



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SURENDRANATH EVENING COLLEGE
Name of the head of the Institution		Jafor Ali Akhan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03329859011
Mobile no.		9153181922
Registered Email		snevening@gmail.com
Alternate Email		alijafor57@yahoo.com
Address		24/2, M.G. Road
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700009
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Debasis Manna
Phone no/Alternate Phone no.	03329859011
Mobile no.	9433837716
Registered Email	debasismanna451@yahoo.in
Alternate Email	alijafor57@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.surendranatheveningcollege.com/wp-content/uploads/2022/03/AQAR-SNEC-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.surendranatheveningcollege.com/academics/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	69.10	2007	31-Mar-2007	30-Mar-2012
2	C	1.69	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	11-Aug-2014
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7. Internal Quality Assurance System

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
Discussion of CBCS	16-Jul-2018	56

implementation with different stake holders	1	
Organization of National level seminar	05-Oct-2018 2	100
Organization of State level seminar	25-Sep-2018 1	60

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Sanjit Sarkar	EMEQ	SERB	2019 1095	1989000
Dr. Sanjit Sarkar	Gobesanoy Bangla	WBDSTBT	2019 1460	501000

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Implementation of CBCS system
- Regular Guidance of students and monitoring examination
- Two seminars held in subjects Economics and Chemistry
- Collection of Feedback form from students

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
To implement CBCS system smoothly in the college under University of Calcutta from July'2018.	CBCS system was implemented smoothly in the college under University of Calcutta from July'2018.
Organization of State Level and National Level seminars	One national seminar was organized by Dept of Chemistry in October, 2018 and one state level seminar was organized by Dept of Economics in September, 2018
To upload AISHE Data within the stipulated time limit i.e., by 28.02.2019.	The AISHE Data was uploaded within the stipulated time limit, on 13.02.19.
Regular monitoring to complete all pending CAS cases.	Career Advancement Scheme files of teachers were processed regularly with the constant support of IQAC.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	12-May-2023

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

13-Feb-2019

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)

College has incorporated Management Information System (MIS) since 2013 (student admission and student management software). Student Management Module enabled our college to reduce paper work, improve work efficiency, eliminate work duplication and save time. Students Management Module: Maintains personal and academic information for every student admitted

to college, used for generation of Students General Register and various certifications like: Bonafide, Expenditure, Character, Leaving/Transfer, Class wise and category wise registers etc. Various statistical reports, Identity Card and government reports can also be printed out.

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

The Surendranath Evening College has a well-formulated mechanism for planned curriculum delivery and documentation. Since the college is academically affiliated to the University of Calcutta hence there is no scope for autonomous curriculum planning and delivery. The undergraduate syllabus is formulated by the University of Calcutta and the college delivers accordingly through its teaching-learning programs. During the introduction of the CBCS curriculum faculty members of our college have actively participated in various workshops organized by the Board of Studies while formulating their syllabi and also gave their valuable inputs which was later incorporated in the final syllabus. College IQAC also organized an induction workshop for CBCS system to make the faculties aware of this new curriculum. The main activity of this structure is governed by the Academic Sub-Committee which is constituted with the honorable Principal at its head followed by the IQAC coordinator and the head of all the departments of the college. Before the beginning of each academic session the Academic Sub-Committee conducts to chalk out plans for smooth running of the courses by each of the department. All the HODs are instructed to conduct departmental meetings among their faculties to distribute the syllabus and prepare lesson plans for the students. At this stage the academic calendar is prepared accordingly and made available to the students via orientation lectures at the beginning of the session. The Routine Committee is the next important part of this structure headed by the IQAC coordinator which makes master routine separately for Humanities, Science and Commerce departments. After the approval of the Principal it is then given to all HODs. HODs then make departmental routines and again sent them to the Principal for final approval. Regular progression of the students is monitored at departmental meetings. Model questions are supplied to the students. Remedial classes are also arranged if and when required. Students are encouraged to avail the Library facility. In some departments apart from the classroom teaching there are provisions of practical classes that are conducted in well-equipped laboratories of the college. The Examination Committee arrange for the internal examinations within the time span as notified by the University of Calcutta. All the students of the college are bound to appear for the internal examinations before the University examinations. Study materials are also supplied to the students by the respective teachers on regular basis.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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None

None

Nil

0

NA

NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	None	Nil
BSc	None	Nil
BCom	None	Nil
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hons. and General	01/07/2018
BSc	Hons. and General	01/07/2018
BCom	Hons. and General	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NONE	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback system is an integral part of assessment of performance of any organization. Therefore, much importance has been paid towards students, staffs

feedback programme to take care of our shortcomings. Every year we have performed feedback collection programme along with the critical analysis of feedback data to find out the area in which developments are needed. The feedback process is subdivided in to Infrastructure, administrative, academics, Library and students' facilities and we have analyzed feedback data for individual sections to get clear picture of our shortcomings. The IQAC meeting convened by Principal has been called to discuss the feedback results and action plan for further development.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons .	426	696	243
BSc	Hons .	140	84	32
BCom	Hons .	522	1211	408
BA	General	494	623	275
BSc	General	150	76	38
BCom	General	633	943	376

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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3074	0	24	0	0

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
59	22	49	3	1	20

[View File of ICT Tools and resources](#)

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

An overall orientation program is conducted at the beginning of each session in which the principal as well as head of each respective department welcomes the students and makes them familiar with the rich tradition of the college. Each department allocates A majority of the students come from disempowered and marginal sections of society. Hence there is an urgent need to take care of such students on a special basis. Remedial classes are structurally integrated in the routine for all semesters for the newly introduced CBCS curriculum and the old annual system. Each departmental head keeps a record of such remedial classes taken by the faculty. Students for remedial classes are identified on the basis of class performance and internal assessment. While these

procedures are undertaken for the weaker section of students, those with better academic aptitude are given special tutorial classes once a week by a selected teacher of each department. This special mentoring is supervised on a weekly rotational basis by all teachers of the respective departments. There is also a system in place for peer-mentoring by students. Academically advanced students are selected by the teachers in the department based on class response and acumen and are assigned to help and guide comparatively less capable students in their respective departments. In this peer-mentoring system the advanced students are directed to submit a monthly report to the head of each department which is then reviewed in the departmental meetings. As a part of the overall mentoring system, teachers put all students through a process of preparing projects as a run up to final projects submitted for evaluation in the semester university examination. Mentoring is not only done relevant to the academic discipline but also for a tentative mapping of student progress beyond the institution aligned to career and job choices. As per the instruction of the IQAC, a series of concluding lectures are given by teachers of each department advising students on possible career choices based on their strengths and weaknesses. Students are also mentored in cultural matters stressing the importance of the mentor-disciple relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3074	24	1:128

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	No. of faculty with Ph.D
32	24	8	1	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Nusrat Jahan	Associate Professor	Nawab Mustufa Khan Shefta Award for 2018-2019, West Bengal Urdu Academy
2019	Dr. Nusrat Jahan	Associate Professor	Rabea Sulata Naushad Award for Literacy and Academic Excellence, West Bengal Urdu Academy
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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

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
BA	Part-III	Year	28/05/2019	14/08/2019
BSc	Part-III	Year	28/05/2019	14/08/2019
BCom	Part-III	Year	16/04/2019	14/08/2019

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

The procedures of CIE have been inaugurated and shall be executed at an institutional level in three modalities: A. There is a process of constant student evaluation in which each department assesses strengths and weaknesses of students by means of class response and task solving performance. The feedback from these tests is then reviewed by each department leading to identification of students for remedial and mentoring programs. Initiatives are taken by each department to make students more library friendly by a process of departmental commendation for the student with maximum library hours. B. The institution lays great stress on the feedback given by students. A comprehensive questionnaire is given to students at the end of the session/semester in which they have to evaluate the institution on teaching-learning, academic infrastructure, library and other amenities offered by the college. Based on this feedback which is reviewed by individual departments and the Academic Sub Committee, a report is placed to the IQAC for quality control and enhancement of academic credentials of the college. C. Parent-Teacher meetings are conducted annually and important feedback for quality enhancement is received from this important stakeholder.

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

The college strictly follows an academic calendar which is prepared on the basis of guidelines issued by the University of Calcutta. The work of formulating the academic calendar is done by the Academic Sub Committee of the college. The registration process for newly admitted students as per university guidelines began on 31.07.2018 and was duly completed by 10.08.18. Classes for the semester and old annual system commenced on 02.07.2018. Part I examinations for all streams started from 3rd week of June 2019. and. The internal assessment for semester I (Arts and Science) and semester III (Commerce) were held after the Puja Vacations. The final semester examinations for semester I (all streams) and semester III (Commerce) started from 2nd week of December, 2018. The part II examination (all streams) under the old annual system were conducted from 3rd week of May, 2019. The final semester examination for semester II (All Streams i.e. Arts, Science and Commerce) and semester IV (Commerce) started from 2nd week of June 2019.

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)

<https://www.surendranatheveningcollege.com/iqac/program-outcomes-program-specific-outcomes-and-course-outcomes-2/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Part III	BA	Honours..	56	52	93
Part III	BSc	Honours	14	11	79
Part III	BCom	Honours	228	102	45
Part III	BA	General	147	56	38
Part III	BSc	General	43	26	60

Part III	BCom	General	426	62	15
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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)

No Data Entered/Not Applicable !!!

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 year
Any Other (Specify)	1095	SERB	1989000	850000
Minor Projects	1460	WBDSTBT	501000	342000
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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
None conducted	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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International	Physics	2	4.95
International	Mathematics	2	2.71
National	Bengali	3	0
National	Urdu	1	0
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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	Number of Publication
Urdu	4
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Self-powered highly enhanced broad wavelength (UV to visible) photoresponse of ZnO@ZnS core-shell heterostructures	Dr. Sanjit Sarkar	Journal of colloid and interface science	2018	Nil	Surenath Evening College	Nil
Probing local electronic structures of Au-PbS metal-semiconductor nanodumbbells	Anupam Debangshi	ACS Appl. Nano Mater.	2018	Nil	Surenath Evening College	Nil
Deterministic and Stochastic analysis of a predator-prey model with Allee effect and herd behaviour	Debasis Manna	Simulation: Transactions of the Society for	2019	Nil	Surenath Evening College	Nil

Analysis of a predator-prey model for exploited fish populations with schooling behaviour, .	Debasis Manna	Applied Mathematics and Computation	2018	Nil	Surenath Evening College	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	17	18	0
Presented papers	6	10	0	0
Resource persons	0	5	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 participated in such activities	Number of students participated in such activities
Nil	NA	0	0
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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	Number of students Benefited
Nil	NA	NA	0
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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 participated in such activities	Number of students participated in such activities
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Swachh Bharat	Students' Union of College	Green College, Clean College	5	22
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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
Nil	0	NA	0
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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	Duration To	Participant
Nil	NA	NA	Nil	Nil	0
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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/Activities	Number of students/teachers participated under MoUs
Nil	Nil	NA	0
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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
1800000	1496259

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
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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
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NA	Partially	Nil	2015
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Reference Books	18503	1731195	0	0	18503
Reference Books	101	39940	Nil	Nil	101	39940
e-Books	135000	5725	Nil	Nil	135000	5725
Journals	22	Nil	Nil	Nil	22	Nil
e-Journals	6000	5725	Nil	Nil	6000	5725
Weeding (hard & soft)	867	64447	2255	Nil	3122	64447
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4.2.3 – 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	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	35	2	10	2	0	5	30	60	0
Added	0	0	0	0	0	0	0	0	0
Total	35	2	10	2	0	5	30	60	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
Digital content developed by faculty for their respective courses	http://abhipod.com/researchpage/UGCMRP_05_06_ForWeb/index.html

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
500000	474254	1800000	1600419

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A well-coordinated and managed system is operational to ensure the maintenance of physical, academic and support facilities. The several heads under which this is done are as follows : A. High priority given to keeping all equipment in working condition. Repairing and maintenance of water cooler and Aqua Guard and wifi connection undertaken with vendors and records maintained. B. Cleanliness and maintenance of class room and seating conditions is the responsibility of Class IV staff who work under the supervision of the office. An inventory of all furniture is maintained ensuring proper seating facilities for all students. C. Each department has been given a Laptop and the laptops are regularly serviced and installation of anti-virus software along with maintenance of office computers and printers and Xerox machine done by vendor as and when required and records maintained in the office. D. Problems pertaining to physical facilities in classrooms such as a non-functioning light or fan are reported by departments to the office and the Head Clerk allots duties to the Electrician who is a staff of the college and records are maintained in the office. The same procedure is applicable for the running and maintenance of the noise-free generator in the campus for power back up with assigned Class IV staff reporting to the office. E. Common rooms are separate for girls and boys and maintenance of both common rooms are under the supervision of caretakers who are Class IV employees reporting to the office which schedules duty allotment and records of duty assignment are maintained. F. The sound system for the college auditorium as well as the ICT classes are maintained and inspected regularly by the assigned Electrician who is a college staff reporting to the office. G. All plumbing issues and maintenance of water facilities for drinking purpose as well as toilet use are the responsibility of class IV staff and repair done when necessary by plumbers with records maintained.

<https://www.surendranatheveningcollege.com/facilities/>

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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Scholarships	177	1732400
b) International	0	0	0
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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
No Data Entered/Not Applicable !!!			
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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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	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

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
NA	0	0	NA	0	0
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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
2019	1	BA	HINDI	PRESIDENCY UNIVERSITY	MA
2019	1	BA	HINDI	CALCUTTA UNIVERSITY	MA
2019	1	BA	HINDI	KALYANI UNIVERSITY	MA
2019	1	BA	HINDI	WEST BENGAL STATE UNIVERSITY	MA
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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	Number of students selected/ qualifying
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Nill	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket	Institution	32
Table Tennis	Institution	24
Football	Institution	36
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NA	Nill	Nill	Nill	Nill	Nill
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Surendranath Evening College has a democratically elected Students Union consisting of members elected by and from among the students of the college. It is headed by a General Secretary and President and Vice President as well as Treasurer and Cultural Secretary. Elections are held regularly and there is a Students Affairs Committee consisting of office bearers selected from teaching and non-teaching staff of the college who supervise the elections by overseeing filing of nomination papers and counting of votes. There are about 5 functioning student bodies in the college who are in charge of various extracurricular activities like : a) organizing Freshers Welcome and the college Social b) organizing important events like observing Republic And Independence Day as well as the death and birth anniversaries of the founder of the college, the great nationalist and educationist Sri SurendranathBannerjea c) organisingSaraswati Puja as well as Iftar party for a secular harmonious environment in the college d) organising outdoor Sports Meet and e) organising indoor sports meet. Each such body is headed by the General Secreatry and other office bearers of the Students Union. The student body has the management and particularly the Principal of the college as advisers. The Principal as well the Students Affairs Committee meet the Students Union regularly and make them a very important stake holder in the running of the college. All students of the college are in direct contact with the Students Union and can give feedback on academic and other concerns. Both the Governing Body of the College and the IQAC of the college have active and functioning Students Union members and it is generally the General Secretary of the Union who is a place holder in these two pivotal nodes of the college. Along with this, students representatives are also fully functional in other important bodies of the college, for instance the Student Welfare Committee, the Grievance Cell, and the Anti-Ragging Cell.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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)

To ensure decentralisation and participative management in the college, it has been a consistent practice to divest load and work management from the Principal to various sub committees who shall work in tandem for smooth academic and administrative governance of the college. Such a proposal came from the IQAC of the college and was later ratified by the Governing Body. The present management structure is more on the model of Principal as supervisor over the functioning of the various committees involving almost a major part of the faculty and non teaching staff. To look after the academic front the Academic Sub Committee, the Student Affairs Committee, the Routine Committee and the Library Committee has been constituted. Spearheaded by the HODs of all departments, and including a generous selection of teachers these various committees monitor and regulate academic affairs and report to the IQAC of the college. On the administrative side a Leave Committee and a Service Book Committee has been formed to look after the leave and retirement protocols and calculations. Overall, the Principal and the IQAC work together with the committees so that load management and work implementation is done efficiently.

2. Our college draws a rich volume of first generation learners and often the programme outcomes and even course specific outcomes have to be maintained at a basic level. Nevertheless a generation of young and aspiring teachers in the college have prompted the management to set up an active Research Cell for encouraging wider contribution in R D across various disciplines though with a stress on the Science subjects. The result has been immediate. Under the auspices of the Physics department two major projects are running over the past two years.

6.1.2 – Does the institution have a Management Information System (MIS)?

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):

Strategy Type	Details
Curriculum Development	College follows curriculum development fixed by the University of Calcutta
Teaching and Learning	For quality improvement in the teaching learning process we adopt the process of one to one contact session, interactive class, solving of previous years questions. In addition to ICT tools, conventional chalk and talk

method are followed. College has three smart class rooms. Faculty members are encouraged to attend FDPs to upgrade them.

Examination and Evaluation

Three year course and CBCS semester system are running in this session. The Examination committee conduct all examinations. Examination coordinator allotted rooms to the teachers and distribute the question papers on the examination day. Internal and tutorial examination for CBCS system held in college and teachers upload the marks in the university portal after evaluation before the dates specified by the university. Information regarding internal, tutorial examination uploaded in college website and in whatsapp group formed by the departments. In semester examinations, university distributes the answer scripts of General papers among faculty members of this college if these subject taught in this college otherwise college send those general papers and Hons. papers to the university. Teachers collect field report, EVS project, project work of commerce department and upload the marks in the examination portal of the university. College follows the examination schedule mentioned in the academic calendar of the university.

Library, ICT and Physical Infrastructure / Instrumentation

The library is partially automated. There are ICT infrastructures like computers. The college library has subscribed INFLIBNET to use NLIST consortium.

Admission of Students

Admission of students through online mode was completed on the basis of merit. Admission fees were submitted by the students through online mode. The admission criteria was fitted as per university norms. The admission committee and TIC supervised the entire admission process. A notification for student admission was published on the college website and also in banners which were displayed in the front of our college regarding courses which are taught in this college, norms of admission, dates which are related to this admission process. On the first day of college mark sheet, admit card and others which were put by the student in their admission forms are strictly verified by faculty members to

confirm their admission in this college. If admission is cancelled by the college or students cancelled their admission, then the admission fees are refunded as per UGC norms.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<ul style="list-style-type: none"> Salaries of the substantive teachers through HRMS portal. Biometric attendance for teachers and staff Submission of retirement related documents through e-pension portal
Finance and Accounts	There is a college Account Software for maintaining accounts.
Student Admission and Support	<ul style="list-style-type: none"> Online admission including online payment gateway Scholarship data

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

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
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

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	From Date	To date	Duration
Refreshers course	1	30/11/2018	20/12/2018	21
Orientation Programme	1	04/09/2018	03/10/2018	28
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, West Bengal Health Scheme	GIS, Sastha Sathi	Students' Health Home, Kanyasree, Free Studentship of Govt. Of West Bengal (Half/ Full tuition fee free), Swami Vivekananda Merit Cum Means Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal and external financial audits at regular interval. The accounts of the college are audited regularly as per the government rules. The college has a separate dedicated Committee for keeping records of expenditure . Receipts including vouchers for payment made are checked thoroughly and tallied with order copy and four sets of quotations (Tenders and quotations are duly called for in websites well at least one month before the commencement purchase procedures). They are then subsequently audited by the Government enlisted auditor at the end of the financial year, After the audit, the report is sent to the management for review and then finally to the Government. The college also files income tax return every year within the stipulated time.

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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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	Authority
Academic	No	Null	Yes	IQAC
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Although, no such official association exists in our College, teachers regularly meet with parents / guardians, particularly through parent-teacher's meetings, which are convened in regular intervals. Academic and intellectual progress of the students remains the centre of discussion in these meetings.

6.5.3 – Development programmes for support staff (at least three)

i) Support staffs are encouraged to have computer literacy training programmes. Computers are provided in office in adequate number with Internet access during Office hours so that they can become familiar with the use of computers. ii) NonTeaching Staff of the college are covered under medical insurance scheme of State Govt., namely West Bengal Health Scheme 2008. iii) Non- teaching Staff members eagerly take part in different events of Annual Sports. Prizes are given away to winners.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Complete revamp of old electrical fittings and accessories and replacement by power-efficient ones. Renovation of Ladies' washroom for teachers. Increasing the number of garbage disposal facilities. Process started for installation of a lift in science building.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Discussion of CBCS implementation with different stake holders	12/07/2018	16/07/2018	16/07/2018	56
2018	National Seminar by IQAC and the Department of Chemistry	14/09/2018	05/10/2018	06/10/2018	100
2018	State Level Seminar by IQAC and the Department of Economics	14/09/2018	25/09/2018	25/09/2018	60
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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	Period To	Number of Participants	
			Female	Male

No Data Entered/Not Applicable !!!

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

As a measure of vector control management program, the cleaning staffs of the college visited different Departments to sprinkle bleaching powder on regular basis and campus cleaning activity was done. In an attempt to conserve the surrounding nature, the members are involved for maintaining garden in College premises. Harmful chemicals and hazardous waste used in the departments of chemistry are carefully handled and not allowed to mix with the general waste of College.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus of the College	04/07/2018	Follow up actions are taken on the basis of particular instances of violation of prescribed rules

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of Independence Day	15/08/2018	15/08/2018	55
Teachers' Day celebration	05/09/2018	05/09/2018	110
Republic Day Celebration	26/01/2019	26/01/2019	64
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation of saplings are done in the campus. Use of plastic bags are restricted inside the campus. Care is taken to ensure that hazardous waste of Chemistry Department do not mix with the general waste of College. Smoking is strictly prohibited inside the campus. Utmost care is taken to maintain the lush green environment as much possible in our limited free area.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 1. Title: Environmental awareness Goal 2. Context: Due to the socioeconomic background of our students, we have observed a general lack of awareness about the environment. 3. Objectives: To create awareness about the environment among the student community. 4. The Practice: We try to create a general awareness to preserve the environment by having a plastic free and no tobacco zone in and around the campus. We also encourage students to plant trees so that we have a greener and a cleaner tomorrow. 5. Evidence of success: We has been able to successfully create a plastic free and No tobacco zone.

Best Practice-2 1. Title: ICT Application in Class Teaching 2. Context: The faculty members of our college mainly use the lecture method in their class teaching. The college authority decides to implement the modern facilities based on ICT in class teaching. 3. Objectives: The College aims to improve the quality of the teaching learning 4. The Practice: The College has taken a number of steps for ICT Application in Class Teaching. Install advanced technology in the class rooms. Faculty members prepare ppt on their subjects and taken their classes in ICT mode. 5. Resource required: Need more ICT enabled room with internet connection, projectors and Laptop for strengthening ICT based teaching learning. 6. Obstacle faced: Lack of enthusiasm amongst some teachers, predominantly form the Arts faculty in adopting ICT methods. 7. Evidence of success: Now the student's attendance has increased and they are benefitted with the introduction of ICT application in the class teaching.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.surendranatheveningcollege.com/facilities/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As a college that was established primarily because a student wanted to study further inspite of their beng coming from a poor family background where they have to work in the daytime and earn for his/her family and then can only study in evening shift, our College, has always had students at its core, defining and distinctively shaping the institution. Students work harmoniously with the College administration and the Teachers Council for the sustenance and enhancement of the academic and cultural ethos of the College. Apart from being providing facilities for persuing higher studies our institution also encourage the students in physical activities which help them in doing well in university level sports competition also.

Provide the weblink of the institution

<https://www.surendranatheveningcollege.com/>

8.Future Plans of Actions for Next Academic Year

1. Continued proper implementation of CBCS system introduced by the University.
2. Emphasis on Preparation and submission of pending AQARs.
3. NAAC committee to be formed to initiate preparation of NAAC accreditation 3rd cycle.
4. IQAC to organize seminars on preparation of NAAC
5. To emphasize the completion of work of the pending AQAR.
6. Further Improvement of Divyangjan facilities in college for the Differently abled.
7. To complete all pending CAS cases.
8. To submit the data in AISHE portal within the stipulated time.