

SURENDRANATH COLLEGE



ANNUAL QUALITY INITIATIVE REPORT

(2016-21)

REPORT 2016-2017

1. Successful arrangement of NAAC peer team visits to the College during 7th to 9th November' 2016
2. Completion of the NAAC assessment and accreditation for the 2nd cycle
3. Starting of initiatives to keep records of the outgoing students contact details and enrol them as an alumnus at the time of mark sheet distribution.
4. Starting of initiatives to keep records of student progression and contact details at the time of certificate distribution
5. Submission of AQAR 2015-16 on time
6. Timely submission of AISHE report
7. Preparation of Academic Calendar for the year 2016-17
8. Total 15 no of faculties were forwarded for different refresher, orientation, and short-term courses during 2016-17.
9. The 3rd edition of the College e-magazine was published in the college website.
10. One classroom as virtual and eleven classrooms as smart classrooms were converted.
11. Health cards were issued to teaching, non-teaching staffs and students by the Physiology department and a Diet survey were also done this year.
12. Starting of mutual sharing processes after the M.O.U (12th May 2016) with St. Paul's College, Kolkata
13. The purchase from sanctioned amount of UGC XII plan got completed
14. Feedback for 2016-17 was timely collected from the outgoing students and the report was also generated and analysed.

15. OPAC and Online Issue Register have been started in the library. High-speed Internet connection also has been established there.
16. A zone adjacent to the library has been set up for free internet access to students.
17. College has also recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NMEICT.
18. The Auditorium of the college was renovated with 450 sitting arrangements.
19. Renovation of Chemistry, Physics, Geography departments and college office also took place.
20. Academic, Administrative, Gender and Green Audits for 2015-16 were done by an external Agency E-Paathsala.
21. ICT club arranged a basic computer training workshop for the faculty members and ECO club has arranged two seminars along with preparation of a medicinal plant garden named SUSRUT UDYAN
22. NCC and NSS units of the college participated in various social outreach activities in and outside college campus.
23. 4 add on certificate courses have been introduced

REPORT 2017-2018

1. Renovation of college building was done by making the guard wall, repairing the old sewerage and water pipeline, increasing the ferule size and repairing of leakage of gas pipeline for a better sanitation and greener environment.
2. AQAR 16-17 was submitted in time.
3. AISHE was also submitted in time.
4. Academic calendar was prepared at the start of the Academic Session 2017-18.
5. Two National seminars and one State level Numismatic Coin Exhibition were so far have been arranged by the Chemistry and History departments respectively.
6. IQAC itself organised two state level workshops on CBCS and one college level workshop on MIS to acquaint all the teachers to the newly introduced MIS in the college.
7. Total 52 faculties were forwarded for different refresher, orientation, and short-term courses during 2017-18 while 36 among them were selected and successfully completed their courses.
8. Purchase got completed and the utilisation certificate UGC XII plan submitted
9. Health Check-up Camp, Eye Check-up Camp, Blood Donation Camp, International Yoga Day celebration etc. were organised jointly by NSS, NCC and Student Welfare Cell.
10. NCC performed Swachha Bharat Abhiyan twice at Sealdah Railway station and nearby market area. Student Welfare Cell organised an Awareness Campaign on

Mosquito Transmitted Diseases. Health and Hygiene Sub Committee organised an Awareness Campaign on Toilet Hygiene of the female students.

11. Dr. Biva Samadder, a faculty of Sociology Department and nodal officer of college NCC was sent for this purpose as recommended by IQAC and after completion of three months training in Gwalior, she successfully qualified and was designated and awarded as Lieutenant with alfa grading (Associate NCC Officer) on 14/4/18 in National Cadet Corps. After that she took charge of College NCC unit again.
12. Facility of bulk SMS and space for study materials upload by the faculty was created.
13. Feedback for 17-18 was timely collected from the outgoing students and the feedback report was generated and circulated individually maintaining confidentiality.
14. All the audits were done, and reports were generated for 2017-18 internally this year by Academic Audit Sub Committee and ICC of the college conducted the Gender Audit.
15. ICC and Anti-sexual Harassment cell completed the data collection for Gender Audit from the female students.
16. Grievance redresser cell nicely handled only one complaint that was raised against one of the faculty members by one student of his department.
17. ICT club arranged three short term computer courses on Web Page Designing, Video Editing and Basic Computer Training for the faculty members, students, and non-teaching staff.
18. ECO club maintained the medicinal plant garden SUSRUT UDYAN, the bird house, and the aquarium along with their regular campaigning in the college premises for greener and cleaner environment both verbally and using posters.
19. In library OPAC and Online Issue Register had started.
20. Value Education course continued. One HAPPINESSS Workshop was also organized with resource persons from the Art of Living organisation this year.
21. The proposal of IQAC was finally approved by the Teachers Council and the Governing Body this year and then implemented in all the 25 departments of this college from September 2017 with 2 years tenure for each Head.
22. Placement Cell organised Campus Interview and training by 9 organisations in this year. About 77 students participated in those, among whom 7 were offered with jobs in different organisations.
23. E-Maintenance Cell efficiently managed the online registration and provisional admission for 1st year and 2nd – 3rd years students respectively.
24. Staff Information System was newly created by introducing the facilities of online pay slip, staff notice, online daily record book, e-service book, online IT declaration etc.
25. In place of earlier ERP, a new MIS was implemented to be used in various spheres for digitisation to upgrade academic and administrative activities thereby enhancing overall functioning of the institution.

26. Rotational Headship for the first time was implemented in all the 25 departments of the college.
27. A Staff Information System was newly created by introducing the facilities of online pay slip, staff notice, online daily record book, e-service book, online IT declaration etc.
28. Online Feedback (for faculty, institution, and library) for all the outgoing students of various Departments was taken and the feedback reports were generated and circulated
29. Academic Administrative, Green and Gender Audits were done internally this year. The reports were also generated.
30. Botany, Chemistry, Commerce and Zoology Departments arranged seminar lectures by the students.
31. Faculty members from other institutions were invited to deliver Interactive lectures by Department of Chemistry.
32. An industry visit of its students was arranged by the department of Chemistry.
33. Wall magazines were published by Sanskrit and Zoology departments.
34. Two Post Graduate students from other Academic Institutions did their Summer Projects under guidance of a faculty member of Chemistry Department.
35. Field Trip was arranged by Geography Department.
36. Educational excursions were arranged by all the Bio Science departments i.e., Botany, Zoology and Physiology and Geography.
37. Certificate courses in Communicative English, Performing Arts and Basic Computer Applications continued in this year.
38. Preparation of Health card and Diet Survey continued in the Physiology department.

REPORT 2018-2019

1. A cluster hostel has been made functional.
2. CBCS system was implemented smoothly in the college under University of Calcutta from July'2018.
3. A new academic calendar for 2018-19 academic session for the college was prepared.
4. Two awareness workshops were arranged for quality improvement of the faculty members and non-teaching staff of the college.
5. The procedure for the purchase from RUSA grant was initiated & the requisition for books and instruments from all the departments were collected.
6. The AQAR 2017-18 was submitted within the stipulated time, on 21.12.2018.
7. The AISHE Data was uploaded within the stipulated time limit, on 27.02.2018.
8. Medals & certificates were distributed among the highest scoring students of each department for encouragement on 4.9.2018.
9. All the feed backs were taken from the students and the faculty members timely, and the reports were generated and circulated maintaining confidentiality.

10. Sagar Maha Vidyalaya, an interior area college of West Bengal was mentored to prepare them for their first NAAC visit. An outskirt school Able Academy was also chosen for desired mentoring.
11. Five science departments of the college applied for the DBT Star College Strengthening Scheme and status of DST Boost fund was inquired.
12. Among the four audit processes, Academic, Administrative, Gender and Green, the first three were conducted internally and the report generation is under process.
13. MOU with an outskirt college; Bongaon College was signed for possible resource and knowledge sharing.
14. The Communicative English Course using language lab and Photography Course of the college continued.
15. The formation of the IQAC was done after a few alterations and addition as per new rule and was approved by the GB
16. The basic preparation process for sending AQAR 2018-19 in the new format as prescribed by NAAC also started.
17. A separate IQAC portal in the college website was created for all the uploads.
18. Budget allocation for all departments for departmental purchase according to the newly implemented CBCS syllabus was done. Also, budget was allocated for all the Sub Committees, Cells and IQAC.
19. Remarkable number of social activities were arranged individually and jointly by NCC and NSS during this tenure.
20. Several cultural programs and sports activities were arranged though out the year.
21. A new meeting cum evaluation room, one new classroom and two storerooms were created
22. A Sanitary Napkin Vending Machine in the girl students' common room has been installed.

REPORT 2019-2020

1. A new academic calendar for 2019-20 academic session for the college was prepared and adhered to though it had to be modified for the unprecedented Covid 19 pandemic and inevitable institutional closure
2. A significant number of seminars were arranged for quality improvement of the faculty members and non-teaching staff as well of the college
3. The AQAR 2018-19 was submitted within the stipulated time, on 20.12.2019
4. The AISHE Data was uploaded within the stipulated time limit, on 20.02.2020
5. 7 IQAC meetings were arranged. 4 exclusively IQAC and 3 incorporating others
6. All the feed backs were taken from the students and the faculty members timely within December 2020
7. Both the DST BOOST and DBT STAR grants were sanctioned for the college by DSTWB and DBT, Govt. of India respectively

8. Academic and Administrative audits were conducted internally within December'2020 and the reports were also generated and circulated maintaining confidentiality
9. Mentoring process started in all the departments on 1.9.2019 with the 1st Semester students
10. All the three courses Communicative English (language lab), Basic Computer and Photography certificate courses of the college were completed with their fourth batch of students
11. The Value Education Course also got completed successfully
12. Only partial automation using KOHA software could be done before lockdown
13. Separate portals for all the uploading processes were created in the college website
14. A space has been allocated for the gymnasium and the preparation is under progress
15. DARPAN, the college tabloid was published in association with Department of Journalism
16. A YouTube channel SURENDRANATH COLLEGE LIVE was created on 2.5.2020 and videos (cultural, awareness and motivational) were uploaded there from time to time
17. 5 departments published their own e magazines.
18. A remarkable number of social activities were arranged individually and jointly by NCC and NSS during this tenure
19. Several cultural programs and sports activities were arranged though out the year up to March'2020 physically and after that in online mode
20. The Computational Laboratory creation process was successfully completed in the Physics Department
21. The installation of lift was successfully completed and was inaugurated in December'2019
22. Construction of the central facility laboratory was completed, and it got equipped with many modern costly instruments (purchased from RUSA and MRP grants) and was inaugurated in December'2019
23. SSS was done successfully, survey reports were generated and critically analysed for betterment of the college

REPORT 2020-2021

1. Mentoring system was extended to students of all semesters both Honours and General to make the system all inclusive.
2. Licensed Zoom cloud meeting platform was purchased for one year to conduct different online events smoothly.
3. 17 departments of the college have published e- magazines and tabloids
4. Two sound studio/video/media centres in the college were created to help in creating tutorial videos and a room with video conferencing facility.

5. Tutorial Videos for teachers and students were created for facilitating smooth conduction of online classes and reach out masse by uploading them in the college YouTube channel.
6. Installation of KOHA for full automation of the central library was finally done and updating of E-library facility is going on for giving maximum access to reference books, including expensive books by foreign authors.
7. College collaborated with Spoken Tutorial (IIT Bombay) for conducting different online faculty and student development certificate courses.
8. Upgradation of the high-end research facility was done in the newly created central facility laboratory to improve the institutional research environment.
9. 14 new Discipline Specific Certificate Courses and Value-Added Soft Skill Development Courses were introduced in the college.
10. MOUs with 3 more educational institutions were for effective faculty, student, and resource sharing and 2 organisations for certificate courses and waste management.
11. Several webinars were conducted on social issues like dowry, gender harassment, gender equity, child labour, human trafficking, etc. for generating social consciousness.
12. All the washrooms of the college have been made “Divyangjan” friendly.
13. The whole roof of the college building has been covered that would be used soon to create more classrooms and laboratories to fight the space crunch.
14. Installation of Solar Panels on the rooftop of the college building and a rainwater harvesting system have been done ultimately leading to a green campus.
15. Coaching of final year students in online mode for cracking competitive entrance exams like SSC, JAM, etc. has already been initiated by Department of Chemistry.
16. The revamping of the website from .org to.ac.in has been achieved.
17. A domain space has already been bought for smooth functioning of the college website.
18. Creation of a state of art conference/meeting room in the campus directly accessible through lift is on the way of completion
19. Studio creation with sound recording facility is on the way of completion
20. Academic and administrative audits were done by the audit committees incorporating external members.
21. Energy and green audits of college through external agency were done and college has already got a certification.
22. After completion of the audit and the training program, the college has got the ISO 9001:2015 certification.
23. College is preparing sincerely to participate in the NIRF 2022.
24. A state of art gymnasium with high end equipment has been created for physical fitness of all the staff and students.