

# **SURENDRANATH COLLEGE**

## **IQAC ANNUAL REPORT**

**(2018-19)**



### **PLAN OF ACTION**

1. Encouraging participation in workshops, conferences, seminars, and poster presentation by Faculty member
2. Accelerating the progress in the construction of a cluster Hostel
3. To implement CBCS system smoothly in the college under University of Calcutta from July'2018.
4. To prepare a new academic calendar for 2018-19 session for the college.
5. To arrange some workshop for quality improvement and orientation about CBCS for the faculty members and non-teaching staff of the college
6. To arrange for the purchase from RUSA grant after getting it & also to seek requisition for books and instruments from all the departments.
7. To submit AQAR 2017-18 within the stipulated time, i.e., within 31.12.2018.
8. To upload AISHE Data within the stipulated time limit i.e., by 28.02.2019.
9. To continue with the process of awarding medals & certificates among the highest scoring students of each department for encouragement.
10. To complete the process of taking various feed backs from the students and the faculty members.
11. To mentor some interior area college for their overall betterment.
12. To apply for the DBT Star College Strengthening Scheme and enquire about the status of DST Boost fund and participate in the NRF ranking.
13. To complete all the four audit processes: Academic, Administrative, Gender and Green.
14. To start forming linkages with nearby colleges and research institutions for possible resource and knowledge sharing.
15. To start students mentoring process in different departments of this college.
16. To continue with the existing Communicative English (language lab) and photography courses of the college.
17. To complete the formation of IQAC as per new rule.
18. To complete the preparation process for sending AQAR 2018-19 in the new format as prescribed by NAAC.
19. To automate the college library fully.

20. To create a separate IQAC portal for all the data uploading.
21. To allocate budgets for all the departments for departmental purchase according to the newly implemented CBCS syllabus.
22. To start a multi-gym in a suitable place in the college premise for both students and teachers.
23. To prepare a college profile video.
24. To publish a college tabloid by the Journalism Department.
25. To publish a hard copy college magazine.
26. To release a vision 150 of this college.
27. To initiate the process of gathering all the affiliations for college and different courses. Some are to be sought from the Calcutta University which will be required for uploading the IIQA in 2021 for applying for reaccreditation by NAAC.
28. To conduct various social activities by NCC and NSS.
29. To arrange various cultural programs and sports activities on a regular basis.
30. To create more space in the college for store and evaluation/meeting
31. To install a Sanitary Napkin Vending Machine for girls in the college
32. To start the process for installation of a lift and a roof top central laboratory

### **ACTION TAKEN REPORT**

1. A significant no. of participation and presentation as detailed in criterion III
2. A cluster hostel has been made functional
3. CBCS system was implemented smoothly in the college under University of Calcutta from July'2018.
4. A new academic calendar for 2018-19 academic session for the college was prepared.
5. Two such workshops were arranged for quality improvement of the faculty members and non-teaching staff of the college
6. The procedure for the purchase from RUSA grant was initiated & the requisition for books and instruments from all the departments were collected.
7. The AQAR 2017-18 was submitted within the stipulated time, on 21.12.2018.
8. The AISHE Data was uploaded within the stipulated time limit, on 27.02.2018.
9. Medals & certificates were distributed among the highest scoring students of each department for encouragement on 4.9.2018.
10. All the feed backs were taken from the students and the faculty members timely.
11. The Sagar Maha Vidyalaya, an interior area college of West Bengal was mentored to prepare them for their first NAAC visit. An outskirts school Able Academy was also chosen for desired mentoring.
12. Five science departments of the college applied for the DBT Star College Strengthening Scheme and status of DST Boost fund was inquired. It was also unanimously decided that the college will participate in the NRF ranking in the next year, i.e., in 2020.
13. Among the four audit processes, Academic, Administrative, Gender and Green, the first three were conducted internally and the report generation is under process.

14. The process started for forming linkages/MOUs with an outskirts college; Bongaon College and a nearby college; St. Pauls College, West Bengal for possible resource and knowledge sharing.
15. It was decided that student mentoring process will start from the next academic session 2019-2020 in all the departments of this college among the 1st semester students.
16. The Communicative English Course using language lab and Photography Course of the college continued.
17. The formation of the IQAC was done after a few alterations and addition as per new rule and was approved by the GB
18. The basic preparation process for sending AQAR 2018-19 in the new format as prescribed by NAAC also started.
19. The process for full atomization of the college library started and KOHA software installation was proposed.
20. A separate IQAC portal for all the uploading was created.
21. 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.
22. Building a multi-gym in a suitable place in the college premise for students and teachers is still under consideration.
23. It was decided that the students will be asked to submit college profile videos made by them and the best one will be selected for uploading in the college website.
24. The college tabloid by the Journalism Department is under process.
25. The publishing of a hard copy college magazine is also under process.
26. The release of a vision 150 of this college is under process.
27. The process of gathering all the affiliations for college and different courses started already.
28. Remarkable number of social activities were arranged individually and jointly by NCC and NSS during this tenure.
29. Several cultural programs and sports activities were arranged throughout the year.
30. A new meeting cum evaluation room, one new classroom and two storerooms were created
31. A Sanitary Napkin Vending Machine in the girl students' common room is installed.
32. Both the process has already been started.

## **INNOVATIONS AND BEST PRACTICES**

- Declaration of campus as a PLASTIC FREE ZONE and NO SMOKING zone.
- Replacement of all old light bulbs with LED lights.
- Replacement of fans and others with power efficient electrical accessories and star rated air conditioners.

- Timely disposal of hazardous waste and cleaning of sewage by Kolkata Corporation and regular pest control in campus.

## **FUTURE PLAN FOR NEXT YEAR**

College has plans to conduct seminars through video conferencing in one smart classroom 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 specially to school children in the underprivileged areas and to adopt a village and work for its socioeconomic development. 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. To make the campus eco-friendlier, 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 in-campus 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. 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 washrooms and ramps in the college. One new classroom, one evaluation cum meeting room and two storerooms have already been completed and made functional. However, there are plans to cover the whole roof to create more classrooms and laboratories there, to fight against the space crunch. College has plans to install Solar Panels in the roof top and initiate a rainwater 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 student mentoring 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 summer training of the interested students, to arrange for academic tours 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, to publish a college tabloid and send the students of Psychology to different NGOs for free of cost counselling.