classrooms all equipped with internet connections. There are altogether 18 ICT-enabled classrooms in the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Students are always encouraged to participate in sports and cultural activities and they are awarded and rewarded for these.

Sports: Intra-and inter-faculty games and sports competitions are organized for students every year. The college has facilities for sports & games and cultural activities. Even though there is no playground, the students use a small patch of open space inside the campus for playing badminton and for practicing cricket. An indoor playroom is there, where pupils can play indoor games like table tennis, chess, caroms, etc. However, the college uses playgrounds of other colleges or nearby railway playgrounds for Inter-College & State level games, and for Annual Sports. There is a Multi-Gymnasium in the college, handled by the sports committee.

Cultural: The college conducts various cultural activities like Dance, Song, One Act Play, Essay, Debate, Recitation, Quiz, Extempore, Creative Writing, Rangoli, etc. inside the campus. There is a big auditorium in the college for hosting all such programs. The cultural committee, NCC, NSS, and student council of the college take major initiatives in arranging such

activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

197.97416 L

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

KOHA is a full-featured open-source Library Management System. It

was initially developed by Katipo Communications Ltd of New Zealand, currently maintained by a team of software providers and library technology staff from around the globe. It is a Customizable Web-based Interface with full MARC support (MARC21 and UNIMARC) and Includes a Z39.50 server & client for data interchange.

The Central Library of our College has installed KOHA to automate existing Library services. Presently version 21.05.04.000 is being used there and it is partly automated. After the books reach the library the "Cataloguing" module of KOHA is used to process them and generate their searchable bibliographic records. The records of the new users are registered through the "Patron" module of KOHA. The "Reports" module is used to gain general and specific data regarding library services. The library currently uses "Authorities", "Tools" and "Koha administration" modules to customize different parameters and functions of the ILMS. Various activities like book accumulation, barcoding, library user card generation, online access of catalog (OPAC), etc. have been done through this software. The Library provides remote access to digital resources such as previous years' question papers, syllabi, lists of newly arrived books, etc. to its users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

28

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **Continuous up-gradation of technology and IT equipment**
- **has been purchased as per the requirements. It is also equipped with a wide range of licensed system software and application software.**
- **The entire campus is connected with LAN Messenger.**
- **Computer labs are well connected to the internet for helping students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in this regard..**
- **The campus is well connected with a well-planned Telecom Network with intercom facilities. Two additional BSNL landline connections are available.**
- **There are 18 rooms and seminar/conference halls equipped with ICT facilities that are properly maintained.**
- **Zoom Cloud Meeting subscription has been taken for webinars**

and college meetings as per online requirements.

- The college hasan officialYouTube channel for holding webinars, cultural programs, and different student activities.
- CCTV cameras are installed in the entire campus area of the college to provide additional safety security to the students.and the staff.
- Most of the departments have computers, the majority of which haveInternet facilities via Wi-Fi for the preparation of PowerPoint presentation as teaching-learning materials.
- The institute is planning to extend this further to create and establish a completelyWi-Fi-enabled campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

240

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

69,34299 L

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classroom Management: The asset register of all the classrooms is maintained properly and cleaning and maintenance are done on a regular basis. of all the ICT tools is also there.

Laboratory Management:Each laboratory has separate stock registers for equipment and consumables. Instruments are maintained through AMCs. Fire extinguishers and exhaust fans are there for safety and air purity. Safety rules are displayed in each laboratory.

Library Management: The library committee decides on purchases based on the courses offered. Withdrawal and weeding of books are also done regularly.

Sports Facility Management: Sports committee looks after the maintenance of the gymnasium and other indoor and outdoor sports equipment.

Computer Management: Maintenance of computers and updating of software are done regularly. AMCsfor computers, copiers, and printers are in place. A balanced and healthy student-computer ratio is intended in the policy.

Website Management: It is maintainedand updated with the help of external professionals.

Campus Management:Internalhousekeeping service looks after the cleanliness of the campus.

Financial Management: A well-defined purchase policy looks after all the purchases in the college.

Safety Management: Information centers, security guards, and CCTVs at points make the campus safe for all students irrespective of their gender.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1318

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

42

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

400

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

400

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

132

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution conveys its guidance to the Students Union, which is founded to address the issues of all the students. As in a democratic forum, the General Secretary is elected from among the students every year, who is assisted by several class representatives. The students are encouraged to be actively involved in the various decision making process and their implementation. One member each from the student council is included in the Governing Body and IQAC to represent the student body in college academic and administrative affairs and in various sub-committees and cells

The general activities of the Student Council include: 1) Facilitation of student admission process 2) Addressing student related matters3) Organising Annual Athletic Sports together with the Sports Committee 4) Organising Religious and Cultural Programmes - Fresher's Welcome, Teachers Day, CollegeSocial, Rabindra Jayanti, Agomoni, Eid, Saraswati Puja,(Many events couldnot be arranged in this period since college was physically closed in different times for Covid protocols.But some programmes were organised in online mode.5) Participation in various extension activities like awareness programmes in the institution and outside as well -community outreach venture, volunteering for various relief community services, organizing health camps, etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Surendranath College Alumni Association is a registered Society, under the West Bengal Societies Registration Act 1961, bearing the Registration No: S0025746 of 2021-22. The Association comprises of the "General Body" means the General Body of the Association and the "Governing Body" means the Executive Committee of the Association.

Objectives:

- **To generate a common forum that develops a global network to connect with all the alumni located in different parts of the world.**
- **To engage the alumni in various student development programs in both curricular and extracurricular aspects, by organizing conferences, lectures, and workshops.**
- **To initiate a vibrant enthusiastic discussion forum between the alumni and the present students, thereby benefitting the latter with the valuable sharing of experiences.**

Membership: Any student who successfully obtains any degree/diploma from the College automatically becomes a Life

Member of the Association. The Association, in the General Body on the recommendation of the Governing Body, may elect any person connected with the Institute or the Association, who is likely to promote the interests of the Association, as an Honorary Member for two years.

Activities: The Alumni Association has worked dedicatedly in arranging webinars to connect with all the alumni. It has organized lectures delivered by eminent alumni members in topics of the curriculum, as well as, in various skill enhancement initiatives through the digital medium. Various departments of the College have taken initiatives to organize Departmental Meets independently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of Surendranath College is to impart, sustain and foster all-around holistic and quality education to the students coming from every stratum of society so that they can gather knowledge, and employable expertise and grow up as responsible global citizens of tomorrow. The mission of the institution envisages evolving, improving, upgrading, and remaining committed to its laurels of heritage in conformity with the immortal words of the Upanishads, namely "Damyata" or restrain, "Datta" or charity, and "Dayaddhayam" or non-violence which is enshrined in the College emblem. The college is affiliated with the University

of Calcutta and confers to its academic standards and merits in terms of providing quality education to the students. The Governing body has representatives from all stakeholders: teachers, students, office, government nominees, university nominees, and local administration, and is headed by the Governing body President and Principal as the secretary ensures participatory governance of the college.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/profile/mission-vission/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Surendranath College promotes and practices decentralization in all academic and administrative activities, it has various academic and administrative committees to monitor, plan and execute the smooth functioning of the Institute.

Administrative Decentralization:

The governing body is the apex decision-making body of the college.The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HOD conducts departmental meeting and submits requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, college practices decentralization by providing operational autonomy to the departments.Further, HOD prepares a consolidated report and submits to the Principal for approval. The Principal consolidates the requirements of all the departments and forwards it to the Governing body for approval.

Academic Decentralization:

IQAC overlooks the academics of the college. There are about 30 different committees under the teacher's council led by an elected Teachers' Secretary with well-defined functions that give academic and administrative leadership to the institution. IQAC

is responsible for the holistic development of the college and recommends the enhancement of student facilities, students' life, and experiences at the Institute.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/governing-body/administrative-sub-committees/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To ensure the vision and mission of the college of providing holistic quality education to all sections of society the strategic and perspective plan of the institution in the year 2021-22 in the midst of the pandemic was to shift from offline/physical mode of interaction to online.

1. College renewed the subscription of Zoom platform

2. Renewed the Collaboration with IIT Bombay to provide free computer training

3. Online Admission and examination procedure was conducted

4. College office was digitized with the help of ERP

5. Library was digitized, and KOHA installed

6. IQAC organized several training programs for faculty enrichment

7. The website was revamped and downloadable e-contents were made available on the website.

8. Webinars, invited lectures, workshops, motivational talks, awareness programs, quizzes, and various competitions were held online to keep the students and staff engaged and motivated throughout the year.

9. Organized free vaccination camps not only for staff and students but for the entire locality with the collaboration of KMC

10. NCC/NSS performed various outreach activities.

11. The placement cell incorporated 695 students across all departments in a telegram group where they provide virtual interview links, and e-campus opportunities, communicate training and workshop links and collect time-to-time feedback from students.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient which is reflected through policy implementation, administrative setup, appointment, and service rules. The effective and efficient functioning of the college is governed through the different administrative sections as specified in the University Statute and Department of Higher Education, Government of West Bengal.

The governing body(GB) is the apex body of the college for academics and administration. The University of Calcutta and the directorate of higher education, the Government of West Bengal are the superior authorities to the institution for academic and administrative affairs respectively. The principal is the de facto secretary of the GB and executive head of the college. The GB has representations from all stakeholders of the college like students, teaching and non-teaching staff as well as nominees from the Government and University.

The principal is the ex officio president of the Teachers' council and chairman of the internal quality assurance Cell (IQAC) of the college. IQAC is the topmost body to oversee, execute and monitor the academic activities of the college. The principal is also the ex officio secretary of the Academic Committee, Finance Committee, College administrative office, and Students' Union which function in coordination with IQAC.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/governing-body/governing-body/
Link to Organogram of the institution webpage	https://www.surendranathcollege.ac.in/governing-body/organizational-structure/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare Measures:

At Surendranath College, Staff welfare is given foremost importance. In connection with this, existing welfare measures for teaching and non-teaching staff are itemized below:

- **West Bengal Health Scheme for Teaching Staff as per Government of West Bengal Directive**
- **Swastha Sathi: for Non-Teaching Staffas per the Government of West Bengal directive**
- **Earned Leave, preparatory leave, Study Leave, Quarantine Leave, Medical Leave, Special Disability Leave**
- **Maternity benefits and child care leave and paternity leave**
- **Extraordinary leave without pay and allowances may be**

granted to a Teacher in special circumstances
- Leave Travel Concession
- All the non-doctoral staff members are encouraged to get enrolled in part-time Ph.D. programs.
- Free of cost Covid vaccination facility
- Group insurance, Festival advance, Provident fund, and Gratuity for all permanent staff
- Gym, Free Internet, and Wi-Fi facilities
- To nurture the multicultural environment on the campus, management ensures the celebration of all the festivals together.
- Sponsorships are there to attend faculty development administrative training courses
- Annual picnics, sports, and various cultural activities are organized for Teaching and Non-Teaching Staff
- Faculty members are encouraged to attend development programs (FDP) as on-duty
- Skill development courses,
- Women cell, and ICC functional

In a nutshell, the Institution strives hard for holistic growth as well as the health and happiness of all the staff members

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/students-corner/facilities/sub-committees/west-bengal-health-scheme-cell/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

108

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching Staff:

The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance-Based Appraisal System (PBAS). Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment. The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Promotion Sub-committee, IQAC, and the Principal. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening/ selection committee.

Non-Teaching Staff:

All non-teaching staff members are also assessed through annual confidential reports and annual performance appraisals. A few strategies are observed in appraising non-teaching staff's performance this includes the technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence, etc. Besides they also assess the behavioral aspects like group behavior, acceptability, punctuality, etc

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/feedback/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal and external financial audits at regular intervals. The accounts of the college are audited regularly as per government rules. The college has a separate dedicated Committee for keeping records of expenditures from Government Development grants and those obtained from different extramural funding agencies like UGC, DBTWB, DST, DBT, etc. Receipts including vouchers for payment made are checked thoroughly and tallied with the corresponding order copy and four sets of quotations (Tenders and quotations are duly called for in Newspapers/websites well at least one month before the commencement of purchase procedures). They are then subsequently audited by the Government enlisted auditor at the end of the financial year. In all possible cases, the E Tendering for procurements is done through the NIC portal and payments are processed through the PFMS portal. After the financial audit, the report is then sent to the management (Governing Body) for review, and then finally they are sent to the Government. The college also files income tax returns every year within the stipulated time.

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/wp-content/uploads/2022/03/Policy-Financial-Management.pdf#page=1&zoom=auto,-13,792
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

`0.643L`

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

`1. All major decisions to ensure the optimum utilization of resources are discussed and approved in the meetings of the GB. All major purchases of the college are first recommended by the purchase and finance committee and subsequently approved in the GB after discussion.`

`2. The institution has a UGC Committee per the directions of the UGC given in the XII Plan. The committee in close coordination with IQAC and the Governing Body (GB) of the college monitors the mobilization of funds to ensure that the funds are spent for the purpose for which they have been allocated.`

`3. The Building Subcommittee keeps an eye on the building and recommends repair and maintenance needed from time to time. Major infrastructural augmentations are discussed and approved in the GB.`

`4. The Library Advisory Committee takes care of improvement and automation and ensures that the resources in the library are utilized optimally.`

`5. Campus cleanness and its utilization is monitored by the Campus Cleanliness and Beautification Committee.`

`6. Regular internal audits from reputed Chartered Accountant farms and external audits from the government`

`All these things are done to make sure that the resources are mobilized properly.`

File Description	Documents
Paste link for additional information	https://www.surendranathcollege.ac.in/profile/policies/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Quality Assurance Strategies and Implementation by IQAC

- Construction of one well-equipped central facility research laboratory, a state of art conference/meeting room, multigym, two recording studios
- Revamping of college website; a shift from .org to.ac.in.
- Free downloadable study material on the college website
- Purchase of licensed Zoom platform
- Digitization of the library through the installation of KOHA
- Installation of sanitary napkin vending machine and incineration machine
- MOU with Vital Waste for effective e-waste management, Waste segregation, and composting
- Green initiatives on Campus; solar panels, rainwater harvesting system, etc
- Divyangjan-friendly campus
- MoUs with some colleges for promoting collaborative activities
- Application for NIRF and ISO Certifications
- Collaboration with IIT Bombay to provide free of cost coursesto all the students
- ICT training programs for teaching and non-teaching staff
- Outreach activities on a regular basis
- Incorporation of 664 students across all the departments in a telegram group by the Placement cell
- Publication of four books published by an international publisher comprised 60 review articles written by the students
- Running 18 add-on certificate courses in the college

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC annually reviews its teaching-learning process, structure, and methodologies of operations through annual academic audits (both internal and external) and encourages all the departments to set up their questions as per Bloom's taxonomy in the class tests and map the learning outcome of the students regularly. Some of the incremental improvements are:

- **The number of sanctioned posts of faculty members increased from 74 to 136**
- **The number of add-on certificate courses has increased from 6 to 18**
- **The average number of students admitted to different certificate courses has increased from 79 to 884**
- **Curriculum Feedback was taken from the employers also, in addition to Students and Teachers**
- **The average pass percentage of students has significantly increased from ~ 62% to ~ 99%**
- **The number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings has significantly increased gradually to 104**
- **The number of Students participating in various extension activities has increased from 44 to 529**
- **The number of Collaborative activities has increased from 3 to 19**
- **Two new sound recording studios have been created for the preparation of online study materials**
- **A new Meeting cum conference room was created**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.surendranathcollege.ac.in/iqac/action-taken-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity Initiatives at a Glance:

The ICC cell monitors and prevents any form of sexual harassment on campus. With regard to gender harassment, the following are covered by the cell:

- Eve-teasing
- Unsavory remarksJokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender-based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over the telephone and the like
- Touching any part of the body and the like Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets, or sayings

- **Forcible physical touch or molestation**
- **Physical confinement against one's will and any other acts likely to violate one's privacy**
- **Asking any student to do any act which such student will not in the ordinary course do, causing a sense of embarrassment so as to adversely affect the physique or psyche of him or her**

Measures Taken:

ICC assures all the complaints of the students, teaching and non-teaching staff are treated with proper dignity and respect ICC ensures that all complaints made remain strictly confidential Women cell tries to ensure that all the students become aware of the redress mechanism as well as the appropriate people to contact and report problems.

File Description	Documents
Annual gender sensitization action plan	https://www.surendranathcollege.ac.in/wp-content/uploads/2023/07/7.1.1-Annual-Gender-Sensitization-Action-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.surendranathcollege.ac.in/wp-content/uploads/2023/07/7.1.1-documentation.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste: It is segregated at the source and collected to dispose of in the dumping yards of Kolkata Municipal Corporation. The college has a functional MOU with a vendor Vital Waste for the recycling of some waste too.

Liquid Waste: Liquid waste released from the toilets of the college reaches the Sewage Treatment Plant (STP) of the Kolkata Municipal Corporation (KMC), through an underground drainage system, where, after separation by air pumps, the treated drainage water is used for irrigation and solid waste as manure.

E-Waste: The institute has an MOU with Vital Waste for recycling EWaste as per guidelines of the Pollution Control Board. E-Waste collected is stored and disposed of annually.

Biomedical Waste: Sanitary napkins, the only bio-waste on the campus are disposed of using a Sanitary Napkin Incinerator Machine.

Waste Recycle System: Paper waste is sold out to Vital Waste for recycling. Composting is done with Green Bins using microbes, to recycle biodegradable solid wastes.

Hazardous Chemicals and Radioactive Waste: The campus is completely free from any kind of radioactive waste, Chemical waste like heavy metals, corrosive liquids, and organic solvents are not included in the new CBCS curriculum heading towards green chemistry.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institutional Efforts/Initiatives:

The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special national days, like College Social, Netaji's Birthday, Republic Day, Saraswati Puja,

Fresher Welcome, Basanta Utsab, Rabindra Jayanti, Barsha Mangal, Independence Day, Teacher's day, Orientation Program, Biswakarma Puja, Mahalaya, Iftar, Women's day, Yoga day, etc. All these special days are observed with great respect and all these religious rituals are also performed on campus.

The college also takes initiatives in fighting against pollution, working for green rallies, water conservation, waste management, etc. NCC and NSS units of the college regularly observe and celebrate Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day, Yoga Day, Drug Abuse, Illicit Trafficking Day, etc.

Motivational lectures by eminent persons in the field are arranged for the all-round development of the students and to make them responsible citizens following the national values of social and communal harmony and national integration. There is a free-of-cost weekend value education course for all, that both students and staff members can attend.

In this way, the institute tries to offer an inclusive environment for everyone with tolerance and harmony towards all sorts of cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Activities:

The institute conducts various programs on culture, traditions, values, duties, and responsibilities, arranges awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc., establishes policies that reflect core values, and prepares codes of conduct for all the students and staff members. There are always some programs to spread awareness regarding sanitation, living standards of life, and knowing one's personality.

Major Initiatives:

- Observation of vigilance awareness week in collaboration with Balmer Lawrie each year.

- Conduction of regular activities by NSS and NCC unitsto serve society.

- Initiatives in fighting against pollution, working for green rallies, water conservation, waste management, etc.

- Observance and celebration of Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day, Yoga Day, Drug Abuse, Illicit Trafficking Day, etc.

- Active participation of NCC, NSS, and Student Union in relief works of Amphan and Yash cyclones

- Motivational lectures of eminent persons for the all-round development of the students and their personality development

- Various programs on women-empowerment, women's safety, and gender equity. Women Cell sincerely works for the empowerment of girl students and enlightens them about their rights.

- Free-of-cost weekend value education course for all, that both students and staff members can attend.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.surendranathcollege.ac.in/profile/human-value-professional-ethics/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website	A. All of the above

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

List of Yearly Celebrations:

Republic Day on the 26th of January; parade, flag hoisting

Independence Day on the 15th of August; parade, flag hoisting, cultural program

International Yoga Day on the 21st of June every year; yoga camp, competition, awareness lecture by NCC

Kargil Vijay Divas on the 26th of July; motivational speech, cultural program by NCC

World Music Day on the 21st of June; musical program by students

Teachers' Dayon the 5th of September; cultural program by students

Swatch Bharat Avijan on the 15th of July; cleaning of campus and locality by NCC

World Environment Day on the 5th of June; awareness lecture, quiz, competition

Traffic Safety Week on the last week of August; helping traffic policein traffic control

NSS day on the 24th of September; outreach activities on and beyond campus

NCC day on the 4th Sunday of November; awareness and outreach activities on and beyond campus

Vigilance Awareness Week in the last week of October; speech competition in collaboration with Balmer Lawrie

Tree Plantation Week in any week of June; planting saplings nearby

World Health Day on the 7th of April; medical awareness camps

Earth Day on the 22nd of April; awareness programs and anti-pollution campaigns

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

PRACTICE I Title: GENDER EQUITY AND INCLUSIVENESS IN MULTILINGUAL PLATFORM

The Practice: The college carries out/holds/offers/encourages/conducts/ensures/addresses

- Both central and departmental orientation programs and counseling sessions
- Free psychometric tests and career counseling sessions
- A host of scholarships and free ships Individual mentoring of the students Individual psychological counseling

- Four different language options; English, Bengali, Urdu, and Sanskrit
- Regular Parent-Teacher meetings
- Remedial classes for weaker students
- Organization of various religious, social, and cultural programs
- Placement of students through Placement Cell
- Active SC, ST, Minority Cell, ICC, Student Welfare Cell, and Women Cell of the college to look after students' needs and grievances
- Communicative English classes for all with nominal fees

PRACTICE II Title: STUDENT ENRICHMENT BEYOND CLASSROOM

The Practice:

- Several free-of-cost value-added skill enhancement courses for students
- Invited talks by experts for nurturing scientific minds and broadening the knowledge base of the students
- Regular seminar presentations by students
- Publication of wall magazine/e-magazine/tabloids on a regular basis
- Regular Industry/lab/research institute/relevant place visits
- Arrangement of several International/National Seminars regularly
- Regular conduction of scientific, cultural, and social events
- Well-maintained departmental seminar library (along with the central library) to cater to both the honors and general students

File Description	Documents
Best practices in the Institutional website	https://www.surendranathcollege.ac.in/profile/best-practices/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Student Inclusiveness and Enrichment Within and Beyond Classroom:

To impart this, the college

- has adopted an effective student mentoring system for providing differentiated personalized learning to students of varying standards.

- takes initiatives to introduce students to the modern trends of their subject through invited talks by resource persons of global standard.

- conducts tutorial and remedial classes and publishes wall magazines, e-magazines, and college tabloids at the departmental level.

- encourages seminar presentations by students, organizes lab/industry visits, and calls frequent parent-teacher meetings.

- has a well-maintained and updated central library, all available e-books, and well-equipped departmental seminar libraries, for fully cateringto the academic needs of the students.

- provides sophisticated laboratories, other amenities, and sports facilities.

- provides the latest teaching gadgets and ICT tools to promote an effective teaching-learning experience for the students.

- offers a wide range of certificate and value-added courses to make the students easily adaptable to the modern-day world and promote entrepreneurship skills.

- strives for inclusive education by providing scholarships and free ships, so that deserving students are not denied any opportunity due to socio-economic constraints.

- has proactive NCC and NSS units that are active enough to imbibe strong social values and environmental consciousness among the students.

File Description	Documents
Appropriate web in the Institutional website	[View File]
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Infrastructure

- **Upgrade further the ICT-enabled teaching and learning facilities.**

- **Arrange for exclusive campuses for all three colleges of Surendranath group.**

- **Make provision for an exclusive playground for the college.**

- **Make all the classrooms smart classroom.**

- **Make the campus Green in a true sense, gradually reducing the carbon footprints.**

- **Organize a second campus in a nearby locality. Arrange for separate hostels for boys and girls.**

Academics/Value- Addition/Engagement /etc.

- **Initiate an APP-based college management system.**

- **Encourage interested departments to open PG courses.**

- **Allocate separate spaces for all the departments.**

- **Create an Innovation and Incubation Center for nurturing fresh novel ideas.**

- **Support facilities/initiatives for creating confidence among students**

- **Ensure external support through Alumni/Govt. Agencies/Banks and others, thus creating entrepreneurs of tomorrow.**

- **Year-long/long-term counseling of students for offbeat careers.**

- **Introduce more value-added courses for the students.**

- **Create research-oriented fund/seed money/for the incubation center.**

- **Encourage students' participation in research by starting various minor research projects.**

- **Create audio/visual documentation of Surendranth College and its Founder Sir Surendranath Banerjea.**