

SURENDRANATH COLLEGE

IQAC ANNUAL REPORT

(2016-17)



PLAN OF ACTION

1. To arrange for NAAC peer team, visit to the College during 7th to 9th November 2016
2. To complete NAAC assessment and accreditation for the 2nd cycle
3. To start initiative to keep records of the outgoing students contact details and enrol them as an alumnus at the time of mark sheet distribution.
4. Start initiative to keep records of student progression and contact details at the time of certificate distribution
5. Timely submission of AQAR 2015-16.
6. Academic Committee to be requested to prepare Academic Calendar for the year 2016-17.
7. All departments to be asked to submit Plan of Action for the academic year 2016-17 and a long-term plan for next five years.
8. To take initiative to organize Seminars, conferences, workshops, Annual Orations & Quality Improvement Workshops.
9. To encourage faculty/staff development in all respect.
10. To publish the yearly edition of the College Magazine.
11. To convert some classrooms as virtual and smart classrooms to enable ICT based teaching learning process
12. To do awareness program explaining benefit of Health Cards
13. To start sharing processes after the M.O.U (12th May 2016) with St. Paul's College, Kolkata for mutual sharing of student, faculty, Laboratories, e-resource, playground etc.
14. To complete the purchase against sanctioned amount of UGC XII plan
15. To continue taking online feedback on faculties, curriculum, institution, and library from the outgoing students
16. To reconstruct the college Auditorium
17. To renovate some departments and college office
18. To continue with the practice of Academic Audit, Administrative Audit, Gender Audit and Green Audit.
19. To prepare modular plan along with learning outcome course wise by each teacher.

20. To promote activities of ICC, Anti-sexual Harassment cell and Women cell, all with one non-teaching member and one student member co-opted
21. To make ECO club and ICT club functioning
22. To monitor further progress of the work for the modernization of the library and providing free internet access to the students
23. To arrange regular workshops or lectures for value education
24. To prepare an Asset Register of the college
25. To implement rotational headship in all the departments
26. To enhance awareness about student support services
27. To promote activities in the sphere of extension activities and institutional Social Responsibility

ACTION TAKEN REPORT

1. It was arranged successfully.
2. It was completed finally.
3. The process has started this year.
4. Yet to implement.
5. Submitted in time.
6. It was prepared at the start of the Academic Session 2016-17.
7. All Departments have submitted.
8. Initiatives have been taken to organise the same through the departments. One International and one National seminar so far have been arranged by the History and Commerce departments respectively.
9. Always encouraged. Total 15 no of faculties were forwarded for different refresher, orientation, and short-term courses during 2016-17.
10. The 3rd edition of the College e-magazine was published in the college website.
11. One classroom as virtual and eleven classrooms as smart classrooms were converted.
12. Health cards were issued to teaching, non-teaching staffs and students by the Physiology department and a Diet survey were also done this year.
13. The faculty exchange program and playground sharing has already started this year.
14. Purchase was completed and the utilisation certificate was also submitted to the UGC in time.
15. Feedback for 16-17 was timely collected from the outgoing students and the report was also generated and analysed.
16. The Auditorium of the college was reconstructed with 450 sitting arrangements.
17. Renovation of Chemistry, Physics, Geography departments and college office also took place in 2016-17.
18. All Audit Reports for 2015-16 were generated by an external Agency E-Paathsala.
19. Data for Audits 2016-17 also have been collected and the audit also completed in this college internally this year. The report will be generated shortly.

20. All faculty members have submitted, and it was uploaded in the college website.
21. All were active enough. ICC and Anti-sexual Harassment cell has completed the data collection for gender audit and Women's cell has arranged programs in 2016-17.
22. Both the clubs are active now. ICT club has 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.
23. Modernization of Library is still in progress. OPAC and Online Issue Register have been started. High-speed Internet connection also has been established in library. A zone adjacent to the library has been set up for free internet access to students. It 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.
24. Regular Classes are conducted by Dr. Asok Das, a faculty of Physics Department. Two Invited Lectures were organized with resource persons from Bharat Sevashram Sangha this year.
25. Labelling of all assets was done and thereby an Asset Register was prepared including assets of all departments, office, library etc.
26. The proposal was approved by the Teachers Council this year and pending for approval of the Governing Body.
27. All the departments were advised to play an active role in this regard.
28. Such extension activities were initiated by NSS, NCC and some departments. So far 10 such activities were arranged inside and outside the college.

INNOVATIONS AND BEST PRACTICES

- Students' assessment through Online MCQ test has been initiated by some Departments.
- Earlier implemented ERP was used in various spheres to upgrade academic activities.
- Regular career counselling and initiative for placement of students was tried.
- Online Feedback (for faculty, curriculum, institution, and library) for all the outgoing students of various Departments was taken.
- Academic Audit and Gender Audit were tried internally this year.
- OPAC (Online Public Access Catalogue) system became operative in the library for all the stakeholders.
- Physiology Department generated and issued health cards to faculties and students and performed Diet Survey.
- Botany, Chemistry, Commerce and Zoology Departments arranged seminar lectures by the students.
- Commerce Department conducted educational and career counselling seminars with ICAI and ICSI.

- Inter-Departmental Quiz contest (Quizomania) was organized by Zoology Department.
- Special invited inter departmental lecture was organized by Physics department.
- Faculty member from other college was invited to deliver Interactive lectures by Department of Chemistry.
- Value education classes were regularly taken by one faculty of Physics Department and also two seminars were arranged on this issue.
- Two Post Graduate students from other Academic Institutions did their Summer Projects under guidance of faculty member of Chemistry Department.
- Field Trip was arranged by Geography Department.
- Psychology Department organized Counselling Guidance Weak and tried behaviour modification of their own students.
- Certificate courses in Communicative English, Photography, Performing Arts and Basic Computer Applications continued in this year.

FUTURE PLAN FOR NEXT YEAR

- To complete the implementation of all the initiatives taken this year.
- To continue all the best practices initiated this year and earlier.
- Complete digitization of Library.
- To optimize the usage of the provisions provided through the ERP by various stakeholders.
- To change the platform of ERP to a better one.
- To collaborate with more neighbouring college(s) for faculty exchange and instrumental facility.
- To generate an online staff portal for up-to-date data.
- To create an online student portal to track their progression after passing out.
- To install a lift for aged faculties and disabled students.
- To construct a centralised laboratory with central facility of the instruments on the top floor of the Science Building.