The Annual Quality Assurance Report (AQAR) of the IQAC: 2009 - 10

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** :

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/aqar2009-10.pdf

http://184.168.68.190/surendranathcollege/AQARNEW/aqar2009-10.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:

2009 – 2010

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*)

Not Applicable

	AQAR	SUBMITTED TO NAAC ON 9-10-2015
i.	N.A.	N.A.

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   -   Not Applicable

(As IQAC established on 30/07/2013)

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
     Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [   ]

     Non-Teaching Staff Students [   ]   Alumni [   ]   Others (CAS Committee) [   ]

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

     If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

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

     Total Nos. [   ]   International [   ]   National [   ]   State [   ]   Institution Level [   ]

     (ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

N.A.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by Principal along with other authorised committees [in place of IQAC] at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
(1) Computerizing the process of collection of Student Fees.	(1) Student-Data Software installed by INFONETICS for collection of Student Fees of all three years of 1+1+1 System.
(2) Fresh wiring and earthing of Physics Department & laboratories.	(2) Fresh electrical wiring and earthing of the Physics Department and Honours Laboratories done.
(3) To purchase computers and laboratory equipments for some departments.	(3) One Cathode Ray Oscilloscope and two computers (one Lenovo & one Compaq Desktop) purchased for **Physics** Department. Three Compaq Desktops purchased for **Mathematics & Statistics** Departments. Three Aesthesiometer, two Time Marker & one Tachistoscope purchased for **Psychology** Department. One refrigerator purchased for **Botany** Department. These are few among the various purchases made this year.
(4) To restrict the operations of the Seminar Library of Mathematics Department for proper management.	(4) The Seminar Library of Mathematics Department restricted to a Reference Library only. Books are transferred to the Central Library for better management of issuing books.

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 2009-10 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   **Not Applicable**
     (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
69+3(Lien)	29	41	NA	1 (Librarian) +1 (Lab Instructor)

2.2 No. of permanent faculty with Ph.D.

37

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
06	03	0	0	0	0	0	1	06	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

36 (Guest & Part Time)	0	20 (Contractual)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	9	7
Presented papers	1	3	0
Resource Persons	0	1	0

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 documentaries 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

7	1	3

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :
(Result for the year 2008-09 published in the year 2009-10)

Title of the Programme	Total no. of students appeared	Class / Division				
		Distinction %	I %	II %	P %	Pass %
B.A.Pt.III(Hons)	195		0.0	73.33	24.1	90.22
B.A.Pt.III(Gen.)	169		--	--	--	73.96
B.Sc.Pt.III(Hons)	232		9.5	71.9/1.7	8.2	89.47
B.Sc.Pt.III(Gen.)	146		-	--	--	81.5
B.Com.Pt.III(Hons)	60		0.0	61.6	31.66	97.44
B.Com.Pt.III(Gen.)	169		--	--	--	63.31

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

NOT APPLICABLE (As IQAC established on 30/07/2013)

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
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.	2
Others	3

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	12	09	0	15
Technical Staff	16	09	0	11

Criterion – III

3. Research, Consultancy and Extension

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

NOT APPLICABLE (As IQAC established on 30/07/2013)

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	12.874	N.A.	N.A.	N.A.

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	1	0
Outlay in Rs. Lakhs	0.75	2.44	1.22	N.A.

3.4   Details on research publications

	International	National	Others
Peer Review Journals	10	2	0
Non-Peer Review Journals	2	0	0
e-Journals	0	0	0
Conference proceedings	1	0	0
Books	0	0	0
Edited Books	0	0	0
Chapter/Article in Books	0	0	0

3.5 Details on Impact factor of publications:

Range 1-2   Average 1.619   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	Nil	Nil	Nil	Nil
Minor Projects	1.5/2 yrs	UGC	1.22 lakhs	1.01 lakhs
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	1.22 lakhs	1.01 lakhs

3.7 No. of books published   i) With ISBN No.   2   Chapters in Edited Books   0

ii) Without ISBN No.   0

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	0	1	0	2
Sponsoring agencies	NA	NA	UGC	NA	College

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

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 | 1.22 | From Management of University/College | 0 |

Total | 1.22 |

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
1	0	0	0	1	0	0

3.18 No. of faculty from the Institution
     who are Ph. D. Guides | 2 |
     and students registered under them | 2 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 0 | SRF | 0 | 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

National level | 0   International 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 | 0   College forum | 0

NCC | 0   NSS | 0   Any other | 0

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	31	NIL	N.A.	31
Seminar Halls	NIL	NIL	N.A.	NIL
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	NA	NIL	N.A.	1
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	4.24548	College Fund & UGC Fund	-
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	27,881 [**18133** (with Acc. No.) + **9664** (without proper Acc. No.)]	33.18855 (Excluding **9664** books without proper Acc. No.)	1728 (including Reference Books)	3.51954	29,609	36.70809
Reference Books	430	Not available			430	Not available
e-Books	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Journals	04	0.05110	03	0.04	07	0.0911
e-Journals	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Digital Database	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
CD & Video	06 (With books)	N.A.	07 (With books)	N.A.	13 (With books)	N.A.
Others (specify)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Comput-er Centres	Office+Princi-pal	Depart-ments	Others (Library)
Existing	77 (41 non-functional)	52 (37 non-functional)	1 (Surren-dered)	0	0	9+1 (1 non-function al)	12+1(UGC MRP) (3 non-functional)	2
Added	8	2	19	0	0	0+1	3+2(UGC MRP)	0
Total	85 (41 non-functional)	54 (37 non-functional)	19	0	0	9+2 (1 non-function al)	15+3(UGC MRP) (3 non-functional)	2

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.

4.6 Amount spent on maintenance in lakhs :

i)   ICT

    0.0

ii) Campus Infrastructure and facilities

    7.59473

iii) Equipments

    0.77074

iv) Others

    0.0

Total :

    8.36547

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NOT APPLICABLE (As IQAC established on 30/07/2013)

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
5366	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%			No	%
Men	3827	71.32	Women		1539	28.68

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3637	592	41	-	-	**4270**	4004	709	53	600	-	**5366**

Demand ratio   9.35:1   Dropout % 21.48

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 the 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. The process has just been initiated.

No. of students benefitted | N.A. |

5.7 Details of campus placement

N.A.

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	

5.8 Details of gender sensitization programmes

Faculties of various departments sensitize students about respect for opposite gender; scrupulously avoid gender discrimination in and outside the 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   1   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   0   National level   0   International level   0

Cultural: State/ University level   0   National level   0   International level   0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**118**	**93,940.00**
Financial support from government	**15**	**24,000.00** (Received Rs.81,000.00)
Financial support from other sources		
Number of students who received International/ National recognitions		

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: <u>No Major grievances were received from the students</u>

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> 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.

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.

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. The college take steps for wide publicity through Notices, hoardings, banners, prospectus, web-site etc. for student admission. Online admission process is not yet introduced.

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 s taff

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.

> 1. Providing internet facility to most of the departments and office has helped in teaching learning as well as administrative work.

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 improve infrastructure

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. Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;

2. Renovate the existing underground water reservoir and drainage system and repair the water pipeline for better supply of water to all stakeholders.

3. Provide a Digital Copier to Office for better management of office-related works.

4. Renovate the electrical wiring of the main building.

5. Provide computers and printers to I.T. Laboratory and few Departments for better teaching-learning process.

6. Provide office with a computer and some printers for better office-related works.

7. Purchase books & journals for the library for better library service to the students.

8. Disbursing scholarships received from government to the deserving students of the college and also to benefit students of needy family from Students Aid Fund and Free Studentship from College Fund.

Name _____Dr. Tushar Kanti Saha_____

Signature of the Coordinator, IQAC

Name _____Dr. Indranil Kar_____

Signature of the Chairperson, IQAC

_____***_____

Annexure I

Surendranath College

Academic calendar for the academic session **2009-10** 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 2015	Part -1&11 Supplementary Exam. 2014
Last Date of Admission	31/07/2009	---------	---------		
Date of Commencement of classes	Within 07/07/2009	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)	28/08/2009	---------	----------		
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 04/09/2009 (Without fine) 11/09/20094(with fine)	- - -------	----------		
Mid -term Exam.	By, November,2009	By, November,2009	By, November,2009		
College Test	2nd Week of March,2010	2nd Week of February,2010	2nd Week of January,2010		
Result of College Test	1st Week of April,2010	1st Week of March,2010	Last Week of January,2010		
Filling up of Form for University Exam.	2nd Week of April'2010	2nd Week of March'2010	1st Week of February'2010		
Date of Exam. Theoretical (Tentative)	B.Com (H,G & Major) 07/06/2010 B.Com (Genl.)	B.Com (H, Genl & Major) 18/05/10 B.A/ B.Sc (Genl)	B.A/B.Sc./B.Com (Hons. &Major)		

	03/06/15 to 12/06/2015 B.A/B.Sc. (Genl &Non-Major)- 07/07/10 B.A /B.Sc. (Hons & Major) 21/06/10	25/06/10B.A/B.Sc (Hons & Major) 16/06/10	19 OR 20/04/10 B.A/B.Sc./B.Com (Genl) 04/05/10	04/03/15 to 12/03/15	03/02/15 to 12/02/15
Date of Practical Exam. (Tentative)		15/04/10 25/05/10	16/03/10 to 05/04/10 07/04/10 to 27/04/10		18/02/15 to 28/02/15
Publication of Result (Tentative)	Within 90 days from the last date of Exam.	Within 90 days from the last date of Exam.	Within June ,2010		

A Proposal to hold Part-1 and Part-11 Honours Practical Examinations before commencement of the corresponding Theoretical Examinations is under consideration of the University authority and hence tentative dates will be announced later on as soon as it is decided.
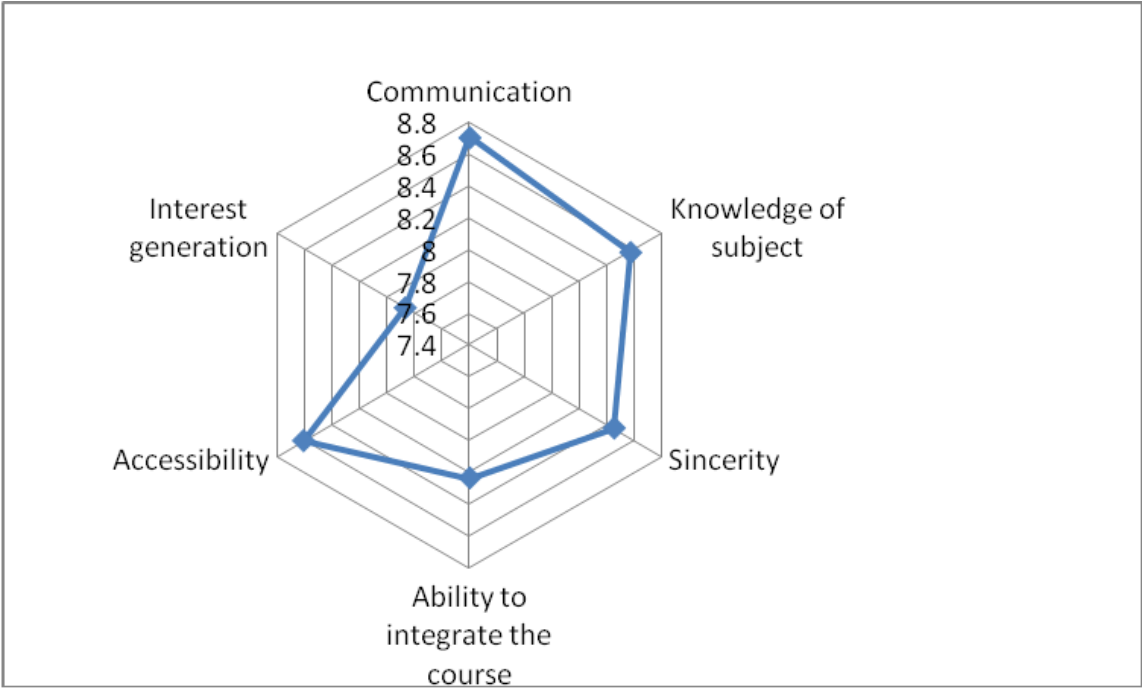
Annexure II

Feedback analysis

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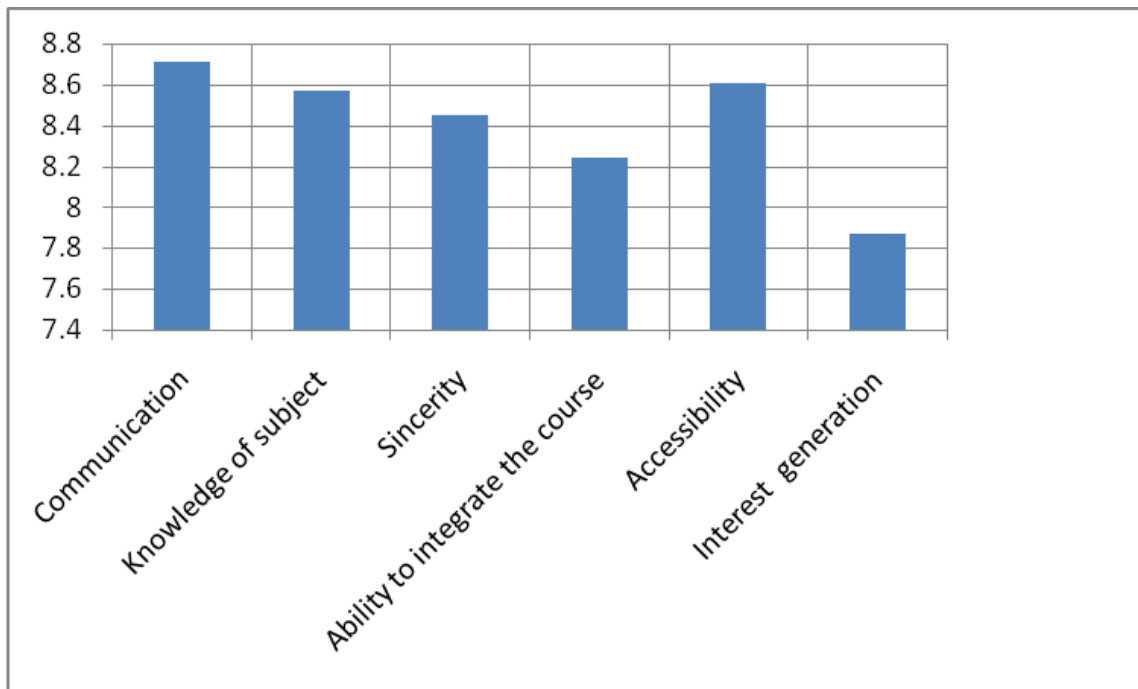
Annexure – III

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:**

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Name of the institution: Surendranath College
City: Kolkata
Pin Code: 700 009
Accredited status: B++
Work Phone: 033-2350 2864   Fax:
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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:**

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