

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution SURENDRANATH EVENING COLLEGE

- Name of the Head of the institution : SUPTI SAHA ROY

- Designation: ASSOCIATE PROFESSOR

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.: 03323500261

- Mobile no.:

- Registered e-mail: snevening@ymail.com

- Alternate e-mail :

- Address :24/2 M.G.ROAD

- City/Town : KOLKATA

- State/UT : WEST BENGAL

- Pin Code : 700009

2. Institutional status:

- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women: CO-EDUCATION
- Location : Rural/Semi-urban/Urban: URBAN
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify) UGC 2F AND 12 (B)

- Name of the Affiliating University: UNIVERSITY OF CALCUTTA
- Name of the IQAC Co-ordinator : DEBAPRIYO SANYAL
- Phone no. : 9163418739
Alternate phone no.

- Mobile: 9163418739

- IQAC e-mail address: debapriyosanyal@gmail.com

- Alternate Email address: None

3. Website address:

Web-link of the AQAR: (Previous Academic Year):
<http://www.surendranatheveningcollege.com>

4. Whether Academic Calendar prepared during the year? YES

if yes, whether it is uploaded in the Institutional website: YES

Weblink: www.surendranatheveningcollege.com

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C ⁺⁺	691	2007	from:2007 to: 2012
2 nd	C	1690	2016	from:2016 to: 2021
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 11.08.2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
i) Setting of a Academic calendar before induction of CBCS	11.09.2018	36
ii) workshop of newly implemented CBCS module with all stakeholders	02.09.2018	75

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. NA

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NA	NA	NA	NA	NA

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website...

Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ✓

If yes, mention the amount: Year:

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

* proposal for academic schedules and lecture plans for all department

*two seminars organised in current year by Urdu and chemistry department

*workshop conducted with third party to trend college students for national level job examination like bank and railway

*meeting with all departments conducted by IQAC about CBCS course

*participation of teacher-in-charge in workshop conducted by University of Calcutta regarding CBCS course.

13. 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
reducing dropout rates of UG(2) and UG(3) by increasing rooms in which classes can be taken independently outside constraints of share building	Acquisition of eight class rooms in adjacent school building and allotting it to the humanity hons. Group.

14. Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body: NA Date of meeting(s): NA

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: NA

16. Whether institutional data submitted to AISHE: Yes

Year: 2018

Date of Submission: 03.03.2018

17. Does the Institution have Management Information System? Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

1. All admissions are online. Application forms downloaded from college website and admission strictly on merit. All data sent to university and govt. on line as directed.
2. All kinds of students' information available in college website. Notices, exam. Dates and all other relevant information regularly uploaded for all stakeholders.
3. Internal marks of CBCS exam. Uploaded to University online. Parents-teachers meeting held by all departments.

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
Since syllabus is decided and fixed by the University, the college has a system of Departmental planning in which each department plans and schedules its lectures for the Semester and this is handed out to students at the beginning of the Semester. There are 3 ICT class rooms and in addition to the traditional classroom method the ICT classrooms are used sometimes to encourage e-learning.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NA	NA	NA			
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year: NO					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
NA	NA		NA	NA	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.Com.	YES	NA	1.7.2017		
Already adopted (mention the year) 2018 for B.A. and B.Sc.					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
		Certificate	Diploma Courses		

No of Students	NA	NA		
1.3 Curriculum Enrichment				
1.3.1 Value-added courses imparting transferable and life skills offered during the year;NO				
Value added courses	Date of introduction	Number of students enrolled		
NA				
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title	No. of students enrolled for Field Projects / Internships			
NA				
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
The students' feedback is passed on to different departments and teachers are requested to prepare themselves accordingly to meet the proposals and inadequacies pointed out by the students.				
CRITERION II -TEACHING-LEARNING AND EVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	
BA/BSc/BCo m (Honours and General)	1900	2553	1552	

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
	1552	NA	24	NA	NA

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
24	18	Smart Boards, Overhead Projectors and Laptops			Smart Boards and you-tube streaming

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

NA

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
NA	NA	NA

2.4 Teacher Profile and Quality**2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year
31	24	7	1

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
NA			

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year 6 months (results declared by university)

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation throughout the year. Routine tests given every month end. Mid-term tests and Selection Examination helps students prepare for the University Examination.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As an affiliated college, the University of Calcutta calendar is adhered to.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink) NA

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination
	BA III (H)	47	35
	BA III(G)	112	112
	BSC III(H)	9	7
	BSC III(G)	29	29
	BCOM III	574	557

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) Questionnaires provided to students by teachers and submitted questionnaires retained by college.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year

Major projects	NA	NA	NA	NA
Minor Projects	2 years	UGC	1,90,000	1,90,000
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects (<i>other than compulsory by the College</i>)	NA	NA	NA	NA
International Projects	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total			190000	190000

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NA	NA	NA

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award
NA	NA	NA	NA

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year			
Incubation Centre	Name	Sponsored by	
NA	NA	NA	
Name of the Start-up	Nature of Start-up	Date of commencement	
NA	NA	NA	
3.3 Research Publications and Awards			
3.3.1 Incentive to the teachers who receive recognition/awards			
State	National	International	
NA	NA	NA	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)			
Name of the Department	No. of Ph.Ds Awarded		
NA	NA		
3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National			
International	mathematics	05	2.244
	physics	01	NA

	electronics	04	NA
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3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
NA	NA

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	1	1
Presented papers	0	1	0
Resource Persons	0	0	0

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3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
NA	NA	NA	NA

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies
NA	NA	NA

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities
Swachh Bharat	Students' Union of College	Green College, Clean College	11

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NA	NA	NA	NA

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
NA	NA	NA	NA	NA
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
NA	NA	NA	NA	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
00		00		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	0.785 acre	0		
Class rooms	24	8		

Laboratories	10	1
Seminar Halls	2	0
Classrooms with LCD facilities	4	0
Classrooms with Wi-Fi/ LAN	4	0
Seminar halls with ICT facilities	2	0
Video Centre	0	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	3.6	
Others	NA	

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	NA	NA	NA

4.2.1 Library Services:

	Existing		Newly added		Total
	No.	Value	No.	Value	No.
Text Books	17657	2056789	234	2.8	17891
Reference Books	78	NA	8	NA	86
e-Books	0	NA	0	NA	0
Journals	9	NA	2	NA	11
e-Journals	0	NA	0	NA	0
Digital Database	0	NA	0	NA	0

CD & Video	0	NA	0	NA	0
Library automation	0	NA	0	NA	0
Weeding (Hard & Soft)	0	NA	0	NA	0
Others (specify)	0	NA	0	NA	0

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	34	20	BROAD BAND	2	0	6	9 DEPARTMENTS	60MBPS	NA
Added	6	6	BROAD BAND	1	0	0	NIL	60 MBPS	NA
Total	40	26		3	0	0			

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

.....60..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NA	NA	NA	NA
NA	NA	NA	NA

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
NA	NA	NA	NA
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NA	NA	NA
Financial support from other sources			
a) National	NA	NA	NA
b) International	NA	NA	NA
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	NA	NA	NA

NA

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NA	NA	NA	NA	NA	NA

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
11	11	MAXIMUM 2 WEEKS

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
DATA NOT AVAILABLE					

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
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DATA NOT AVAILABLE					
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	0	
SET	0	
SLET	0	
GATE	0	
GMAT	0	
CAT	0	
GRE	0	
TOFEL	0	
Civil Services	0	
State Government Services	0	
Any Other	0	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
NA	NA	NA

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) NA

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018	KUMAR SURENDRA SINGH SHOOTING CHAMPIONSHIP	NAITONAL	SHOOTING		20012017143	AMARTYA MUKHERJEE

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Union Secretary is a member of the IQAC and the Governing Body of the college. The Students' Union is very active and responsible. They act as a liaison the students, teachers and the management.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO

5.3.2 No. of ~~registered~~ enrolled Alumni:

NO

5.3.3 Alumni contribution during the year (in Rupees) :

NA

5.3.4 Meetings/activities organized by Alumni Association :

NA

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Immediately after admission based on merit list, several departments implement an orientation programme in induct the students from 10+2 to the undergraduate level.
2. There is a building committee with members from faculty, architects, engineers, contractors and office staff to assist with the planning and execution of infrastructural facility in the college.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Partial
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development – Though curriculum is set by the university, mentoring of students is done by each department through projects and tutorials.
❖ Teaching and Learning
❖ Examination and Evaluation – All year round evaluation through class test, tutorial, seminars and presentations keep the students in touch with their subjects
❖ Research and Development
❖ Library, ICT and Physical Infrastructure / Instrumentation – New ICT classrooms were created and teachers encourage students to adopt e-learning.
❖ Human Resource Management
❖ Industry Interaction / Collaboration
❖ Admission of Students – The procedure for online admission is strictly adhered to and data sent to university and government of regular basis.
6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development
❖ Administration
❖ Finance and Accounts
❖ Student Admission and Support – The Students’ Council liaison between the student and the staff. Seminar library and book banks are in place to augment the general library resource. Financially challenged students receive sponsorship from the college.
❖ Examination

6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year - NA					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year - NA					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non- teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of partici- pants (Non- teaching staff)
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Refresher Programme in Chemistry		1		08.6.2018 – 28.6.2018	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary		
NIL (temporary)	NIL	NIL	4		

6.3.5 Welfare schemes for				
Teaching		NA		
Non teaching		NA		
Students – Concessions for financially challenged students				
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) – The college employs government enlisted audit firm to annually check the financial procedures of the college. The report of the Chartered Accountant firm is then submitted to the Governing Body of the college for ratification.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NA		NA		NA
6.4.2 Total corpus fund generated NA				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Author ity
Academic	NO		YES	IQAC
Administrative	NO		YES	GB
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
NA				
6.5.3 Development programmes for support staff (at least three)				
NA				

6.5.4 Post Accreditation initiative(s) (mention at least three) 1. Setting up of Library Committee to regularize purchase of books
 2. Setting up of Seminar and Research Cells and the resultant 3 seminars of Economics, Urdu and Chemistry department.
 3. Greater stress on academic audit and motivating students to prevent drop-out.

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No) Yes
- b. Participation in NIRF : (Yes /No) No
- c. ISO Certification : (Yes /No) No
- d. NBA or any other quality audit : (Yes /No) No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
NA			

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

NA

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	NO	
Provision for lift	NO	
Ramp/ Rails	NO	
Braille Software/facilities	NO	
Rest Rooms	YES	15
Scribes for examination	YES	3
Special skill development for differently abled students	NO	
Any other similar facility	NO	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

NA

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College prospectus	July 2017 and June 2018	

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Blood donation camps	September 2017	56
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ol style="list-style-type: none"> 1. Planting of saplings in the campus 2. Keeping dustbins on all floors to facilitate waste disposal and cleanliness 3. Maintenance of aviary 4. regular classes on environmental issues outside syllabus 5. regular initiatives to clean college campus by students 		
7.2 Best Practices		
<p>Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p>		
<ol style="list-style-type: none"> 1. Regular disbursement of Kanyashree funds to economically weak female students 2. Orientation classes held by college before beginning of term inculcating values and ethics of cosmopolitan gender-unbiased education 		
7.3 Institutional Distinctiveness		
<p>Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words</p>		
<p>Empowering economically disadvantaged is one of the chief aims of the institution particularly for female students. Every year a large number of female students avail the Kanyashree fund for women empowerment instituted by the government of West Bengal. In the year 2017-2018, 308 applications for Kanyashree were assessed and disbursed through the college.</p>		

8. Future Plans of action for next academic year (500 words)

In keeping with the vision of Sir Surendranath Banerjea, the college wants out to reach out more to students who are underprivileged. With this in mind the followings thrust areas have been identified.

1. Initiation of vocational and communication courses for students.
2. The upgrading of the library to a full access format in a phased manner.
3. More stress and accommodation in the routine for ICT classes making students comfortable with e-resources.

Name: Debapriyo Sanyal

Name: Supti Saha Roy

Debapriyo Sanyal Supti Saha Roy

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

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