SURENDRANATH COLLEGE

IQAC ANNUAL REPORT

(2017-18)

PLAN OF ACTION

1. Renovation of 136-year-old building of the college.
2. Convenors of various sub committees and cells were asked to submit their work report for the academic year 2017-18 and Plan of Action for the academic year 2018-19 and a long-term plan for next five years.
3. To start initiative to keep records of student progression and contact details at the time of certificate distribution
4. Timely submission of AQAR 2017-18.
5. Academic Sub Committee to be requested to prepare Academic Calendar for the year 2017-18.
6. To ask all departments to submit a Plan of Action for the academic year 2017-18 and a long-term plan for next five years.
7. To take initiative to organize Seminars, conferences, workshops, Annual Orations & Quality Improvement Workshops.
8. To encourage faculty/staff development in all respect.
9. To complete the purchase against sanctioned amount of UGC XII plan
10. To do Awareness Campaigns and Programs regarding Health-related issues
11. To send one faculty to qualify as NCC officer to take charge as the nodal officer of the College NCC unit
12. To create the facility of bulk SMS, space for study material upload by the faculty
13. To continue taking online feedback on faculties, institution, and library from the outgoing students
14. To continue with the practice of Academic, Administrative, Green Audit and Gender Audit.
15. Audit.
16. To promote activities of ICC, Anti-sexual Harassment cell, Grievance Redresser Cell & Women cell
17. To make ECO club and ICT club functioning
18. To monitor further progress of the work for the modernization of the library and providing free internet access to the students
19. To arrange regular workshops and lectures for value education

20. To implement rotational headship in all the departments
21. To promote activities in the sphere of extension activities and institutional social responsibility
22. To encourage activities of Placement Cell for promoting campus recruitment of college Students
23. To manage the registration and provisional admission for 1st year and 2nd -3rd years students respectively online for the first time
24. To create a Staff Information System in the college
25. To fill up the vacant positions of IQAC incorporating the external members of desired position.

ACTION TAKEN REPORT

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. All the sub committees and cells have submitted the same.
3. Started this year with introduction of a new fully equipped MIS.
4. Submitted in time.
5. It was prepared at the start of the Academic Session 2017-18. (See Annexure I)
6. All Departments have submitted the same.
7. Initiatives have been taken to organise the same through different Departments. Two National seminars and one State level Numismatic Coin Exhibition were so far have been arranged by the Chemistry and History departments respectively. 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.
8. Actively encouraged. 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.
9. Purchase was completed and the utilisation certificate is yet to be submitted to UGC.
10. 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. 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 were also created.
13. Feedback for 17-18 was timely collected from the outgoing students and the feedback report generated from the data gathered is given in Annexure II in graphical form.
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 (See Annexure III where the Gender Audit data is given as reference, the report is yet to be generated).
15. All were active enough. ICC and Anti-sexual Harassment cell completed the data collection for Gender Audit from the female students. A sanitary napkin vending machine is going to be installed in the college in the Girls Common Room by the Women Cell and Health and Hygiene Cell. Grievance redresser cell nicely handled only one complaint that was raised against one of the faculty members by one student of his department.
16. Both the clubs were active. 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. 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.
17. Academic Calendar was prepared.
18. It is still in progress. OPAC and Online Issue Register had 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 NME-ICT. KOHA software is going to be installed in the library for complete digitisation.
19. Regular Classes were conducted by Dr. Asok Das, a faculty of Physics Department. One HAPPINESSS Workshop was also organized with resource persons from the Art of Living organisation this year.
20. The proposal of IQAC was finally approved by the Teachers Council and the Governing Body this year and then implemented in all the departments of this college from September 2017 with 2 years tenure for each Head.
21. Such extension activities were initiated by NSS, NCC, different committees, cells and some departments as well. So far 8 such activities were arranged inside and outside the college by NCC, NSS and Student Welfare Cell.
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
25. declaration etc.
26. The process of incorporation initiated but could not be completed and the issue in still under consideration of GB. It would no doubt be completed in the next academic session.

INNOVATIONS AND BEST PRACTICES

- In place of earlier ERP, a new MIS is implemented to be used in various spheres for digitisation to upgrade academic and administrative activities thereby enhancing overall functioning of the institution.
- Rotational Headship for the first time was implemented in all the 25 departments of the college.
- 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.
- Online Feedback (for faculty, institution and library) for all the outgoing students of various Departments was taken and the feedback reports were generated.
- Academic Administrative, Green and Gender Audits were done internally this year. The reports were also generated.
- Botany, Chemistry, Commerce and Zoology Departments arranged seminar lectures by the students.
- Faculty members from other institutions were invited to deliver Interactive lectures by Department of Chemistry.
- An industry visit of its students was arranged by the department of Chemistry.
- Wall magazines were published by Sanskrit and Zoology departments.
- Value education classes were regularly taken by one faculty of Physics Department and also one Workshop
- by a resource person from the Art of Living was arranged on this issue.
- Two Post Graduate students from other Academic Institutions did their Summer Projects under guidance of a faculty member of Chemistry Department.
- Field Trip was arranged by Geography Department.
- Educational excursions were arranged by all the Bio Science departments i.e., Botany, Zoology and Physiology and also Geography.
- Certificate courses in Communicative English, Performing Arts and Basic Computer Applications continued in this year.
- Preparation of Health card and Diet Survey continued in the Physiology department.

FUTURE PLAN FOR NEXT YEAR

- To complete digitization of Library by installation of KOHA software.
- To optimize the usage of the provisions provided through the newly implemented MIS by various stakeholders.
- To install a sanitary napkin vending machine in the Girls common room.
- To create 2 big rooms for Science and Arts faculties respectively for spot evaluation and restoration of the university answer scripts in the newly implemented semester system.
- To organise a Refresher Course in any science subject in the college in collaboration with the National Science Academies.
- To organise a Science Fair/Exhibition in the college involving all the science departments.
- To collaborate with neighbouring college(s) for faculty exchange and instrumental facility.
- To generate an online staff portal for up-to-date data and an online student portal to track their progression even after passing out.
- To create an institutional mail ID for each staff.
- 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.
- To revive the online MCQ system which we had previously that became non-functional with the change in the ERP platform this year.
  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 of Commerce students to small scale/cottage industry for project work.
- To adopt a village and work for its socio-economic development to fulfil the social responsibility of the institution. Also, different kind of survey work can be done there involving all the Bioscience departments, and also Economics, Statistics, Geography, Psychology, Sociology etc all other interested and related departments.
- To take History, Sanskrit students to visit to museum or some archaeological sites of historical importance.
- To start Training Courses to prepare interested college students for different various Services exams.
- To start Spoken Sanskrit and Hindi courses for all.
- To start a certificate course on Social Work and Community Service under supervision of the Sociology department.

- To organise an International Seminar in the college on a topic of common interest.
- To arrange seminars on social issues like dowry, gender harassment, child labour, human trafficking etc.
- To send Journalism students for internship to different media houses and publish a tabloid from the department.
- To send the students of Psychology to different NGOs for doing the free of cost counselling and thereby gathering experience.