Yearly Status Report - 2018-2019

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 own campus	**Yes**
Phone no/Alternate Phone no.	**03323543876**
Mobile no.	**9433427319**
Registered Email	**principalsurendranathcollege@gmail.com**
Alternate Email	**em1884snc@gmail.com**
Address	**24/2 Mahatma Gandhi Road, Kolkata-700009**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700009**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Suchandra Chatterjee**
Phone no/Alternate Phone no.	**03323543876**
Mobile no.	**9830920568**
Registered Email	**surendranathcollege.iqac@gmail.com**
Alternate Email	**em1884snc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.surendranathcollege.org/iqac/aqar/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.surendranathcollege.org/academics/result/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B+**	**2.51**	**2016**	**02-Dec-2016**	**01-Dec-2021**

6. Date of Establishment of IQAC	**30-Jul-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Workshop on CBCS system and Feedback system	24-Jul-2018 1	68
Workshop on modalities of examination under CBCS	04-Oct-2018 1	57
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Hari Shankar Biswas	MRP	UGC	2018 2	122500
Adity Sarbajna	ST/P/S&T	WBDST	2018 2	366000
Barnali Ray Basu	ST/P/S&T	WBDST	2019 3	1299400
Surendranath College	RUSA2	RUSA	2018 1	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Successful implementation of CBCS system for all the UG and PG B.A, B.Sc. and B.Com. courses of the college for the first time under the University of Calcutta from July'2018. Organising two Awareness Workshops (on 24.7.18 4.10.18) in the college on the newly introduced CBCS system and modified feedback system and also on the modalities of examination under CBCS for both the faculty members and the nonteaching staff of the college. Timely submission of the AQAR 201718 (on 21.12.2018) and the AISHE data (27.2.2018) along with generation of internal as well as Academic, Administrative and Gender audit reports. Mentoring Sagar Maha

Vidyalaya, an interior college of West Bengal for preparing them for their first NAAC visit and performing a number of social activities through NCC and NSS units of the college. Organising the biyearly award ceremony for distributing medals and certificates to the highest scorers of all the departments in the University Final Examination 2016 and 2017 on the teachers day (5.9.18) and applying for the DBT star college strengthening scheme by the 5 science departments (on 26.6.2019).

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

Plan of Action	Achivements/Outcomes
To implement CBCS system smoothly in the college under University of Calcutta from July'2018.	CBCS system was implemented smoothly in the college under University of Calcutta from July'2018.
To prepare a new academic calendar for the college.	A new academic callender for the college was prepared .
To arrange some workshop for quality improvement of the faculty members and non teaching staff of the college	Two workshops were arranged for quality improvement of the faculty members and non teaching staff of the college
To arrange for the purchase from RUSA grant after getting it & also to seek requisition for books and instruments from all the departments.	The procedure for the purchase from RUSA grant was initiated & the requisition for books and instruments from all the departments were collected.
To submit AQAR 2017-18 within the stipulated time, i.e., within 31.12.2018.	The AQAR 2017-18 was submitted within the stipulated time, on 21.12.2018.
To upload AISHE Data within the stipulated time limit i.e., by 28.02.2019.	The AISHE Data was uploaded within the stipulated time limit, on 21.02.2018.
To continue with the process of awarding medals & certificates among the highest scoring students of each department for encouragement.	Medals & certificates were distributed among the highest scoring students of each department for encouragement on 4.9.2018.
To complete the process of taking various feed backs from the students and the faculty members.	Various feed backs were taken from the students and the faculty members timely.
To mentor some interior area college for their betterment.	The Sagar Maha Vidyalaya, an interior area college of West Bengal was mentored to prepare them for their first NAAC visit.
To apply for the DBT Star College Scheme and enquire about the status of DBT Boost fund and participate in the NRF ranking.	Five science departments of the college applied for the DBT Star College Scheme. Current status of DST Boost fund was inquired. It was unanimously decided that the college will participate in the NRF ranking in the next year, i.e., in 2020.

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	**20-Dec-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**27-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Surendranath College has incorporated Management Information System (MIS) since 2012 (student admission and management software) and Employee Management (2015) for increasing the efficiency in management of our educational institution. MIS enabled our college to reduce paper work, improve work efficiency, reduce administrative work load of academic staff, eliminate work duplication and save time. The List of modules included in our system is as follows: Students Management Module: Maintains personal and academic information for every student admitted to college, used for generation of Students General Register and various certifications like: Bonafide, Expenditure, Character, Leaving/Transfer, Class wise and category wise registers etc. Various statistical reports, ICard and government reports can also be printed out Fees Collection Module: Prints Cash Receipts, advances or Bank Challans as per collection procedure. Tracks Students Fees pending / outstanding dues as per different headings, provides summary reports of outstanding dues of students, generates student ledger. Financial Accounting Module:**

Creates daily Fee/ Fine Collection vouchers automatically, Enters cash and bank receipts / payments vouchers, Contra Entry Vouchers, Journal Vouchers, prints reports like cheque register, Cash Book, Day Book, General Ledger, Bank book reconciliation, Trial Balance, Income and Expenditure statements and Balance Sheet. Payroll Management Module: Calculates monthly Net payable as per Pay Scale and Grade Pay for teaching and nonteaching staff. Prepares the paysheet report as per Allowances Deductions norms. Prepares various submissions forms to concerned authorities for sanction government agencies. Establishment Module: Manages personal information of Teaching and Nonteaching staff, qualification details, Experience details, Joining date details, promotion dates, university approvals, Service record, applicable pay scales, Staff pay details, leave status, extracurricular activities, tax declaration, daily activities like number of classes taken, etc. Scholarship Module: Maintains enrollment of students in various Scholarship schemes. Checks Scheme sanctions, Undertakes disbursement, generates utilization certificate, tracks scholarship fund flow, etc. Document Management: Manages the Inward and Outward Communication of administration section. Study Material Module: Faculties can upload and provide study materials to students via college website. Study materials under broad subjects are available under different departments and can be downloaded as needed. Feedback module: We have online feedback system for students, teaching staffs as well as nonteaching staffs based on ….which is managed by MIS and can be downloaded as needed. Staff information system module: This module stores and manages information of teaching and nonteaching staffs which includes, pay slips, notice for staff only, IT declaration, Service record, yearly record book, etc. In addition the specific notices for staff are also sent via sms. Govt. orders module: Stores and manages all important and relevant government orders essential for smooth running of the institution. Biometric attendance module: Biometric system of attendance

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution is affiliated to the University of Calcutta and hence the UG syllabus is constituted and governed by the University with a few teachers of the college as members in the Board of Studies in various subjects taught in this college. The academic calendar is made in accordance with the affiliated University and is displayed in the website before commencement of admission each year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
None	NA	30/06/2019	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	None	30/06/2019
BSc	None	30/06/2019
BCom	None	30/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Bengali, History, Philosophy, Political Science, Sanskrit, Sociology (Honours and General)	01/07/2018
BA	Journalism (Honours and General), Psychology (Honours)	01/07/2018
BA	Urdu and Hindi (Comp. Lang.)	01/07/2018
BSc	Botany, Physiology,	01/07/2018

	Zoology, Chemistry, Physics, Maths, Statistics, Economics, Computer Science (Honours and General)	
BSc	Microbiology , Geography, Psychology (Honours), Molecular Biology (General)	01/07/2018
BCom	Honours and General	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
None	30/06/2019	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany, Zoology, Physiology, Geography	787
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The development of any organization, especially a college, heavily depends upon a well functioned feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. This college has been practising the feedback systems accommodating some of the stakeholders including students, faculty and authority for many years to help the individuals and organization as a whole to improve the performance and effectiveness of the Institution. Since 2016, the entire feedback receiving system has been made online. Students can access the feedback form using their respective id and password. In all three cases, the stakeholder has to submit a structured feedback form consisting of three sections a) Academic b) Institutional c) Library in each academic year. Any individual can submit the feedback form only once. The results are then analysed by associated software

for inspection by the college authority. Principal then convenes a meeting with the IQAC members, departmental HODs and GB members (if required) to address any issue of concern. Parents and Alumni are definitely important stake holders of this system and soon would be included, though Parentteacher meetings are periodically conducted in this college and their suggestions are regularly obtained and analysed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HONOURS	525	5116	312
BSc	HONOURS	662	7561	344
BCom	HONOURS	183	3499	177
BA	GENERAL	500	3892	492
BCom	GENERAL	340	2289	327
BSc	BIOLOGICAL SCIENCE GENERAL	43	599	42
BSc	PHYSICAL SCIENCE GENERAL	183	552	79
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1773	15	92	0	1

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
149	91	181	18	1	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The following strategies are adopted to effectively cater for the mentoring programme: • A comprehensive orientation program for the students on the first day of admission by the Principal as well as the Head of respective Departments to welcome them and familiarize them with the institution. • The Departmental HODs seek to orient them to the particular Department, the core curriculum, the routine, the academic calendar, examination system and offer information to clear any doubts and clarifications which the students may have.

The merit of the subject and its related career opportunities are also discussed. • During the course of every semester, the Departmental Faculty members identify slow learners and advanced learners in the class. Tutorial classes are arranged within the routine to mentor the slow learners and also facilitate their interactions with the advanced learners. This fosters positive fellowfeeling and also enables the weaker students to approach their classmates and teachers alike. • Class tests are held in regular intervals to assess the progress and understanding of each student. As per the academic calendar, at least two tests per course are generally held by each Department. • Informal discussions encouraging quizzes among the students are also occasionally organized within classrooms by Departmental teachers to increase the grasp on factual information and prepare the students for onemark questions in their final semester examinations. • Parentteachers' meetings form an integral part of students' mentoring as the teachers update the guardians about the progress of their wards and draw their attention to individual cases. • Students are mentored in value education through inspirational lectures, motivational talks and social awareness programs. They are encouraged to participate in these programs as audience as well as volunteers in organizing them. • Students are also mentored in extracurricular activities by proficient teachers like in debating, quizzing, singing, drawing, acting, sports etc. The cultural activities observed on college campus also strengthens the students teachers' bond as the later mentor them in their performances and skills. The significance of the day of celebration is also impressed upon them by the teachers. Apart from all these, plans are there to implement a definite mentoring system for the 1st Semester students from the coming academic year i.e., 201920 in all the departments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4418	92	48:01

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
96	92	4	1	44

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.Barnali Ray Basu	Assistant Professor	Best Paper Presentation Award, National conference on Food and Nutrition society
2019	Dr. Biva Samadder	Lecturer	Best NCC officer Award, DTE
2019	Dr. Mrityunjay Kumar Pandey	Assistant Professor	Devishankar Awasthi Samman
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Part III	Year	19/04/2018	28/06/2018

BSc	Part III	Year	19/04/2018	28/06/2018
BCom	Part III	Year	23/04/2019	03/07/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In order to functionalize a continuous quality improvement module, the following twostage evaluation process and reform has been initiated: 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 postresult mentoring of students based on their identified areas of weakness 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. This feedback system is conducted online for each student from the current academic year and ensures absolute confidentiality. The responses received through this feedback serves as a valuable source of information to measure the satisfaction level of the students. C) Parent teacher meeting/monitoring – Parents are departmentally invited on as and when needed basis 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 though a structured questionnaire. The audit reports are reviewed and approved by the management. The new innovations or inputs received by the Departments from the Principal and IQAC are communicated to the students and faculty members by the Departmental Heads.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic calendar was prepared according to the guidelines issued by the University of Calcutta by the Academic Sub Committee and duly placed and approved in a Teachers' Council meeting. The University Registration process for ensuing newly admitted students' process started on 12th July,2018 and was completed within 15th September,2018. Commencement of classes occurred on 15th July, 2018. Additional remedial/tutorial classes were taken by various departments for the weaker students. Part 1 examination for all streams was conducted from November to December 2018. The Internal Assessment for Semester 1 (Arts and Science) and Semester 3 (Commerce) were held immediately after the Puja vacation. The final semester examinations for Semesters 1 (Arts, Science and Commerce) and Semester 3 (Commerce) were held in December 2018. The Part II examination (Arts, Science and Commerce) were conducted for the secondyear students of all Subjects (under the 111 examination system) from May to August 2019. The final semester examination for semester II (Arts, Science and Commerce) and Semester IV (Commerce) were also held in the month of May 2019. PostGraduation semester examinations were also conducted as per schedule. Results of all the internal examinations were published within two weeks of the last date of examination, as intimated in the Academic Calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.surendranathcollege.org/wp-content/uploads/2019/12/PROGRAM.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage

			appeared in the final year examination	in final year examination	
Part III	BCom	Commerce	387	323	83.46
Part III	BA	Honours	306	297	97.06
Part III	BSc	Honours	1040	971	93.37
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.surendranathcollege.org/new/surveyform.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	WBDST	21.25	12.99
Minor Projects	730	West Bengal State DST	5.95	3.66
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
None Conducted	NA	30/06/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
None	NA	NA	30/06/2019	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
None	NA	NA	NA	NA	30/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics, Chemistry, Mathematics, Botany, Zoology, Political Science	15	0
National	Chemistry, Philosophy, Sanskrit, Political Science, Psychology	8	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	2
Bengali	1
Hindi	5
Sanskrit	3
Urdu	1
Political Science	1
Philosophy	1
History	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Can Square Kilometre Array phase 1 go much beyond the LHC in supersymmetry search?	Arpan Kar, Sourav Mitra, Biswarup Mukhopadhyaya, Tirthankar Roy Choudhury	Physical Review D (Rapid Communication)	2019	4	Surendranath College	2
		View File				

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Can Square Kilometre	Arpan Kar, Sourav	Physical Review D	2019	0	2	Surendranath College

Array phase 1 go much beyond the LHC in supersymmetry search?	Mitra, Biswarup Mukhopadhyaya, Tirthankar Roy Choudhury	(Rapid Communication)				

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	36	12	7
Presented papers	14	30	10	0
Resource persons	0	1	6	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness and Thalassaemia Detection Camp (28/9/18)	NSS, Unit1 NCC Medical College Kolkata	10	251

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
None	NA	NA	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NCC Unit, Surendranath College	Swatchata Activity (26.9.18)	10	40

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

Research	Dr. Barnali Basu (Physiology) & Dr. Nilansu Das (Mol Bio)	WBDST	730

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Sharing of Research facilities	Equipment and Knowledge Sharing	The Regional Centre for Acceleratorbased Particle Physics (RECAPP), HarishChandra Research Institute (HRI), Allahabad	22/07/2018	12/01/2019	Dr. Sourav Mitra (Physics)

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
None	30/06/2019	NA	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25000000	21124175

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Others	Newly Added
Laboratories	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	18.05.00	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33829	5202327	6	0	33835	5202327

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
None	NA	NA	30/06/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	189	86	20	20	0	21	53	1	10
Added	0	0	0	0	0	0	0	2	1
Total	189	86	20	20	0	21	53	3	11

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

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50 MBPS/ GBPS

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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
None	[NA](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
12500000	10836518	5000000	5213215

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1) Smart class rooms are installed in majority of the classrooms to facilitate ICT enabled teaching. 2) Internet speed has been boosted to 50 Mbps through fibre optic cable technology mediated Internet facility. 3) All departments,

including Central Library and administration are networked and connected through LAN. 4) Admission, studentdatabase and feedback system are managed online through structured questionnaires. 5) Certificate course in computer proficiency for all students took place. ICT skill development programme for staff members has also been initiated. 6) E learning course materials and study materials has been developed in all departments to encourage higher use of ICT among teachers and students. 7) Separate email id for all the faculty members has been allocated for easy communication and circulation of notices. 8) Whats App groups have been created for official intimation of Notices and other information (both teachers and students' groups). 9) Facility for internet, intranet and intercom services has been initiated for academic and administrative office. 10) Single window facility to meet up student needs has been running successfully.

http://www.surendranathcollege.org/wp-content/uploads/2019/12/INFRASTRUCTURE-UTILIZATION.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship	62	33400
Financial Support from Other Sources			
a) National	Minority, SC, ST	1011	7800000
b)International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Communicative English Course	02/01/2019	38	English Department
Certificate Course in Photography	02/07/2018	27	Molecular Biology Department
Certificate Course in Computer Applications	02/01/2019	17	Computer Science Department
Remedial Coaching	02/07/2018	345	All Departments
Personal Counselling	02/07/2018	232	All Departments
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

| 2018 | Departmental Counselling and Career Counselling Cell | 0 | 91 | 0 | 9 |
| 2019 | Departmental Counselling and Career Counselling Cell | 53 | 46 | 18 | 4 |

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
La Martinere SEOMP Society, The Times Group etc.	137	13	NA	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	62	BSc	Geography	Calcutta University, Kalyani University, Kanpur University, Rabindrabharati University, Raipur University, Netaji Open University	M.Sc. In GIS, Remote Sensing and Geography

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	8
GATE	6
Any Other	4

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Day	College	128

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	All India University Games (Bronze Medal)	National	1	0	SNC2017981 6	Monu Prasad

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Union is there in the college to look after student matters under the guidance of the institute. An elected student from any year functions as the General Secretary. He is helped by several class representatives. Under the ambit of this forum, students are encouraged to be a part of the decisionmaking process supporting democratic form of governance. One member each from this student council is included in the IQAC to represent the student body in college academic and administrative affairs and also in various sub committees and cells functioning in the college. The general activities of the Student Council include: 1) Facilitation of student admission process. 2) Looking after student related matters and report their grievances to the higher authority. 3) Organization of the annual athletic sports together with the Sports Committee of the college. 4) Organisation of various religious and cultural programmes such as the Fresher's Welcome, Social, Rabindra Jayanti, Teachers Day, Barshamangal, Agomoni, Id, Saraswati Puja, Biswakarma puja etc. 5) Participation in various extension activities of the college such as Swachwota, Save Water, Save Life, Dengue Awareness and Prevention, etc along with NSS and NCC of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institute has a mechanism for ensuring decentralized governance through delegation of responsibilities and providing operational autonomy to the various units. The Governing Body delegates decisionmaking related to all the academic and operational matters to the Academic Sub Committee which is headed by the Principal. The Academic Sub Committee formulates common working procedures and entrusts the faculty members with implementation of the policies. For effective implementation and improvement of the Institute, different committees are formed biyearly in alternate academic session. Faculty members form a part of different committees entrusted with a range of activities of the Institute. This enables them to conduct various programs to showcase their teaching and administrative skills. They are encouraged to develop leadership qualities by taking charge of various academic, cocurricular and extracurricular activities. They are authorized to conduct industrial tours and form liaisons with industry experts, conducting field excursions and appointed as coordinator and convener for organizing seminars/workshops/conferences. Certain units within the Institute such as library have operational autonomy, while working with the advice of the relevant committee.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is under the academic jurisdiction of the University of Calcutta therefore, curriculum development is finalised by University. However, college teachers are members of BOS in various subjects at both UG and PG level. Therefore, they can contribute to the addition or modification of the curriculum from time to time. Emphasis is also laid on increased participation and certification of faculty members in FIPs and STCs in order to refine their teaching skills in various eplatforms.
Teaching and Learning	Keeping in view curriculum of the newly introduced CBCS syllabus, more streamlined techniques of teachinglearning has been introduced like delivery of lectures through ICT

enable tools and smart classes in addition to the conventional blackboard teaching. Few faculty members from science have also started Elearning courses on open end platforms. Other practices implemented are conduction of bimonthly class tests and one internal examination at the end of each semester by each department, encouraging students to register maximum attendance in classes as a percentage of total marks is borne by class attendance and strict maintenance of records and immediate reporting of irregularities to concerned parents. Arrangements for power point presentations, charts, graphs, videos are made in different departments. There are 11 smart class rooms in the college in various departments and they are optimally used. IQAC organizes informal workshops to promote the usage of ICT. These workshops are internally organized especially for the faculty members where some experienced and trained faculty member train them. IQAC also motivates the faculty to implement new practices for regular curriculum delivery. These practices include group discussion, case studies, etc. To encourage scientific learning among students, students are often asked to submit written and oral assignments after literature survey. Students are encouraged in some departments to submit articles on their creative ideas to the departmental wall Magazine and emagazine published from the college. Some departments arrange for mock Parliament, onetoone Interaction, classroom debate, quiz and question answer sessions among their students. Chemistry department arranges Industry and research laboratory visit for their students for a better exposure and arrange for lab quiz also. They also distribute handouts among students before theoretical classes. Economics Dept. downloads relevant courses for NPTEL uploaded by IIT or other organisations and shares them with their students. Under NMEICT project the college has till date 19 broadband connections from BSNL (Domain id : webkolsugae.nme.in) commissioned on 12/5/2010 catering the ICT needs of its stakeholders. The College Library also has subscribed to INFLIBNET and has

	become a registered user of NLIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NMEICT. Faculty members are encouraged to attend FDP's to upgrade them. These programs also include orientation as well as refresher courses and short term courses. Field study, Project Based dissertation work and educational excursion is undertaken by Geography, Commerce and BioScience departments. In Botany department from botanical excursion, preserved live specimens and herbarium sheets are collected. RMOS Helios thermal paper based spirometry has been introduced by the Physiology Department to give their students a firsthand experience in the field of respiratory physiology. They are also trained to make health cards for individuals and diet survey among people of different communities. The Journalism Mass Communication Department frequently shows video documentary and films to their students and encourages them to participate in creating wallmagazine, freelancing, anchoring and also gives project work on current events. The students of this department cover all the college programs and they are also sent to work as reporters in different media houses to gather experience. Zoology department show their students large screen videos before practical classes in the laboratory. Chemistry department also shares such videos in their whatsapp group with their students prior to practical classes.
Examination and Evaluation	Examination system is now in a transition state from 3year (111) system to CBCS system and therefore both examination systems are running in the current academic year. There are dedicated Exam Committee for exam conduction and CBCS Committee for tabulation (constituted of college teachers) to ensure smooth conduction and timely uploading of marks in the University portal. Introduction of online upload of marks in the dedicated University portal has also greatly streamlined the process of publication of results. Details of examinations, like the months in which the examinations are to be conducted in a particular year are mentioned in the academic calendar prepared by the

	Academic subcommittee of the college. This is given in the Prospectus and distributed to the students taking admission at the beginning of a session. Some departments conduct open book exam, surprise test, double evaluation, MCQ type exam etc. The Academic Calendar is also distributed to the Head of the Departments in an Academic Subcommittee meeting at the beginning of a session enabling them to make the faculty members and other stakeholders aware of the process. ParentTeacher meetings are arranged centrally by the college, in which the faculty members interact with parents and exchange information. Regular notification regarding examinations, by the college and respective departments via bulk SMS is practiced besides putting in the college website. Students are also made aware of the evaluation processes by the faculty members during the class lectures as and when necessary. The University currently allots the answer scripts of the General papers to the affiliated colleges who in turn distribute the scripts to the respective faculty for evaluation and subsequently submit the award lists with the evaluated scripts to the University. The institute has adopted this change in the evaluation process of the scripts of General papers from 2013 onwards. However, the college follows its own evaluation process for the internal test examinations conducted before the University examinations so that it helps students to perform better.
Research and Development	There is a dedicated Grants and Research Committee that informs and encourages faculty members for submission of Research projects. Activity of this Committee is overseen by IQAC. The Committee also looks after the progress of PhD. dissertation works of the research scholars working in the college and submission of progress report and other related activities. The Research infrastructure of the college has been significantly augmented by the grant obtained from RUSA. Faculties are constantly publishing their works in indexed and peer reviewed National and International Journals.

Library, ICT and Physical Infrastructure / Instrumentation	The Institutional Central Library is quite enriched and connected with the consortium of Indian libraries INFLIBNET and the database is intended to be managed fully by KOHA software soon. There is one dedicated internet browsing centre with 20 computers installed there. During 201819, the Nlist consortium was renewed for the next session, 25 hard copy journals were renewed, 3000 old books were weeded out, Etendering process for purchase of books from RUSA grant started, 3 text books and 4 reference books were added from donation. The Institute has more than 189 computers with 16 ICT enabled class rooms and 1 smart class room. There is a dedicated Auditorium with high fidelity acoustics having a capacity of 250. The laboratories of all science departments are spacious and well furnished with modern equipment. The infrastructural facilities also include other amenities like a canteen, cluster hostels for boys and girls, separate common rooms for boys and girls and a spacious hall for indoor games.
Human Resource Management	The college and its employees are under the administrative control of Dept. of Higher Education, Science Technology and Biotechnology, Govt. of West Bengal. There is a dedicated portal termed iFMS (Integrated Financial Management System) and PFMS for management of various servicerelated affairs of the employees. In order to cope up with efficient management of the increasing human resource, introduction of new facilities such as online submission of Yearly record book, IT declaration, Staff Notice Pay slip generation, Service book entry for employees are in the pipeline.
Industry Interaction / Collaboration	The college is under the process of initiating new contacts with industries for campus recruitment and other purposes. Students of the Science Departments are taken for visits to various food, beverage, pharmaceutical and dairy industries for exposure to the needs and modus operandi of industries. Research collaborations with leading Research Institutes and organizations are operative involving the faculty members of the college. The Institute has active collaboration with

	different organisations for various social outreach activities. The faculty members are also engaged in various interdisciplinary scientific projects with various research institutes of repute. Students accompanied by faculty members intermittently visit industries to witness actual production plants in operation.
Admission of Students	The students admitted on the basis of Merit and it is carried out completely online to ensure transparency. An admission committee comprising of Faculty members supervise the entire admission process, in compliance with the regulations laid down by the Higher authorities. A notification is usually published on the website ahead of date of submission of online forms. This usually commences within one week of publication of Class 12 results by all major educational boards across India. Our demand ratio is very high. 1:9.74 in 2019.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Examination	Online software managed portal for entry of marks has been initiated by the University of Calcutta since the commencement of the CBCS system. The computergenerated CSV files, with examination roll numbers of students are accessed by the Faculty members of every Department from the University of Calcutta website, through a dedicated login ID and password. Upon the completion of the entry of marks, the CSV files are uploaded and submitted online. Marks after Scrutiny are also submitted online. Each department also archives hard copies of CSV files carrying the marks entered.
Planning and Development	Installation of e classrooms in all departments with 18 ICT enabled class rooms and 1 smart classroom. Each department is provided with computers having internet facility and WiFi. The Institute Central Library has adequate number of books, journals, access to internet enabled computers and reading room facility for students. We also have ejournal, ebook through Nlist.
Administration	Administrative work being completed at the Principal's office and Students' section is facilitated by more than 15

	terminals connected through a 50 MBPS leased line. WiFi facility is available throughout the premises of the Institute. All leave applications, statements of attendance and other service related documents are handled and uploaded through the West Bengal Higher Education iFMS portal, 24x7 CCTV surveillance system is operational at various points inside the campus including at the Central Library, Students common room, Staff room, corridors, and Principal's office.
Finance and Accounts	There is a college Account Software for maintaining accounts in accounts department.
Student Admission and Support	Internet facility is available for the Students too. Admission and examination procedures are computerized.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	0	0	0	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Communicative English Course	Communicative English Course	02/01/2019	02/05/2019	0	2
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Fundamentals and Applications of	5	02/01/2019	17/01/2019	16

Chemistry in Material and Biological Sciences and Recent Trends				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal Health Scheme, GLIC	Sastha sathi, GLIC	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal and external financial audits at regular interval. The accounts of the college are audited regularly as per the government rules. The college has a separate dedicated Committee for keeping records of expenditure from Government Development grants and those obtained from different extramural funding agencies like UGC, DBTWB, DST, etc. Receipts including vouchers for payment made are checked thoroughly and tallied with 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, After the audit, the report is sent to the management for review and then finally to the Government. The college also files income tax return every year within the stipulated time.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0

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6.4.3 – Total corpus fund generated

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0

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6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CU approved Audit Committee	Yes	IQAC
Administrative	Yes	CU approved audit committee	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Organization of Parentteacher meetings by respective Departments is an integral part of feedback from Stakeholders. Parents are invited for discussion of their wards' performance in three specific areas a) attendance b) responsiveness and interactions in classes and c) performance in examinations. Along with that, their views on the overall academic ambience of the Institution and infrastructural support are also discussed. A new online feedback system for the parents is yet to be initiated as per NAAC regulations. This can be accessed by the parents on the College website. Subsequently, an exhaustive report would be prepared by the Heads of Departments and sent to IQAC for review. Based on the reports, IQAC would conduct meetings with the Principal and Departmental heads to adopt remedial measures. The Institute believes that maintaining a vibrant relationship between teachers and parents goes a long way in the development of mutual trust between an organization and its stakeholders.

6.5.3 – Development programmes for support staff (at least three)

One day induction programme/ workshop on the modalities examination under CBCS system. One day Health Camp for Thalassaemia detection. Certificate Course on Computer Application, Photography, Communicative English.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Creation of a new meeting cum evaluation room, one new class room and two store rooms. Arranging for a cluster hostel in the locality. Mentoring a remote College at Sagar Island and an outskirt school Able Academy. Complete revamp of old electrical fittings and accessories and replacement by powerefficient ones. Renovation of Ladies' washroom for teachers. Installation of a Sanitary Napkin Vending Machine in the girl students' common room. Increasing the number of garbage disposal facilities. Process started for installation of a lift and a roof top central laboratory.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on CBCS System and Feedback System	24/07/2018	24/07/2018	24/07/2018	68
2018	Modalities of Examination under CBCS	04/10/2018	04/10/2018	04/10/2018	57
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Installation of Sanitary Napkin Vending Machine	01/08/2018	01/08/2018	50	0
Awareness Program on Health Issues of Late Adolescent and Young Girls	03/09/2018	03/09/2018	80	0
Initiation of a Project on Life Style Diseases among Youth in Colleges	08/02/2019	08/02/2019	36	26
Interactive Session on Life Style and Behavioural Management	08/03/2019	08/03/2019	36	42

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	50
Rest Rooms	Yes	250
Scribes for examination	Yes	20

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	08/07/2018	1	Green Rally and Water Conservation	For general awareness	50
2018	0	1	21/07/2018	1	Old Age Home Visit	To carry out social responsibility	19
2018	0	1	25/07/201	1	Seminar	For	70

			8		of Waste Managemen t	awareness of nearby market area	
2018	0	1	24/09/2018	1	Seminar on Relevance of Social Work on Students Life	For gener ating con ciousness of the students and local youth	75
2018	0	1	28/09/2018	1	Awareness and Thala ssaemia Detection Camp	For creating health co nciousnes s	261
2018	0	1	10/12/2018	1	Swach Bharat Abhiyan	To clean neighbour hood	63
2019	0	1	31/05/2019	1	World No Tobacco Day program	To generate awareness	36
2019	0	1	01/06/2019	1	Blood Donation Program	To generate awareness	21
2019	0	1	26/06/2019	1	Internati onal Day against Drug abuse Illicit T raffickin g by Seminar	For general awareness	86
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Life Style and Behavioural Management	08/03/2019	Seminars, workshops, discussions and counselling were carried out following this theme

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	01/07/2018	30/06/2019	0
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Declaration of campus as a plastic free zone and no smoking zone 2. Replacement of all old light bulbs with LED lights. 3. Replacement of fans and others with power efficient electrical accessories and star rated air

conditioners. 4. Timely disposal of hazardous waste and cleaning of sewage by
Kolkata Corporation. 5. Regular pest control in campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) To promote outreach Activity for general wellbeing of the society as a whole: College is in the process of signing MoUs with two colleges, one nearby and one in the outskirts for possible knowledge and resource sharing and currently mentoring a remote college at Sagar Island and an outskirt school Able Academy. Initiatives are there for mentoring a remote village also in the near future. College has active NSS and NCC units. They conduct a lot of outreach activities for example, visit to schools for creation of science awareness, visit to old age homes, organise awareness campaign on different health related issues locally, health camps in college and outside for general health checkup, Thalassaemia detection, blood grouping, blood donation etc. Health consciousness among slam and street children are also intended to by organising seminars on social work and hygiene consciousness and by distributing water bottles, stationaries, handkerchiefs etc. Donation to natural disasterstricken areas is also done religiously. Distribution of old and new garments among poor people in the outskirts and in the nearby slum areas also take place. They have initiatives in fighting against pollution, working for green rally, water conservation, waste management etc. NCC and NSS observe and generate awareness on Swachh Bharat, Vigyan Divas, World health day, Earth day, Technology day, No tobacco day, Environment day, Yoga day, Drug abuse and Illicit trafficking day etc. Organising advanced leadership camsp, speech, debate, drawing competitions etc are also their routine job. Additionally, five departments from science, humanities and commerce are now recognized as PhD. awarding centres with wellequipped laboratories where external scholars can enrol themselves under the faculty members to carry out their doctoral dissertations and in three departments there are provisions for performing summer projects by students from other institutions/colleges/universities. 2) To promote genderequity and inclusiveness in education in a multilingual platform: This is a coeducational Institute with students coming from various social backgrounds where a vast number of students are actually firstgeneration learners including an almost 1:1 ratio of male and female students. In order to bring students from economically weaker backgrounds into mainstream education and motivate them to pursue higher education, the college carries out department specific orientation programmes and student counselling sessions and offers a host of state government and other funding agency aided scholarships and free ships with dedicated committees constituted of teachers to look after these and also holds ParentTeacher meetings in every academic session. The college offers four different language options namely English, Bengali, Urdu and Sanskrit to its students to promote cultural exchange in a multilingual platform and also observes and organises different religious, social and cultural programs within the college premises and outside.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.surendranathcollege.org/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is a 136 year old heritage institution producing galaxy of alumni in its long run. Since its inception, the institute has been imparting high

quality, inclusive education (with no discrimination based on caste, creed or economic status) to all sections of the society and thereby nurturing the dreams of the under privileged. Due to its convenient location (~400 meters away from Sealdah station) despite standing at the heart of the city of Kolkata, it demographically attracts many firstgeneration learners every year from various parts of West Bengal even from the remotest villages. It is an additional skillset of all the faculty members of the college to keep such students motivated in their academic pursuits and help them to evolve their capabilities for the job market. Teachers work with determination and patience to achieve this feat. Keeping in view the above objective, the Institution may not regularly get toppers across all the disciplines but is often successful in finding meritorious students from the non creamy layer of the society and help them to carve out a stable academic career. The multilingual platform offered by the Institution also aids significantly in achieving this objective and learners can slowly adapt and get molded into the academic ambiance of the campus.

Provide the weblink of the institution
http://www.surendranathcollege.org/

8.Future Plans of Actions for Next Academic Year

College has plans to conduct seminars through video conferencing in one smart class room and to open a new central instrument facility room for high end research at the college premises for both students and faculty members. Plans are there to initiate collaborations with other schools/colleges in view of extending social outreach especially to school children in the underprivileged areas and to adopt a village and work for its socioeconomic development to fulfil the social responsibility of the institution. Subscriptions to more journal databases by the central library to be implemented and installation of KOHA software for full automation are planned. The college has plans to build a 2nd campus soon and is in the process of buying a nearby land area for its construction. In order to make the campus ecofriendlier, the College has plans to replace all the old electrical appliances, install new power efficient air conditioners and other electrical accessories and to create an incampus garden with plantation of medicinal and ornamental plants. A dedicated committee of teachers for maintenance of the garden would be composed to supervise daily activities, including pest control. In order to make the campus more "Divyangan" friendly, the college already have rails and in the process of installing a lift. However, there are plans to create more dedicated washrooms and ramps in the college. One new class room, one evaluation cum meeting room and two store rooms have already been completed and made functional. However, there are plans to cover the whole roof to create more class rooms and laboratories there, to fight against the space crunch. College has plans to install Solar Panels in the roof top and initiate a rain water harvesting system leading to a green campus. Feedback from external stake holders like alumni, parents is intended to be started from the next academic session. College has plans to implement a definite studentmentoring system in the college and to complete the long pending renewal of the registration of the Alumni Association. Plans are there to prepare question banks for all subjects, so that question papers for college exams can be auto generated, to collaborate with some industry/laboratory for training of the interested students in vacation time, to arrange for academic tour programs for Commerce students to small scale/cottage industry for project work, to take History, Sanskrit, Philosophy students to visit to museum or some archaeological sites of historical importance and Training Courses, to prepare interested college students for different various Services exams. College aims to start a certificate course on Social Work and Community Services, to organise an International Seminar on a topic of common interest and start Spoken Sanskrit and Hindi courses. To arrange more seminars on social issues like dowry, gender

harassment, child labour, human trafficking etc., to send more Journalism students for internship to different media houses, publish a college tabloid and send the students of Psychology to different NGOs for free of cost counselling.