



## **YEARLY STATUS REPORT - 2022-2023**

### **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 its own campus? **Yes**
- Phone no./Alternate phone no. **03323543876**
- Mobile no **9433427319**
- Registered e-mail **principalsurendranathcollege@gmail.com**
- Alternate e-mail **surendranathcollege.iqac@gmail.com**
- Address **24/2 Mahatma Gandhi Road**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700009**

##### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Achintya Biswas**
- Phone No. **9433516338**
- Alternate phone No. **8777810876**
- Mobile **9433516338**
- IQAC e-mail address **surendranathcollege.iqac@gmail.com**
- Alternate Email address **achintyabiswsa64@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.surendranathcollege.ac.in/wp-content/uploads/2023/02/AQAR-2020-21.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.surendranathcollege.ac.in/academics/academic-calender/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>80.1</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/03/2012</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.51</b>	<b>2016</b>	<b>02/12/2016</b>	<b>01/12/2021</b>

**6. Date of Establishment of IQAC**

**30/07/2013**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1 (Department of Botany, Chemistry, Physics and Zoology)	DBT Star College Strengthening Scheme	Department of Biotechnology, Government of India	2020 for 3 Years	82,00,000/-
Institutional 1 (Department of Botany, Physiology and Zoology)	DST-BOOST Programme	Department of Science & Technology and Biotechnology Department, Government of West Bengal	2019 for 5 Years	25,00,000/-
Institutional 1 (Department of Mathematics)	OCEANSAT-3 UTILIZATION PROJECT	DEPARTMENT OF SPACE, SPACE APPLICATION CENTRE, ISRO, GOVT OF INDIA.	2022 FOR 3 YEARS	21,00000/-

**8. Whether composition of IQAC as per latest NAAC guidelines** Yes

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 8

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

Regular IQAC meetings (08) and timely submission of AQAR 2021-22 and AISHE 2022 along with participation in NIRF 2023

Feedback on Curriculum from Students, Faculty, Alumni, and Employer was timely collected, analyzed, and used for further improvements and SSS was also conducted with consequent analysis.

Academic and Administrative Audits were conducted by the Audit Committee along with external members. Green Audit, Energy Audit, and Environmental Audits were also conducted by external agencies.

Green Building initiatives; Solar Panel was Maintained and Rainwater harvesting system was updated. Divyangjan-friendly campus initiatives: more ramps, rails, and disabled-friendly washrooms were constructed. made.

Library was updated with a special emphasis on full automation.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
The teachers were encouraged to apply for more projects and FDPs.	There was an escalation in the number of teachers applying and getting chance in FDPs. Special mention should be made of Dr. Tusar kanti Saha (Dept. of Mathematics) for his project with ISRO
To make the campus more "Divyangjan" friendly by creating more dedicated washrooms and ramps in addition to the existing facilities.	All the washrooms of the college have been made "Divyangjan" friendly and lift, ramps, rails were installed.
To continue taking Feedback from alumni and employers as well.	Alumni and employers feedback has been taken both on curriculum and the college.
To sign MOU with other colleges for effective student and faculty exchange programme. campus waste management.	Three MOUs were signed for academic resource sharing.
To open new add-on courses	Add-on courses were initiated by Computer Science and Mathematics Departments.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	29/02/2024

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>SURENDRANATH COLLEGE</b>
• Name of the Head of the institution	<b>Dr Indranil Kar</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• Pin Code	<b>700009</b>
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• Alternate Email address	achintyabiswsa64@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2023/02/AOAR-2020-21.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2023/02/AOAR-2020-21.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
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<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
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<b>9.No. of IQAC meetings held during the year</b>	<b>8</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	29/02/2024
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	13/02/2023
<b>15.Multidisciplinary / interdisciplinary</b>	
Surendranath College follows different interdisciplinary programs	

especially under the CBCS Course implemented by the affiliating University. The college believes in encouraging different departments to indulge in faculty and student exchange programs to enhance already existing inter/multidisciplinary research and academic practices. The interdisciplinary activities conducted so far includes: organizing different awareness programs, outreach programs (both academic and social), webinars, cultural programs, orientation programs, intra and inter-college competitions, publication of edited books by national and international publishers, interdepartmental practical classes, running different certificate courses, etc. In the future, we have further plans to include interdisciplinary minor projects and internships in our plan of action especially after the introduction of the upcoming NEP program.

#### **16.Academic bank of credits (ABC):**

Surendranath College is well aware that National Academic Depository is a government endeavor to offer an online repository for all the academic awards under the Digital India Programme. This college already has a ready repository of copies of students' mark sheets and degree certificates and is also eager to start uploading them through the nad.digitallocker.gov.in platform. College also knows that the National Academic Bank of Credits (ABC) portal has now been integrated into the nad.digitallocker.gov.in platform and is currently live for the academic year 2022-23. Surendranath College follows a choicebased credit system (CBCS) for all of its programs and all the courses offered by it are affiliated by the University of Calcutta. This college will formally register in the ABC portal as soon as it gets approved and recommended by the affiliating university.

#### **17.Skill development:**

Surendranath College focuses in its own way on the training and skill development of its students emphasizing on their holistic growth, instead of the traditional content-heavy and rote-learning approach. Currently, 18 certificate courses are running in the college, some in collaboration with the Spoken Tutorial of IIT, Mumbai. The college recognizes the role of education in providing students with the right skill-sets and is fully aware of the DDU KAUSHAL KENDRA (DDUKK) by UGC for promoting vocational education to develop skills among students and creating work-ready manpower on large scale. Surendranath College is keen to start its own DDUKK and own innovation center in future to promote new ideas and encourage new start-ups. The college aims at providing quality education combining classroom-centered

formal education and training, and also providing hands-on training aided by Industry practitioners. The college also explores ideas concerning internships in laboratories and business houses in the future. The focus is always on integrated knowledge acquisition and upgrading of human skills for the students. We believe our alumni's academic personalities are in league with the NSQF's National Occupational Standards (NOS) developed by the Sector Skills Councils (SSC) and the requirements of Industry 4.0.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Surendranath College always encourages learning of the pan-Indian language Hindi by offering an AECC in Hindi. Regional languages like Bengali, and traditional languages like Sanskrit, and Urdu are also taught as Core Courses, LCC, and AECC, along with the global language English. Cultural programs, celebrations of commemorative days, webinars, seminars, workshops, conferences and all other events are often conducted in a multitude of languages to encourage the students to understand the cultural values and Indigenous traditions. Apart from the Communicative English Certificate Course, there is an online Spoken Sanskrit Certificate Course already running in the college and the college is about to start spoken Hindi and Urdu courses very soon.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Surendranath College offers altogether 27 programs across Humanities, Science, and Social Sciences. All these programs are offered as outcome-based education (OBE) that are designed by the affiliating university keeping in mind the regional and global requirements. This college always tries to implement outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes, and Course Outcomes. All the courses have been designed with definite outcomes, centered on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating, and Creating. Apart from the domain-specific skills, learning outcomes at all these levels actually ensure social responsibility, ethics, as well as entrepreneurial skills, so that students may contribute proactively to the economic, environmental, and social well-being of the nation. The Course Objectives (COs) are also aligned with the POPSO philosophy. All the course syllabi have been designed with due consideration of macro-economic and social needs at large, so as to apply the spirit of NEP in near future. Mapping of the learning outcomes are also in practice in most of the departments to ascertain the outcome based education.

**20.Distance education/online education:**

Surendranath college is yet to be accredited for any online/ open distance learning programs. Irrespective of this, the institution is emphasizing on development of desired skillsets and infrastructure for Distance/online education. This institution has already created two exclusive recording studios for development of audio and video e-learning materials. The college also has conducted some ICT training workshops to update skills of its faculty members for conducting classes online and to provide quality education in this digital platform. The college has a YOU Tube channel in which all the webinars and programs are uploaded regularly. This aids the students in learning and understanding of their respective courses. Currently, the college website hosts module wise study material for a large number of courses under different programmes, available to ALL free of cost. The college encourages its students to enroll for different relevant courses under platform such as SWAYAM/ NPTEL etc. However, the credit transfer is not yet possible without approval from the affiliating university

**Extended Profile****1.Programme**

1.1	793
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	4232
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1132
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	1203
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	132
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	134
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	527.07408
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	260
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

### 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated to the University of Calcutta, thereby adhering to the curriculum established and regulated by the University. Each year, prior to the commencement of admissions, the college website displays the central academic calendar formulated in accordance with the University's guidelines. Furthermore, the institution undertakes the following additional measures to ensure the effective execution of the academic calendar.

- The Academic Subcommittee, in collaboration with the Routine Subcommittee, the Principal, IQAC coordinator, and Heads of Departments (HoDs), collaboratively formulate an effective central timetable.
- All faculty members are under strict instructions to complete the syllabus within a specified timeframe.
- Tutorials, projects, class tests, remedial classes, and internal assessments are integrated into the formal evaluation procedures. In the case of applied subjects, classroom lectures are augmented by practical classes, hands-on training, projects, and fieldwork.
- All departmental faculties maintain an effective student mentoring system as well.
- Students are encouraged to utilize both the central library and the seminar libraries associated with their respective departments.
- Biometric attendance is enforced for both academic and non-academic staff members.
- The college implements a robust online feedback system every semester to enhance quality.
- Regular parent-teacher meetings are organized by all departments.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college's responsible authority drafts an academic calendar at the start of each semester/year, aligning it with the University's

calendar and encompassing diverse curricular, extra-curricular, and co-curricular activities. All classes and examinations adhere to this calendar to maintain compliance. It undergoes updates and revisions based on any modifications recommended by the university. Additionally, the Principal reserves the right to introduce minor adjustments to the academic calendar as deemed necessary, particularly in response to unforeseen circumstances.

Continuous Internal Evaluation (CIE) by the institution:

The college rigorously adheres to an internal evaluation process mandated by the University for every course in each semester, as part of the recently introduced Choice Based Credit System (CBCS). In addition to the University-level internal evaluation, the college also employs various methods for Continuous Internal Evaluation (CIE) at the institutional level. Some of these methods include:

- Regular Assignments have been provided to students
- Regular class tests and quizzes are administered.
- Each department conducts regular student seminars, tutorials, and projects.
- Regular academic monitoring is carried out by each department head as well as by the IQAC.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

27

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

127

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

#### Professional Ethics, Moral and Human Values:

The undergraduate programs' curriculum encompasses various elements such as social services, comparative study of religion, cultural education, rural development, and scientific methodology. In addition to the regular curriculum, the college offers a Value Education Course annually as an independent add-on or certificate course. Moreover, the college commemorates special days to instill moral, ethical, and social values in students, with the support of the college's NCC and NSS units.

#### Gender Sensitization:

The college features a Women's Cell and a Grievance Redressal Cell / ICC, which offer counseling services to students, actively promoting gender equity among the student body and addressing issues related to the safety and security of female students, staff, and teachers. The college campus is equipped with CCTV surveillance and high-level security measures to ensure safety. Additionally, a separate Girls' hostel cluster is provided to create a secure environment for female students.

#### Environment and Sustainability:

The curriculum includes a mandatory project on environment and sustainability for all students during their 2nd-semester course (AECC-2). This project covers topics such as water and waste management, renewable energy, agriculture, environment, and green technology. Additionally, the college hosts environment awareness camps, seminars, workshops, guest lectures, industry visits, and field excursions to further enhance environmental awareness and knowledge among students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

52

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

1615

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

<b>from the following stakeholders Students Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	<b>Nil</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>1654</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>557</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution conducts regular mentor-mentee meetings with a maximum of four students assigned to each faculty from each semester (except in commerce, as the student number is more) for close observation and guidance. Slow learners are identified through a standardized procedure, which includes- class response, regular assessment and semester-1 results. Slow and advanced learners are identified by each mentor faculty and reported to the Head of the respective Department during departmental meetings.

Slow learners are helped out with-

1. remedial classes
2. additional study material from the departmental seminar library
3. personalized one to one guidance during mentor-mentee meeting.
4. discussion of academic progress and other related/relevant issues during Parent-Teachers meeting

For advanced learners,

1. the students are encouraged to participate in different competitive programs like poster making competitions, seminar presentations, essay competitions.
2. advanced learners take the leading role during the preparation of departmental wall/e-magazine
3. invited lectures by eminent expert are arranged on subject-related advanced topics for better exposure.
4. advanced learners are also provided with extra study materials such as advanced books and e-resources and special guidance by the mentor to quench their thirst for knowledge, to achieve their career goal.

Regular lab/industry/field visits are arranged by the few departments. Both the slow and advanced learners are motivated and

benefitted from those visits. Since each student is different in their potential the college ensures differential personalized mentoring for each individual varying in their academic pursuit.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/students-corner/students-mentoring/">https://www.surendranathcollege.ac.in/students-corner/students-mentoring/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4232	132

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Surendranath College strictly follows and ensures the use of student centric methodology in teaching-learning process.

1. **Experiential learning:** Students are encouraged in review project works under the mentor-mentee system. To encourage scientific learning, students are asked to submit written and oral assignments, e-poster after literature survey. Students are encouraged to submit articles on their creative ideas for the departmental Wall Magazine and E-magazine.

2. **Participative learning:** Our students are involved in regular seminar presentations which improves their knowledge on the topic and help them to learn to prepare PowerPoints, present in front of audience as well as face question answer sessions. Students join various webinars/student seminar, inter/intra college Quiz/Essay/photography competition. The students from few Departments undertook the Spoken Tutorial Courses offered by IIT Bombay to improve their soft skill.

3. **Problem-solving methodologies:** For quality improvement in

learning process, we adopt the strategies of one-to-one contact sessions, interactive classes and solving previous years' questions. To help students to develop their analytical and problem-solving skills, students are given assignments periodically and solutions are explained by faculties afterward. The questions for Internal assessments are set as MCQ type and time-bound. It helps the students to enhance confidence, develop their preparedness for competitive examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.surendranathcollege.ac.in/students-corner/">https://www.surendranathcollege.ac.in/students-corner/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the teachers of the institution use ICT for conducting classes and regular assessment. Our teachers started to take online classes on Zoom cloud meet or Google Meet platform effectively from the onset of pandemic 2020. Now the teachers follow blended mode of teaching i.e conduct online class along with physical mode as required. The study materials (class PowerPoints, Notes in pdf format or e-book materials as well as YouTube video links) are shared with the students via Google Classroom in addition to uploading in College website. Our faculties have also prepared tutorial videos on how to use different online meeting platforms and how to upload study materials in local language to reach en masse. The students make creative cultural programme videos under the guidance of the teachers and those videos are uploaded in the official YouTube channel of the College. The college has well equipped Computer Laboratories in Physics, Chemistry, Mathematics, Computer Science, Zoology, Botany etc for practical classes. College has a Wi-Fi Enabled campus which helps to stay connected. The college has an Automated Library with OPAC facility that enables the students to find the availability of books easily.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

132

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

132

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

59

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1585

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The evaluation of the students on the basis of tests/examinations is an integral part of the teaching- learning process. Surendranath College is affiliated to the University of Calcutta, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. Internal assessment has an important role to play for CBCS method. College provides information about methods and modalities to all students for Internal Assessment during the Student Orientation Programme at the very first semester. Internal assessments are assigned with 10 marks for each paper along with 10 marks for regular attendance under CBCS system. The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment. The students can observe the soft/hard copies of evaluated answer scripts which are preserved safely by the respective Department. If there is any

difference/discrepancy in their marks, it can immediately be rectified before uploading to the University Exam Portal. Dates for the internal Examinations are notified by the Academic cell of the College at least one week in advance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution conducts internal assessment in a very systematic manner, which ensures efficient and timely completion of the assessments. The college has Examination Committees which ensure conducting the internal and university examinations. The answer scripts of internal assignment are preserved for a specific period. All the Departments are well connected with their stakeholders. In case of corrections in the total of marks or assessment of answers are identified by students, they are immediately addressed by the faculty members. The Teachers are available all the time for helping the students via Mentoring Sessions, WhatsApp Groups, Google Classroom, Departmental Mail. Due to the mentor mentee system teacher student relation is very trustworthy, hence, seldom grievances are raised regarding transparency of the evaluation process. The class attendance record of the students, which is part of the internal examination, is maintained carefully and notified to students periodically during the semester. It should be mentioned that, acceptable concession is granted in attendance of students on medical grounds and for participation in extracurricular activities such as NCC, NSS. If any grievance is registered with the central Grievance Cell of the institution, necessary actions are taken immediately by the college as well as the department as required.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://surendranathcollege.ac.in/new/stdgrievance.php">http://surendranathcollege.ac.in/new/stdgrievance.php</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated

and displayed on website and communicated to teachers and students.

Program and course outcomes (in accordance with that of UGC) of all the programs offered by the institution are displayed on the college website under the menu Academics (<https://www.surendranathcollege.ac.in/academics/>) as well as in Student's Corner (<https://www.surendranathcollege.ac.in/studentscorner/>) which is communicated to the teaching and non-teaching staff also. Right after admission at the time of the orientation program ([https://www.youtube.com/live/Vf1w\\_QSD8Yw?feature=share](https://www.youtube.com/live/Vf1w_QSD8Yw?feature=share)), the students are made acquainted with the different features of the college website especially the POs and COs of each course.

Additionally, at the beginning of each course, respective teachers make the students aware of the specific course outcome.

Surendranath College is affiliated to University of Calcutta. There are four Undergraduate General Degree Programs, twenty-two Undergraduate Honours Degree Programs and one Master's degree Programme in the College. Each UG Honours program has fourteen different core courses, four Skill enhancement courses, four discipline specific elective courses and two Ability Enhancement Compulsory Courses. Each UG General Degree Program offers choice of three General elective subjects, each elective subject with four core courses, four skill enhancement courses, two discipline specific courses and two ability enhancement compulsory courses. However, Hindi and Urdu are two departments who offer only Ability Enhancement Compulsory Courses (AECC) in those languages

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.surendranathcollege.ac.in/academics/course-outcome/">https://www.surendranathcollege.ac.in/academics/course-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

(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 post-result mentoring of students based on their identified areas

of weakness. Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively.

(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.

(C) Parent Teacher Meeting/Monitoring - Parents are departmentally invited on as and when needed 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 through a structured questionnaire.

(E) Progression to higher Education and Placement:

The learning outcomes of the students are also manifested by their progression to higher education and placements. Students are encouraged and proper guidance are provided in the departmental level to pursue Master degree. The Placement Cell provide various information on job requirement related opportunities to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/2.6.2-Attainment-of-programme-outcomes-and-course-outcomes.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/2.6.2-Attainment-of-programme-outcomes-and-course-outcomes.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

701

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/2.6.3-RESULT%20SHEET%20.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/2.6.3-RESULT%20SHEET%20.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://www.surendranathcollege.ac.in/wp-content/uploads/2023/12/SSR\\_Feedback-Analysis-Report\\_2022-23\\_1.pdf](https://www.surendranathcollege.ac.in/wp-content/uploads/2023/12/SSR_Feedback-Analysis-Report_2022-23_1.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**149.258**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

6

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.surendranathcollege.ac.in/research-activity/">https://www.surendranathcollege.ac.in/research-activity/</a>

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The faculty members of the college are always eager to create and provide an environment that induces the urge of learning among the students through innovative practices of teaching-learning. The students are encouraged to take on self-learning and self-evaluating projects on several topics of the curriculum. To initiate a sense of teamwork for better transfer of knowledge among each other, the students were mentored for writing standard protocols of practical topics as well as to prepare review articles on co-curricular areas, so that the periphery of their interest widens. Students are provided with e-books. They also have access to books in departmental libraries apart from the books available in the Central Library of the college. Students are encouraged to participate in various inter-college debates, and group discussions. Mentor mentee meetings are regularly conducted by the teachers to find out if they need extra support both mentally and academically. The e-resources prepared by the

teachers are uploaded timely so that the students can clarify their doubts. Extra care and utmost effort are given by the faculties of the Department to make the teaching-learning process very interesting for the students so that they become successful and responsible citizens of the society.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/library/">https://www.surendranathcollege.ac.in/library/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	<a href="https://www.surendranathcollege.ac.in/research-activity/">https://www.surendranathcollege.ac.in/research-activity/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

37

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

31

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Surendranath college has always been in the forefront in making its noteworthy contribution to neighbourhood community, society

and environment. The college organised various activities for faculty, students, and staff in the neighbourhood community in order to sensitise them to social issues and holistic development. The NSS & NCC unit engage students in the community development programmes by organising awareness programmes, and visit slums on a regular basis. To name a few of those, the college organised donation of packaged food to slum children in collaboration with 2 (B) BN NCC & NGO 'HUM', awareness programme on "No Plastic Drive" in collaboration with Kolkata Municipal Corporation & West Bengal & Sikkim DTE, awareness programme on Natural Disaster Management in collaboration with 2(B) BN NCC & 2 BN NDRF, World Environment Day, International Day of Yoga, blood donation camp etc. were organised. Every year the NSS and NCC unit organises Independence Day and Republic Day celebrations. Apart from these, the college made efforts in making students aware of social issues through various programmes like training on health safety and first aid, awareness programme on cleaning Ganga River, awareness programme on stem cell, awareness programme on acid attack survivors, etc. The aim of organising such programmes is to make the students learn to negotiate, communicate, manage, conflict and lead others by working together with others. These programmes sensitise student volunteers towards social issues and take challenges of lesser privileged sections of the society.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/students-corner/facilities/ncc/">https://www.surendranathcollege.ac.in/students-corner/facilities/ncc/</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**29**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1579**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
15	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year</b>	
5	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<ul style="list-style-type: none"> <li>The Institutional campus area is 3177.023 sq mt with a 2098.24 sq mt built-up area.</li> <li>There are 32 Classrooms, 39 well-equipped laboratories, 1</li> </ul>	

Central Research laboratory, and 6 Seminar halls which are ICT-enabled.

- There are computers, laptops, and internet connection which aid in the seamless functioning of the Principal's office, College office, all the 24 Departments and the Central Library.
- The college has its own website and it is updated on aregular basis.
- There are 3 Gallery classrooms in the Science Building, which are specially equipped ICT-enabled classroom-cum-seminar rooms.
- There are built-in LCD projectors in several classrooms (18).
- Under the NME-ICT project, the college has 19 broadband connections from BSNL (Domain id: webkolsugae.nme.in) commissioned on 12/5/2010 catering to the ICT needs of its stakeholders.
- The central library subscribes to INFLIBNET and has become a registered user of the N-LIST consortium, an initiative of the Ministry of Human Resource Development (MHRD) under the NME-ICT.
- The NDL, National Digital Library resources can also be accessed by the students using the e-library portal.
- There are virtual classroom and 11 smart classrooms all equipped with internet connections. There are altogether 18 ICT-enabled classrooms in the college. There is also a highly equipped recording studio to enable teachers to record their lectures and upload them in the college YOUTUBE channel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.1.1-ADDED-INFORMATION.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.1.1-ADDED-INFORMATION.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Students are always encouraged to participate in sports and cultural activities and are rewarded for the same. They are also encouraged to participate in National Level Sports Championships. Many of our students are State and National Champions.

**Sports:** Intra- and inter-college games and sports competitions are organized for students every year. The college has facilities for conducting sports, games and cultural activities. The students can play badminton and cricket inside the college premises. An indoor playroom exists, where pupils can play games like table tennis, chess, carrom, etc. However, the college also make use of the adjacent playgrounds, including the the nearby railway playground for organizing Inter-College & State level games, and for Annual Sports. There is a Multi-Gymnasium in the college, managed by the sports committee.

**Cultural:** The college conducts various cultural activities like Dancing, Music, One-Act Plays, Essay Writing, Debate, Recitation, Quiz, Extempore, Creative Writing, Rangoli-making, etc. within the campus.

There is a big auditorium in the college for hosting all such programs. The cultural committee, NCC, NSS, and the students' council of the college take major initiatives for arranging such activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.1.2_-ADDED-INFORMATION.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.1.2_-ADDED-INFORMATION.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

527.07408

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

KOHA is a full-featured open-source Library Management System. It was initially developed by Katipo Communications Ltd. of New Zealand, currently maintained by a team of software providers and library technology staff from around the globe. It is a Customizable Web-based Interface with full MARC support (MARC21 and UNIMARC) and Includes a Z39.50 server & client for data interchange.

The Central Library of our College has installed KOHA to automate existing Library services. Presently version 21.05.04.000 is being used and it is partly automated. After the books reach the library the "Cataloging" module of KOHA is used to process them and generate their searchable bibliographic records.

The records of the new users are registered through the "Patron" module of KOHA. The "Reports" module is used to gain general and specific data regarding library services. The library currently uses "Authorities", "Tools" and "Koha administration" modules to customize different parameters and functions of the ILMS. Various activities like book accumulation, bar-coding, library usercard generation, online access of catalog (OPAC), etc. have been done through this software. The Library provides remote access to digital resources such as previous years' question papers, syllabus, list of newly arrived books, etc. to its users. The

record of book lending by the seminar libraries of all the departments is also monitored and maintained by using KOHA facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.2.1 -ADDED- INFORMATION.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.2.1 -ADDED- INFORMATION.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**7656**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

28

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

- The college invests in continuous up-gradation of technology and the purchase of IT equipment as per the requirements. It is also equipped with a wide range of licensed system software and application software. The entire campus is connected with LAN Messenger. Computer labs are well connected to the internet and help students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty with their queries.
- The campus is well connected with a well-planned Telecom Network with intercom facilities. Two additional BSNL landline connections are available.
- There are 18 rooms and seminar/conference halls equipped with ICT facilities.
- Zoom Cloud Meeting subscription has been taken for webinar and college meetings as per online requirements. The college created a YouTube channel for sharing recorded lectures, webinar proceedings, cultural programs, and different student activities with a wider audience.
- CCTV cameras are installed in the entire campus area of the college to provide additional security for students and staff. Most of the departments have computers, the majority of which have Internet facilities via Wi-Fi for the preparation of PowerPoint presentations as teaching-learning material.
- The institute is planning to extend this further to create and establish a Wi-Fi-enabled campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.3.1_-ADDED-INFORMATION.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.3.1_-ADDED-INFORMATION.pdf</a>

**4.3.2 - Number of Computers**

260

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

350.54831

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **Classroom Management:** The asset register of all the classrooms is maintained properly and cleaning and maintenance are done on a regular basis. The college has also a mechanism to dispose waste, including e-waste.
- **Laboratory Management:** Each laboratory has separate stock registers for equipment and consumables. Instruments are maintained through AMCs. Fire extinguishers and exhaust fans are present for safety and air purity. The safety rules are displayed in each laboratory.
- **Library Management:** The library committee decides on purchases based on the courses offered. Withdrawal and weeding of books are also done regularly.
- **Sports Facility Management:** Sports committee looks after the maintenance of the gymnasium and other indoor and outdoor sports equipment.
- **Computer Management:** Maintenance of computers and updating of software are done regularly. AMCs for computers, copiers, and printers are in place. A balanced and healthy student-computer ratio is intended and maintained.
- **Website Management:** It is maintained and updated with the help of external professionals.
- **Campus Management:** Internal housekeeping service looks after the cleanliness of the campus.
- **Financial Management:** A well-defined purchase policy is followed for all the purchases made in the college.
- **Safety Management:** Information centers, security guards, and CCTVs at points make the campus safe for all students irrespective of their gender.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.4.2_-ADDED-INFORMATION.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/4.4.2_-ADDED-INFORMATION.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1598

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

153

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://www.surendranathcollege.ac.in/">https://www.surendranathcollege.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>450</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>450</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

58

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

160

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**18**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**28**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The institution conveys its guidance to the Students' Representative Council. As in a democratic forum, the General Secretary is elected from the students every year, who is assisted by several class representatives. The students are encouraged to be actively involved in various decision making procedures and their implementations. One member from the students' council is included in the Governing Body and IQAC to represent the students' forum in academic and administrative affairs as well as in various sub-committees and cells of the college.

The general activities of the Students' Council include:

- Facilitation of student admission process by helping the students in technical matters
- Addressing student related matters
- Participating in Annual Sports organised by the Sports Sub-Committee
- Organising Cultural Programmes, e.g., Freshers' Welcome, Teachers' Day celebration, College Social, Rabindra Jayanti, Agomoni, Eid, Saraswati Puja etc. Some programmes have been organised in online mode during covid.
- Participation in various extension activities like awareness programmes within and outside the institution.
- Community outreach venture, volunteering for various relief community services, organizing health camps, etc. have been organised

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

20

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Surendranath College Alumni Association is a registered society, under the West Bengal Societies Registration Act 1961, bearing the Registration No: S0025746 of 2021-22. The Association is made up of the "General Body" which functions under the mentorship of the "Governing Body".

#### Objectives:

- To generate a common forum for all the alumni located in different parts of the world.
- To engage the alumni in various student development programs in both curricular and extracurricular activities, e.g., by organizing conferences, lectures, and workshops.
- To initiate a vibrant enthusiastic discussion forum between

the alumni and the present students, thereby benefitting the latter with the valuable sharing of experiences.

#### Membership:

Any student who successfully obtains any degree/diploma from the College automatically becomes a Life Member of the Association. The Association, in accordance with the recommendation of the Governing Body, may elect any person as an Honorary member for two years to promote the interests of the Association.

#### Activities:

The Alumni Association has worked dedicatedly in arranging webinars and seminars to connect with all the alumni. It has organized lectures delivered by eminent alumni members on topics of the curriculum, as well as, in various skill enhancement initiatives. Various departments of the College have taken initiatives to organize Departmental Alumni Meets independently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

A. ? 5Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of Surendranath College is to impart, sustain, and foster all-around holistic and quality education to the students coming from various sections of the society. The purpose of the institution is to cater knowledge, and employable expertise to the students in order to make them responsible global citizens of tomorrow. The institution believes in the immortal words of the

Upanishada, "Damyata" or restrain, "Datta" or charity, and "Dayaddhayam" or non-violence which is enshrined in the College emblem. The college is affiliated to the University of Calcutta. The Governing body has representatives from all stakeholders, including teachers, students, office, government nominees, university nominees, and local administration and is headed by the Governing body President and Principal.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/profile/mission-vission/">https://www.surendranathcollege.ac.in/profile/mission-vission/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Surendranath College promotes and practices decentralization in all academic and administrative activities. The college has various academic and administrative committees to monitor, plan and execute the smooth functioning of the Institute.

#### Administrative Decentralization:

The governing body is the apex decision-making body of the college. The Principal gives directives to the departmental heads to prepare the annual departmental budget. The HOD conducts departmental meeting and submits requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, college practices decentralization by providing operational autonomy to the departments. Further, HODs prepare a consolidated reports and submits to the Principal for the approval. The Principal consolidates the requirements of all the departments and forwards it to the Governing body for approval.

#### Academic Decentralization:

IQAC looks after the academic environment of the college. There are about 30 different committees under the Teachers' Council led by the Secretary, elected by the teachers of the council. The IQAC is responsible for the holistic development of the college and

recommends the enhancement of facilities for the betterment of the students.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/governing-body/">https://www.surendranathcollege.ac.in/governing-body/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic/ perspective plan of the college is as follows:

1. The College has renewed the subscription of the Zoom platform.
2. The college has renewed the Collaboration with IIT Bombay to provide free computer training.
3. Online Admission and examination procedure was conducted.
4. The college office was digitized with the help of ERP.
5. The library was digitized, and KOHA has been installed.
6. IQAC organized several training programs for faculty enrichment.
7. The website was modified and downloadable e-contents were made available on the website.
8. Webinars, invited lectures, workshops, motivational talks, awareness programs, quizzes, and various competitions were held online and offline to keep the students and staff engaged and motivated throughout the year.
9. NCC and NSS performed various outreach activities.
10. The placement cell incorporated 654 students across all departments in a telegram group where they were provided virtual interview links, and e-campus opportunities.
11. Time-to-time feedback from students has been collected.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient which is reflected through policy implementation, administrative setup, appointment, and service rules. The effective and efficient functioning of the college is governed through the different administrative sections as specified in the University Statute and Department of Higher Education, Government of West Bengal. The Governing Body (GB) is the apex body of the college for academics and administration. The University of Calcutta and the Directorate of Higher Education, the Government of West Bengal are the superior authorities to the institution for academic and administrative affairs respectively. The principal is the de facto secretary of the GB and executive head of the college. The GB has representations from all stakeholders of the college like students, teaching and non-teaching staff as well as nominees from the Government and University. The principal is the ex officio president of the Teachers' council and chairman of the Internal Quality Assurance Cell (IQAC) of the college. IQAC is the topmost body to oversee, execute and monitor the academic activities of the college. The principal is also the ex officio secretary of the Academic Committee, Finance Committee and College administrative office which function in coordination with IQAC.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/governing-body/governing-body/">https://www.surendranathcollege.ac.in/governing-body/governing-body/</a>
Link to Organogram of the institution webpage	<a href="https://www.surendranathcollege.ac.in/governing-body/organizational-structure/">https://www.surendranathcollege.ac.in/governing-body/organizational-structure/</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Welfare Measures:

SurenDRanath College prioritizes the welfare of teaching and non-teaching staff. The following measures have been taken in this regard:

- West Bengal Health Scheme for Teaching Staff as per Government of West Bengal Directive have been provided to the willing members of the college.
- Swastha Sathi for Non-Teaching Staff, as per the Government of West Bengal directive has been provided.
- Earned Leave, preparatory leave, Study Leave, Quarantine Leave, Medical Leave, Special Disability Leave are made available.
- Maternity benefits and child care leave and paternity leave are also provided as per need.
- Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances.
- Leave Travel Concession are provided as and when required.
- All the non-doctoral staff members are encouraged to get enrolled in part-time Ph.D. programs.
- Group insurance, Festival advance, Provident fund, and Gratuity for all permanent staff members are made available.
- Gym, Free Internet, and Wi-Fi facilities are provided.
- To nurture the multicultural environment in the campus, the college administration ensures the celebration of all the festivals together.
- Sponsorships are offered for faculty development.
- Annual picnics, sports, and various cultural activities are organized.

- Faculty members are encouraged to attend Faculty Development Programs (FDP) and on-duty leaves are provided.
- Skill development courses are run for the stake holders of the college.
- Women's cell, and ICC are functional.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/students-corner/facilities/sub-committees/west-bengal-health-scheme-cell/">https://www.surendranathcollege.ac.in/students-corner/facilities/sub-committees/west-bengal-health-scheme-cell/</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

66

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teaching Staff:

The performance of each faculty member is assessed under the Performance-Based Appraisal System (PBAS). Promotions are based on

the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score. The institute undertakes a wide range of activities besides academics, for which faculty members are voluntarily assigned additional duties and responsibilities. The Institute accords deserving weightage for their contribution in their overall assessment. The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Promotion Sub-committee, IQAC, and the Principal. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening/selection committee.

#### Non-Teaching Staff:

All non-teaching staff members are assessed through Annual Confidential Reports and Annual Performance Appraisals. A few strategies are observed in appraising non-teaching staff's performance. This includes the technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence, etc. They are also assessed on the basis of their group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/feedback/">https://www.surendranathcollege.ac.in/feedback/</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal and external financial audits at regular intervals. The accounts of the college are audited regularly as per government rules. The college has a separate dedicated Committee for keeping records of expenditures from Government Development grants and those obtained from different extramural funding agencies like UGC, DBTWB, DST, DBT, etc. Receipts including vouchers for payment made are checked thoroughly and tallied with the corresponding 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. In all possible cases, the E Tendering for procurements is done through the NIC portal and payments are processed through the PFMS portal. After the financial audit, the report is then sent to the management (Governing Body) for review, and then finally they are sent to the Government. The college also files income tax returns every year within the stipulated time.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2022/03/Policy-Financial-Management.pdf#page=1&amp;zoom=auto,-13,792">https://www.surendranathcollege.ac.in/wp-content/uploads/2022/03/Policy-Financial-Management.pdf#page=1&amp;zoom=auto,-13,792</a>
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.44

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. All major decisions to ensure the optimum utilization of resources are discussed and approved in the meetings of the GB. All major purchases of the college are initially recommended by the Purchase and Finance committee and subsequently approved in the GB after discussion.

2. The institution has a UGC Committee as per the directions of the UGC given in the XII Plan. The committee in close coordination with the IQAC and the Governing Body (GB) of the college monitors

the mobilization of funds to ensure that the funds are spent in accordance to their allocation.

3. The Building Subcommittee keeps an eye on the building and recommends repair and maintenance needed from time to time. Major infrastructural augmentations are discussed and approved in the GB.

4. The Library Advisory Committee takes care of the improvement of the library and ensures that the resources in the library are utilized optimally.

5. Campus cleanness is monitored by the Campus Cleanliness and Beautification Sub-Committee.

6. Regular internal audits by reputed Chartered Accountant firms and external audits by the government are conducted. All of this is done to make sure that the resources are mobilized properly.

File Description	Documents
Paste link for additional information	<a href="https://www.surendranathcollege.ac.in/profile/policies/">https://www.surendranathcollege.ac.in/profile/policies/</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Mentoring system was successfully conducted throughout the year.
2. Licensed Zoom cloud meeting platform was re-subscribed and various online academic sessions were held.
3. Two sound studio/video/media facilities in the college were maintained.
4. Partial installation of KOHA was done. E-library facility has been provided to all the stakeholders.
5. States of art laboratories for the science departments were maintained.
6. 14 new Discipline Specific Certificate Courses and Value-Added Soft Skill Development Courses were successfully run by the college.
7. Several webinars and seminars were conducted on social issues.

8. All the washrooms of the college have been made "Divyangjan" friendly.
9. New class rooms have been constructed for the proper functioning of the college.
10. Installation of Solar Panels on the rooftop of the college building.
11. The NCC unit of the college has been acknowledged for their achievements. The unit has procured numerous prestigious awards at State and National level.
12. The NSS unit also has performed brilliantly throughout the year and have engaged themselves in a plethora of social activities.
13. Academic and administrative audits were done by the audit committees incorporating external members.
14. Energy and green audits of college through external agency were done..
15. College participated in NIRF 2022.
16. A state of art gymnasium with high end equipments has been created for physical fitness of all the stakeholders of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**IQAC annually reviews its teaching-learning process, structure, and methodologies of operations through annual academic audits (both internal and external) and encourages all the departments to set up their questions as per Bloom's taxonomy in the class tests and map the learning outcome of the students regularly. Some of the incremental improvements are:**

- The number of sanctioned posts of faculty members increased from 74 to 136
- The number of add-on certificate courses has increased from 6 to 18
- The average number of students admitted to different certificate courses has increased from 79 to 884
- Curriculum Feedback was taken from the Students and

**Teachers.**

- The average pass percentage of students has significantly increased.
- The number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings has significantly increased.
- The number of Students participating in various extension activities has significantly increased.
- The number of Collaborative activities has increased from 3 to 19
- Two new sound recording studios have been regularly maintained for the preparation of online study materials.
- A new Meeting cum conference room has been established.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.surendranathcollege.ac.in/iqac/action-taken-report/">https://www.surendranathcollege.ac.in/iqac/action-taken-report/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 - Institutional Values and Social Responsibilities

### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### Gender Equity Initiatives at a Glance:

The cell monitors and prevents any form of sexual harassment in the campus. With regard to gender harassment, the following is censored by the cell:

- Eve-teasing and unsavory remarks.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Innuendos and taunts.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over the telephone.
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.
- Physical confinement against one's will and any other act likely to violate one's privacy.
- Asking any student to undertake any involuntary action.

#### Measures Taken

- ICC assures all the complaints of the students, teaching and non-teaching staff are treated with proper dignity and respect.
- ICC ensures that all complaints remain strictly confidential.
- Women cell tries to ensure that all the students become aware of the redress mechanism as well as the appropriate people to contact and report problems.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.1.1-Gender-Sensitization-Activity-Report.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.1.1-Gender-Sensitization-Activity-Report.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.1.1-Documentation-of-Specific-Facilities.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.1.1-Documentation-of-Specific-Facilities.pdf</a>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p><b>Solid Waste:</b>It is segregated at the source and collected to dispose of in the dumping yards of Kolkata Municipal Corporation. The college has a functional MOU with a vendor Vital Waste for the recycling of some waste too.</p> <p><b>Liquid Waste:</b>Liquid waste released from the toilets of the college reaches the Sewage Treatment Plant (STP) of the Kolkata Municipal Corporation (KMC), through an underground drainage system, where, after separation by air pumps, the treated drainage water is used for irrigation and solid waste as manure.</p> <p><b>E-Waste:</b>The institute has an MOU with Vital Waste for recycling E-Waste as per guidelines of the Pollution Control Board. E- Waste collected is stored and disposed of annually.</p> <p><b>Biomedical Waste:</b>Sanitary napkins, the only bio-waste in the campus are disposed of using a Sanitary Napkin Incinerator Machine.</p> <p><b>Waste Recycle System:</b>Paper waste is sold out to Vital Waste for recycling. Vermicomposting is done with Green Bins using microbes, to recycle biodegradable solid wastes.</p> <p><b>Hazardous Chemicals and Radioactive Waste:</b>The campus is completely free from any kind of radioactive waste, Chemical waste like heavy metals, corrosive liquids, and organic solvents are not included in the new CBCS curriculum heading towards green chemistry.</p>	

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>B. Any 3 of the above</b>
<ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of bicycles/ Battery-powered vehicles</li> <li>3. Pedestrian-friendly pathways</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the</b>	<b>E. None of the above</b>

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment  
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Institutional Efforts/Initiatives:**

The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special occasions like Netaji's Birthday, Republic Day, Saraswati Puja, Freshers' Welcome, College Social Basanta Utsab, Rabindra Jayanti, Barsha Mangal, Independence Day, Teacher's Day, Orientation Program, Biswakarma Puja, Mahalaya, Iftar, Women's Day, Yoga Day, etc. The NCC and NSS activities are performed as per their calendar. Cultural and sports events are organized throughout the year. All these special days are observed with great respect and all these religious rituals are also performed in campus.

College also takes initiatives in fighting against pollution, working for green rallies, water conservation, waste management, etc. NCC and NSS units of the college regularly observe and celebrate Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day, Yoga Day, Drug Abuse, Illicit Trafficking Day, etc.

Motivational lectures by eminent persons in the field are arranged for the all-round development of the students and to make them responsible citizens following the national values of social and communal harmony and national integration. There is a free-of-cost weekend value education course for all, that both students and staff members can attend.

In this way, the institute tries to offer an inclusive environment for everyone with tolerance and harmony towards all sorts of cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

#### Activities

The institute conducts various programs on culture, traditions, values, duties, and responsibilities, arranges awareness programs on ban on plastics, cleanliness, Swachh Bharat, etc. Policies are

undertaken in order to reflect core values of the college and prepare codes of conduct for all the students and staff members. There are always some programs to spread awareness regarding sanitation, living standards of life, and knowing one's personality.

#### Major Initiatives

- Conduction of regular activities by NSS and NCC units of the college to serve society.
- Initiatives in fighting against pollution, working for green rallies, water conservation, waste management, etc.
- Observance and celebration of Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day, Yoga Day, Drug Abuse, Illicit Trafficking Day, etc.
- Motivational lectures of eminent persons for the all-round development of the students and their personality development.
- Various programs on women empowerment, women's safety, and gender equity are organized. Women Cell sincerely works for the empowerment of girl students and enlightens them about their rights.
- Free-of-cost weekend value education course for all, is run by the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.1.9.-HUMAN-VALUES-AND-PROFESSIONAL-ETHICS.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.1.9.-HUMAN-VALUES-AND-PROFESSIONAL-ETHICS.pdf</a>
Any other relevant information	<u>Nil</u>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**LIST OF YEARLY CELEBRATIONS (2022-23)**

**Title of the Activities**

**Organizing unit/collaborating agency**

**World Environment Day Celebration**

**(05-06-2022)**

**NSS, Unit-1, Surendranath College**

**Independence Day Celebration**

**(15-08-2022)**

**NSS, Unit-1, Surendranath College,**

**2 (B) BN NCC WITH KOL-B HQ**

**& Surendranath College**

**Republic Day Celebration**

**(26- 01-2023)**

**NSS, Unit-1, Surendranath College,**

2 (B) BN NCC WITH KOL-B HQ

& Surendranath College

NSS Day Celebration

(24-09-2022)

NSS, Unit-1, Surendranath College

Celebration of Students' Week

(12/09/22 to 18/09/22)

NSS, Unit-1, Surendranath College

"STEM CELL AWARENESS" in collaboration with DKMS- BMST &IQAC

24/11/2022

NSS, Unit-1, Surendranath College

"National Youth Week" in collaboration with IQAC,

Surendranath College

(12/01/23 to 18/01/23)

NSS, Unit-1, Surendranath College

Awareness Programme 'Chitkar':

The Voice of the Acid Attack Survivors

02.05.2023

NSS, Unit-1, Surendranath College

CELEBRATION OF INTERNATIONAL DAY OF YOGA

21/06/2022

2 (B) WEST BENGAL &SIKKIM DTE

& Surendranath College

**CELEBRATION OF KARGIL VIJAY DIWAS**

26/07/2022

2 (B) BN NCC &amp; Surendranath College

PUNEET SAGAR ABHIYAN

(CLEANLINESS DRIVE)- Swachh Bharat

23/09/2022

NCC DTE West Bengal, Sikkim &amp; Kolkata Police

WORLD ENVIRONMENT DAY

05/06/2022

SURENDRANATH COLLEGE&amp; 2 BENGAL BN NCC

The celebration of NCC Day

27/11/2022

West Bengal and Sikkim Directorate in collaboration with the Government of West Bengal

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**PRACTICE I Title: GENDER EQUITY AND INCLUSIVENESS IN MULTILINGUAL PLATFORM**

The Practice: The college carries out/holds/offers/encourages/conducts/ensures/addresses

- Both central and departmental orientation programs and counseling sessions.
- Free psychometric tests and career counseling sessions.
- A host of scholarships and freeships, Individual mentoring of the students and Individual psychological counseling
- Four different language options; English, Bengali, Urdu, and Sanskrit.
- Regular Parent-Teacher meetings Remedial classes for weaker students.
- Organization of various religious, social, and cultural programs.
- Placement of students through Placement Cell.
- Active SC, ST, Minority Cell, ICC, Student Welfare Cell, and Women Cell of the college to look after students' needs and grievances.
- Communicative English classes for all with nominal fees.

PRACTICE II Title: STUDENT ENRICHMENT BEYOND CLASSROOM

The Practice:

- Several free-of-cost value-added skill enhancement courses for students.
- Invited talk by experts for nurturing scientific mind and broadening the knowledge base of the students.
- Regular seminar presentations by students.
- Publication of wall magazine/e-magazine/tabloids on a regular basis.
- Regular Industry/lab/research institute/relevant place visits.
- Arrangement of several International/National Seminars regularly.
- Regular conduction of scientific, cultural, and social events.
- Well-maintained departmental seminar library (along with the central library) to cater to both the honors and general students.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.2.-Best-Practices.pdf">https://www.surendranathcollege.ac.in/wp-content/uploads/2024/02/7.2.-Best-Practices.pdf</a>
Any other relevant information	<a href="#">Nil</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Student Inclusiveness and Enrichment Within and Beyond Classroom:**

To impart this, the college

- has adopted an effective student mentoring system for providing differentiated personalized learning to students of varying standards.
- taken initiatives to introduce students to the modern trends of their subject through invited talks by resource persons of global standard.
- conducts tutorial and remedial classes and publishes wall magazines, e-magazines, and college tabloids at the departmental level.
- encourages seminar presentations by students, organizes lab/industry visits, and calls frequent parent-teacher meetings.
- has a well-maintained and updated central library, all the available e-books, and well-equipped departmental seminar libraries, the college fully caters to the academic needs of the students.
- provides sophisticated laboratories, other amenities, and sports facilities.
- provides the latest teaching gadgets and ICT tools to promote an effective teaching-learning experience for the students.
- offers a wide range of certificate and value-added courses to make the students easily adaptable to the modern-day world and promote entrepreneurship skills.
- strives for inclusive education by providing scholarships and free ships so that deserving students are not denied any opportunity due to socio-economic constraints.
- has proactive NCC and NSS units that are active enough to

imbibe strong social values and environmental consciousness among the students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Full automation of the college library will be done. Maintenance of the existing facilities will be continued.
2. Regular cleanliness of the college campus will be given priority.
3. A structure will be constructed on the roof to facilitate some of the departments for conducting classes smoothly. A few extra classrooms would be provided as per departmental need.
4. Extension of lift to the top floor of the building will be done.
5. Initiative will be taken for the extension of solar panels on the rooftop to generate electricity for the internal usage of the college. This is an initiative towards sustainable conservation of energy.
6. An innovation centre will be established to support and encourage the entrepreneurial abilities of the students.
7. An integrated ERP system will be introduced.
8. Adoption of a slum area within Central Kolkata for their holistic upliftment and development.