The Annual Quality Assurance Report (AQAR) of the IQAC: 2013 - 14

SURENDRANATH COLLEGE

24/2 M.G. ROAD

KOLKATA - 700009

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Part – A

1. Details of the Institution

1.1 Name of the Institution

> SURENDRANATH COLLEGE

1.2 Address Line 1

> 24/2 M.G. ROAD

Address Line 2

> KOLKATA

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700009

Institution e-mail address

> principal@surendranathcollege.org

Contact Nos.

> (033)2350-2864/2354-3876

Name of the Head of the Institution:

> DR. CHINMAY SEKHAR SARKAR

Tel. No. with STD Code:

> (033) 2350-2864/2354-3876

Mobile:

> 09674069651

Name of the IQAC Co-ordinator:

> DR. TUSHAR KANTI SAHA*

*15.05.2014 onwards

Mobile:

09231573209

IQAC e-mail address:

surendranathcollege.iqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   WBCOGN13115

1.4 **NAAC Executive Committee No. & Date:**   NOT AVAILABLE (NAAC DONE IN 2007)

1.5 Website address: www.surendranathcollege.org

Web-link of the AQAR: **http://surendranathcollege.in/AQAR/aqar2013-14.pdf**

http://184.168.68.190/surendranathcollege/AQARNEW/aqar2013-14.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   30/07/2013

1.8 AQAR for the year *(for example 2010-11)*   2013 – 2014

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

	AQAR	SUBMITTED TO NAAC ON
i.	2009-2010	9-10-2015
ii.	2010-2011	9-10-2015
iii.	2011-2012	9-10-2015
iv.	2012-2013	9-10-2015

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

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

Others   (Specify) [.]

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

CALCUTTA UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other *(Specify)*

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

No. of Teachers	10
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	01
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	01

2.11 No. of meetings with various stakeholders: No.   03   Faculty   00

Non-Teaching Staff Students   00   Alumni   00   Others (CAS Committee)   03

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

If yes, mention the amount   Rs.3,00,000

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   01   International   00   National   00   State   00   Institution Level   01

(ii) Themes   The Matters Related To CAS And MHRD – Dated 11-03-2014 at 11.00 AM

2.14 Significant Activities and contributions made by IQAC

Streamlining all the departments to maintain different data and student feedback to provide in AQAR report. Many departments were unaware about the need to maintain all the stocks.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1) To compile AQAR's for 5 consecutive academic year's starting from 2009-10.	1. i) All the financial information's gathered from the ledger book for the past five years.
	ii) All the major developmental works done in past five academic years, computer stocks procured in different departments for the past five years physically verified and noted.
	iii) Library books matched and report prepared.
	iv) All the major and minor projects completed/running are detailed and their progress considered.
	v) All the departmental feedbacks for the students analysed for the whole college for the last five years.
	vi) All the seminar organized by the college and participated by the teaching staff categorized.

Attach the Academic Calendar of the year as Annexure.

ANNEXURE I: ACADEMIC CALENDER

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

AQAR for the year 2013-14 was placed before the Governing Body of the college on 22nd December 2014 for its perusal and approval was granted for uploading the report and submitting it to the NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	25	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	-	-	-	-
Total	25	0	0	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	25

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

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

Please provide an analysis of the feedback in the Annexure

ANNEXURE II : F**EEDBACK**

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

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

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

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others	
54(+2*)	25	29 (+2*)	NA	CWTT	PTT
				16	08

* Reader

2.2 No. of permanent faculty with Ph.D.

35

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	0	0	5	0	0	0	0	02	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

32		0		0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	27	11
Presented papers	4	12	01
Resource Persons	0	01	01

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

1. Some departments arrange for Mock Parliament, Group Discussions, One-to-One Interaction & question-answer sessions among their students.

2. Field study, Project Based dissertation work is undertaken by Geography, Commerce and Bio-Science departments.

3. Many departments have begun to use Technology enabled teaching and learning resources, LCD projectors and other audio-visual aids for teaching.

4. RMOS Helios thermal paper based spirometry has been introduced by the Physiology Department to give students a firsthand experience in the field of respiratory physiology.

5. The Journalism & Mass Communication Department frequently shows video documentary and films to their students and encourages them to participate in creating wall-magazine, freelancing, anchoring and also gives project work on current events.

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

| 217 |

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

> Regular Class Tests are arranged by most of the departments.
>
> Some departments with fewer faculties but having a substantial number of students have introduced examinations based on Multiple Choice Questions.

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

| 4 | 0 | 0 |

2.10 Average percentage of attendance of students

| 76% |

2.11 Course/Programme wise distribution of pass percentage:
(Result for the year 2012-13 published in the year 2013-14)

Title of the Programme	Total no. of students appeared	Class / Division				
		Distinction %	I %	II %	P %	Pass %
B.A.Pt.III(Hons)	192		1.04	80.21	17.18	98.44
B.A.Pt.III(Gen.)	331		00	3.62	38.36	41.99
B.Sc.Pt.III(Hons)	219		20.55	62.56/3.65	3.65	90.83
B.Sc.Pt.III(Gen.)	99		2.02	51.51	25.25	78.79
B.Com.Pt.III(Hons)	101		0.9	49.5	2.97	53.47
B.Com.Pt.III(Gen.)	92		00	00	22.82	22.82

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

New formed IOAC has taken over the charge of monitoring the Teaching & Learning processes in collaboration with the Academic Committee. It has started analyzing the feedback reports of the Teaching-Learning Process given by the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	6
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0/1/13/1(Extn.Prog.)
Others	1(Ph.D. Course Work)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	13	0	18
Technical Staff	10	15	0	13

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC has made it an important point to promote teachers by encouraging them to attend various training programs by UGC or other organisations. It has started encouraging faculty members to take up and pursue research programs. It has also started considering the progress of all ongoing projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	1(co-investigator)	0	1
Outlay in Rs. Lakhs	40.875 lakhs	12 lakhs	NA	NA

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	6	2	2
Outlay in Rs. Lakhs	2.5	12.86	NA	NA

3.4   Details on research publications

	International	National	Others
Peer Review Journals	20	10	3
Non-Peer Review Journals	0	1	0
e-Journals	3	1	0
Conference proceedings	1(accepted)	3	0
Books	0	1	1
Edited Books	0	0	0
Chapter/Article in Books	0	1	0

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2/3 yrs	UGC	N.A.	N.A.
Minor Projects	2yrs	UGC	N.A.	12.86 lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	N.A.	12.86 lakhs

3.7 No. of books published   i) With ISBN No.   1(ISBN No) 1(ISSN No)   Chapters in Edited Books   1

ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from

UGC-SAP NA   CAS NA   DST-FIST NA

DPE NA   DBT Scheme/funds NA

3.9 For colleges   Autonomy No   CPE No   DBT Star Scheme No

INSPIRE No   CE No   Any Other (specify) No

3.10 Revenue generated through consultancy   NONE

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	1(co-organizer)	1	0	2
Sponsoring agencies	NA	UGC	UGC	NA	College

3.12 No. of faculty served as experts, chairpersons or resource persons   1   0   5

3.13 No. of collaborations   International 0   National 0   Any other 0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency 54.405   From Management of University/College 0

Total   54.405

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	0	2	1	1	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides   4
and students registered under them   6

3.19 No. of Ph.D. awarded by faculty from the Institution   1

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

JRF 0   SRF 1   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events: Presently there is no unit of NSS in the college

University level 0   State level 0

National level 0   International level 0

3.22 No. of students participated in NCC events: Presently there is no unit of NCC in the college

University level 0   State level 0

National level 0   International level 0

3.23 No. of Awards won in NSS: Presently there is no unit of NSS in the college

University level 0   State level 0

3.24 No. of Awards won in NCC:

Presently there is no unit of NCC in the college

University level | 0 | State level | 0

National level | 0 | International level | 0

3.25 No. of Extension activities organized

University forum | 3 | College forum | 2

NCC | 0 | NSS | 0 | Any other | 2

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

- No significant activities were undertaken.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.785 acres	NIL	N.A.	0.785 acres
Class rooms	24	NIL	N.A.	24
Laboratories	33+1(IT Lab)	4	UGC + College	38
Seminar Halls	NIL	NIL	N.A.	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	NIL	College	3
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	20.353	(UGC)	NA
Others [12 Depts., 1 Gen. Teachers Room, Principals Room, Office, Bursar's Room, Meeting Room, 2 Common Room (Ladies & Gents), Library, Auditorium, Canteen, Students' Union Room]	23	NIL	N.A.	23

4.2 Computerization of administration and library

Moderate efforts towards computerization of Office Administration have been initiated, such as maintenance of student admission, Provident Fund Account of teaching and non-teaching staff. Accession of books in the library is being managed partially with the help of computers.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (in lacs)	No.	Value
Text Books	30,101	37.51937	852 (including Reference Books)	2.87486	30,953	40.39423
Reference Books	430	Not available	44	0.58479	430	Not available
e-Books	0	N.A.	2	NA	2	N.A.
Journals	15	0.1801	01	0.009	16	0.1891
e-Journals	1	0.015	0	NA	1	0.015
Digital Database	0	N.A.	0	NA	0	NA
CD & Video	13	N.A.	01	With book	14	N.A.
Others (specify)	0	N.A.	0	NA	0	NA

As the college library is more than 125 years old, valuation of many old books is not possible. Many books donated by Alumnus and Publishers are also in the Library whose valuation cannot be done. Many Departments has its own seminar Library where donated reference books are available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin-g Centres	Computer Centres	Office +Pri-ncipal	Depart-ments	Others (Libra ry)
Existing	117 (41 non-functional)	75 (41 non-functional)	19	0	0	12+2 (2+1 non-functional)	21+4(UGC MRP) (3 non-functional)	3 (1 non-functional)
Added	10	9	0	0	0	0	1	0
Total	127 (41 non-functional)	84 (41 non-functional)	19	0	0	12+2 (2+1 non-functional)	22+4(UGC MRP) (3 non-functional)	3 (1 non-functional)

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

> The college has provided computers and internet connections to the Principal, Office, all Science and Commerce Departments. Two internet connections are also assigned for the Arts faculty. The college has its own software for admission and maintenance of database. The college has its own website. On-line Admission process continued for the third year.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 1.12712 |

ii) Campus Infrastructure and facilities

| 8.44602 |

iii) Equipments

| 0.62201 |

iv) Others

| 0.97326 |

Total :

| 11.16841 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Taking Periodical and class tests on regular basis.

2. Interacting with parents and guardians to monitor the progress of students.

3. One to one interaction with students who require attention.

4. The library was enriched with more new books and journals.

5. The salaries of the employees serving in non sanctioned posts were enhanced from its self generated fund.

6. Started some projects for infrastructural growth.

5.2 Efforts made by the institution for tracking the progression

1. Faculty members of the departments take care of the student progression of the respective departments through class tests on regular basis, one-to-one interaction with students who need attention, interaction with parents and guardians and briefing them about the progress of their wards. Some departments also organize remedial classes for weaker students.

2. Some departments conduct long excursions and local tours for the students according to the prescribed syllabus of the university. These programs improve the teacher-student relationship thereby enabling the faculty members to track the progression of the students.

3. Academic Committee and Teachers Council meet at regular intervals from where suggestions and proposals are given to the college management to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5530	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
3450	62.4

Women

No	%
2080	37.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3841	731	35	63	0	4670	4457	824	55	194	0	5530

Demand ratio 7.6:1   Dropout % 35.78

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

> NIL

No. of students beneficiaries   N.A.

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

> Many of our students qualify in these examinations, some after completing post-graduation, but there is no provision of maintaining any database for same with the college. We will try to maintain the same in future.

5.6 Details of student counselling and career guidance

> 1. A Placement and Training Cell and a Student Counselling Cell have been formed by the Teachers Council to offer placement and counselling services to the students.
> 2. The college has linkage with some industries that offer employment to our students.
> 3. Many other industries offer for Campus Interviews at our college.
> 4. The two cells arrange for these Campus Interview's and provide guidance to the students as to how they can make use of these opportunities from the institute.
> 5. Students are also sent to other institutes which inform us about any Pool Campus conducted at those institutes.

No. of students benefitted   76

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	76	19	N.A

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level [2]   National level [0]   International level [0]

No. of students participated in cultural events

State/ University level [7]   National level [0]   International level [0]

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

Sports : State/ University level [1]   National level [0]   International level [0]

Cultural: State/ University level [5]   National level [0]   International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**301**	**2,35,180.00**
Financial support from government	**488**	**4,65,900.00 (Received : 18,94,500.00)**
Financial support from other sources	89	
Number of students who received International/ National recognitions	0	N.A.

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 0 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Surendranath College was established in 1884. The dream of 1884 has already crossed 130 long years and stands tall like an unquestionable reality. The college now has a rich past, a glorious present and a bright future.

Principal vision of Surendranath College is to achieve and sustain high degree of academic excellence by providing quality education and training to all, irrespective of caste, creed and religion, economic status or physical health, to make students employable and finally to be a good citizen.

To fulfil the objective, many developmental programmes have been initiated keeping in tune with the changing scenario of education.

Our mission is to make our institution as a Centre of Potential Excellence in near future.

6.2 Does the Institution has a management Information System

Presently we do not have MIS. We have a Student Management Software for admission and database management of students and an Accounting Package for management of accounts of the college.

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

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Calcutta University there is no scope of curriculum development. However every department has its own academic calendar to run and complete the syllabus.

However, teachers take part in meeting of the Board of Studies from time to time as invitees. Few faculty members also participate in University curriculum development as member of Board of Studies.

6.3.2 Teaching and Learning

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

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

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

3. Necessary and up to date teaching materials are provided for continuous improvement of teaching – learning activities. Free internet access is provided to teachers. Computer facilities are given specially to those students who do not have access to such facilities elsewhere.

4. Multiple choice questions are set in the term-tests by few departments to encourage the students to read the text books thoroughly.

5. Technology enabled Teaching Learning process is practised in college. Computers, multimedia, LCD Projectors and OHP are used by some faculties.

6. Botany department uses Projection Microscope, teaches with aid of preserved live specimens and well preserved herbarium sheets, and organises botanical excursions for students. Some other departments also organizes excursions, field studies, project work and dissertation work for the students.

7. Despite shortage of faculty in some departments, efforts are made to cover as much of the prescribed syllabus as possible and to ensure sufficient time for completion of experimental work.

6.3.3 Examination and Evaluation

1. Some departments conduct periodical tests & class tests. The examined papers are shown to the students and the guardians are informed about the progress of students in the Parent-Teacher meetings.

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

3. A group of teachers (Examination sub-committee) conducts the university examinations. The appointed teachers take part in paper setting, paper examiners, scrutiny, head examiners etc and act as per university guidelines.

4. MCQ type testing has been introduced for the General and Hons. programs for all three years in some departments.

6.3.4 Research and Development

1. The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc.

2. Space and necessary infrastructural support is provided for research work.

3. College authority sanctions leave; adjusts classes with flexi-timing and exempts from some other co-curricular activities.

4. College authority also encourages attending National/International seminars/ Workshop/ Conference.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The library has an Advisory Committee in the form of a library sub-committee which holds meeting at regular interval for supervising, advising, assessing needs and taking measures for overall development and smooth running of the library.

2. Books are catalogued. Teaching faculty can directly select books from the stack room and issue them. Moderate sitting arrangements are maintained in the library for reading purpose. Some departments maintain seminar library for providing additional books to their students.

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

4. Computers are installed in the library for cataloguing system and also to facilitate the activities in the library. Internet facility is also provided in the library.

6.3.6 Human Resource Management

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

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

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

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

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

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

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

The College Service Commission recruits faculty members and the College Governing Body recruits the staff members.

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

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

6.3.8 Industry Interaction / Collaboration

There is no such collaboration with industry. However several industries show interest in recruiting and training students of the college and conducts Campus Interview and Training Programme for the purpose. These programmes ultimately benefit the students of the college.

6.3.9 Admission of Students

1. Online admission process successfully introduced from previous academic session

2. Merit Lists are displayed and admission done accordingly. However, the college follows the reservation norms as laid by Govt.

3. Pre Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.

6.4 Welfare schemes for

Teaching	Group insurance, Provident Fund
Non teaching	Group insurance, Provident Fund, Festival Advance.
Students	Students' Health Home, Free Studentship, Government Scholarships, Award, Prize.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes [√]   No [　]

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

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

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

For UG Programmes   Yes [　]   No [√]

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

For PG Programmes   Yes [　]   No [　]

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

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

No such effort is made by the affiliating University. However, various departments of the college conducts Departmental class tests/Periodical tests regularly.

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

Departmental picnic are organized by many departments where ex-students participate and interacts with present students.

Frequent interaction with ex-faculty members including alumni are undertaken in an informal manner for improvement of the basic teaching-learning process as also for other related matters.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

The Computer Science Department and the Placement and Training Cell of the College organize Computer Awareness and Computer Literacy Programme for non-teaching employees.

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

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

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

Criterion – VII

7. Innovations and Best Practices

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

> Complete automation of the admission process for three batches (Example: part 1, part 2, part 3)

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

> The college plans works to be done for the session at the beginning and places in Governing Body and the different sub – committees of the college constituted ad – hoc. The college has achieved in materialising its plan of works which have been mentioned in 2.15 of part ''A'' of this AQAR.

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

> 1. Decentralisation of administrative works.
>
> 2. Student Education Support Scheme (SESS).

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

ANNEXURE III

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?   Yes ☐   No √

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

S: Sincerity of existing faculties; Positive attitude; Healthy relation with students; Individual care for honours students by some departments.

W: Abnormal Teacher : Student Ratio in 1st year; high % Dropout; Limited Space; Shortage of teachers; Weak socio-economic background of the students; Students are coming from remote area so they cannot attend classes regularly; lack of communication skill and proper academic skill

O: to introduce PG courses and a second campus

T: Academically weak students are taken care of by our attempts to develop the ability of such students to pursue higher studies. Everything here is a challenge

8. **Plans of institution for next year**

1. To overcome space constraint.
2. To appoint sufficient teaching and non-teaching staff.
3. To purchase recently published books for all departments.
4. To provide computers to those departments not having one.
5. To introduce Wi-fi facilities.
6. To improve Blackboards in classrooms
7. Re-orientation of Honours and General Laboratories.
8. Arrangement of sound system and LCD projectors for effective teaching.
9. Add more equipment in the laboratories.
10. Organize seminars, debates and panel discussions
11. Publish College Magazine
12. Provide e-books to students
13. To encourage teachers to take innovative project works.
14. To introduce Urdu at UG General and Honours level.
15. Organizing classes of Journalism & Mass Communication Dept. with media experts and encouraging students to freelancing and photography exhibition.
16. To apply for opening NSS Unit in the college.

Name   *Dr. Tushar Kanti Saha_*   *Name*   *Dr. Chinmoy Sekhar Sarkar*

_____   _____

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

_____***_____

Surendranath College

Academic calendar for the academic session 2013-14 for the B.A/B.Sc /B.Com course

Of studies (Under 1+1+1 System of Examinations)

| Course of studies	Part -1	Part -11	Part -111	Part -1 Compulsory Language 2014	Part -1&11 Supplementary Exam. 2013
Last Date of Admission	08/08/2013	---------	---------		
Date of Commencement of classes	Within 3rd week Of July 2013	Within 7 days from the completion of Part -1 Exam.	Within 7 days from the completion of Part -11 Exam.		
Last Date of change of Subject/stream (including switching over from Hons. to Genl. Course and vise versa)	30/08/2013	---------	----------		
Submission of Reg. Form to C.U. by the college	N.B –Application form for registration to be submitted by the students to the college within 10/09/2013 17/09/13(Without fine) 30/09/2013(with fine)	- - -------	----------		
Mid -term Exam.	By, November,2013	By, November,2013	By, November,2013		
College Test	2nd Week of March,2014	2nd Week of February,2014	2nd Week of January,2014		
Result of College Test	1st Week of April,2014	1st Week of March,2014	Last Week of January,2014		
Filling up of Form for University Exam.	2nd Week of April'2014	2nd Week of March'2014	1st Week of February'2014		
Date of Exam. Theoretical	B.Com (H) & (Genl) 02/06/2014 to	B.Com (H)& Genl.28/04/14 to	B.A/B.Sc./B.Com		

(Tentative)	07/06/14 B.A/B.Sc. (Hons. & Major) and B.Com (Major) -27/06/14 to 02/07/14 B.A /B.Sc. (Genl) 04/07/14/to 10/07/14	12/05/14 B.A/ B.Sc (Hons. & Major) and B.Com. (Major) 20/05/14 to 23/05/14 B.A/B.Sc (Genl) 12/06/14 to 23/06/14	(Hons. &Major) 09/04/14 to 17/04/14 (Genl.) 21/04/14 to 25/04/14	05/03/14 to 12/03/14	04/02/14 to 13/02/14
Date of Practical Exam. (Tentative)	B.A/ B.Sc (Hons & Major) and B.Com(Major) 14/07/14 to 30/07/14	B.Com. (Genl + Hons) 02/04/14 to 17/04/14 B.A/B.Sc. (Hons & Major) and B.Com(Major) 28/04/14 to 13/05/14 (Genl). 26/05/14 to 10/06/14	(Hons.& Major) 17/03/14 to 02/04/14 (Genl) 03/04/14 to 18/04/14		18/02/14 to 28/02/14
Publication of Result (Tentative)	Within 90 days from the last date of Exam.	Within 90 days from the last date of Exam.	Within June ,2014		

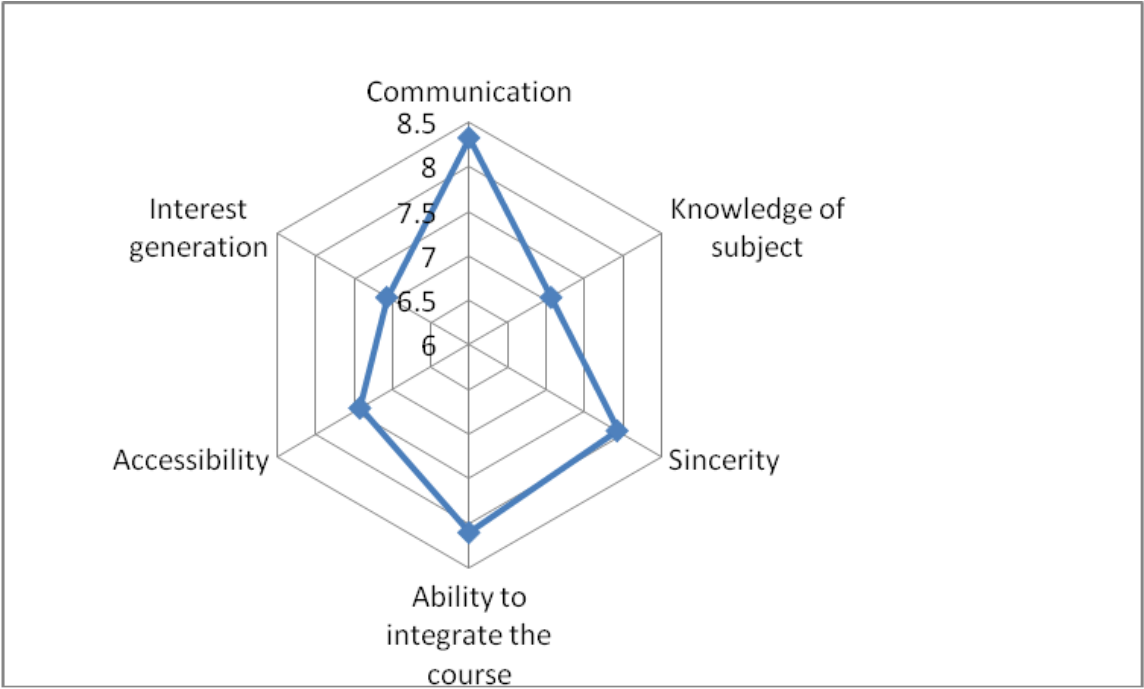## Annexure II

Feedback analysis

Feedback was taken in a scale of 10, with 10 being the highest rating
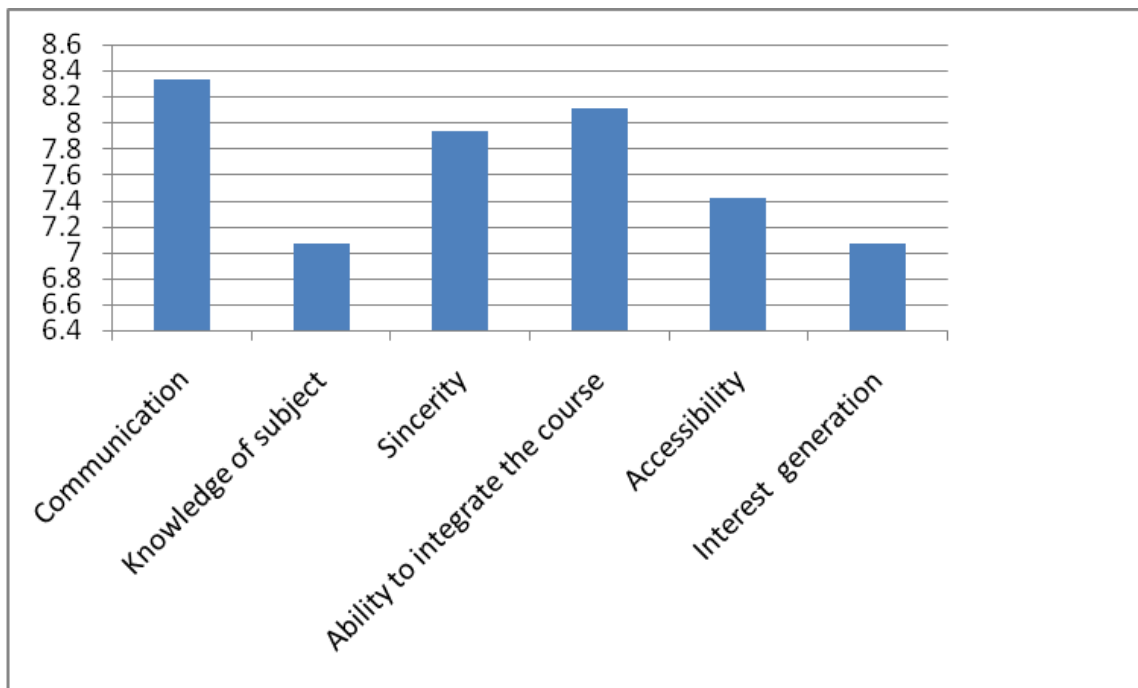
Annexure – III

Best practices - I

1. **Title of the practice:**
Decentralization of administrative works.

2. **Goal:**
   The aim of the practice is to cater to the students with best possible service regarding official works .In principle, the institute reckons that students are here to learn and thus wants them to devote most of their presence in college to their studies only. But some official works such as applying for scholarships , collecting railway concessions , university admit cards are essential and a majority of students remain engaged in these works , thereby loosing academic hour.The practice of decentralization of these type of administrative works are initiated to help the students being more committed to their studies.

3. **The context:**
   In recent years , there is a huge rush of admission in all streams while no recruitment has taken place in terms of administrative staffs. Under this circumstances, it is a real challenge to this institute to serve the large volume of students with such minor staff strength in office. Often it is seen that a huge queue is formed by the students just to get their identity cards or admit cards. Many important academic activities are lost in this way. The issuance of scholarships as well as other type of concessions are another mode of activity which requires decentralization as it is not possible for a single person to keep track of all these type of works.

4. **The Practice:**
This practice of decentralization of official work is introduced from 2011 onwords to overcome the difficulties faced due to the immense increase of student strength. It is being implemented by division of responsibilities to respective departments . Issue of admit cards as well as other examination related documentation are taken care of by the departmental staffs as well as faculty members. The scholarship schemes and issuance of concessions are served by designated committees formed with faculty members.

5. **Evidence of success:**
Institute considers it to be a success as students are getting information and service through a very orchestrated way. Teaching hours of students are not lost due to these type of official works. The students are not forced to waste their valuable time before examination.

6. **Problems encountered and Resources required:**
 Main problem for this decentralization work is maintaining co-ordination between various departments as well as monitoring the work done at different levels. Some of the departments do not have adequate staff strength to cater to the need of their students.

7. **Notes:**
Decentralization of the administrative works to the efficient and collective body results in clean and transparent administrative system with much reliability. The stake holder specially the staff members get the opportunity for direct involvement in all round development of the college.

8. **Contact Details:**

Name of the Principal: Dr. Indranil Kar
Name of the institution: Surendranath College
City: Kolkata
Pin Code: 700 009
Accredited status: B++
Work Phone: 033-2350 2864   Fax:
Website: www.surendranathcollege.org   E-mail: principal@surendranathcollege.org
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Best practices – II

1. **Title of the practice:**
Student Education Support Scheme (SESS)

2. **Goal:**
Aim of this practice is to cater to the financially weak students to help them continue their academic activities. It is in principle a commitment of the institute to arrange for financial support to the needy candidates so that they are able to pursue higher studies.

3. **The context:**
The college is situated beside Sealdaha station and many of the students are from poor families of this state. It is necessary for them to receive some sort of financial assistance to carry on with their academic activity. There are various Government and non-government schemes which can help them in this regard.As the number of students coming from lower income group is more, so it is really a complicated problem for addressing their acute hardship and the college has to face a challenging problem.

4. **The Practice:**
The college has a "Students Aid Fund Committee" comprisingrepresentatives of teachers and students . It invites application from the poor, meritorious students with proper supporting documents. After screening, the committee selects a number of selected students and distribute cheques among them. . Due to financial constraints limited number of students has benefitted. The college has also granted free-ship to some students from its own fund.

5. **Evidence of success:**
Due to this financial support many students are getting the scope to pursue for higher studies. Some of them have been graduated as a result of this practice.

6. **Problems encountered and Resources Required:**
The college and the Teachers' Body have to face a lot of problems in generating the Fund to a desired level. Moreover, the number of students from lower income group is also high. So, the quantum of support is not sufficient.

7. **Notes:**

In India many families are still below poverty line and at the same time literacy rate is not satisfactory. In this context, more financial support from any organisation may catalyse the process.

8. **Contact Details:**

Name of the Principal: Dr. Indranil Kar
Name of the institution: Surendranath College
City: Kolkata
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