



## **The Annual Quality Assurance Report (AQAR) of the IQAC: 2012 - 13**



**SURENDRANATH EVENING COLLEGE  
24/2 M.G. ROAD  
KOLKATA - 700009**



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## Part – A

### 1. Details of the Institution

1.1 Name of the Institution : SURENDRANATH EVENING COLLEGE

1.2 Address Line 1: 24/2 M.G.Road

Address Line 2: KOLKATA

City/Town: KOLKATA

State : WEST BENGAL

Pin Code : 700009

Institution e-mail code: [snevening@ymail.com](mailto:snevening@ymail.com)

Contacts Nos: **03323500261**

Name of the Head of the Institution: DR. IQBAL JAWEED

Tel. No. with STD: **03323500261**

Name of the IQAC Co-ordinator: DR. PURNA CHANDRA MAITY

:28.05.2015 onwards

Mob No: 9433628810

IQAC e-mail address: [sneveningcollege.iqac@gmail.com](mailto:sneveningcollege.iqac@gmail.com)

1.3 NAAC Track ID: NA

1.4 NAAC Executive Committee No. and Date: MARCH 31, 2007/080

1.5 Website address: [www.surendranatheveningcollege.com](http://www.surendranatheveningcollege.com)

**Web Link of the AQAR: [http://surendranatheveningcollege.com/AQAR12\\_13.pdf](http://surendranatheveningcollege.com/AQAR12_13.pdf)**



### 1.6 Accreditation Details:

SL.NO	Cycle	Grade	CGPA	Year of Accreditaion	Validity period
1	1 <sup>st</sup> Cycle	C++		2007	2007-2012
2	2 <sup>nd</sup> Cycle	NA	NA	NA	NA
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC : **11<sup>th</sup> August 2014**

1.8 AQAR for the year: 2012-2013

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC : NA

	AQAR	SUBMITTED TO NAAC ON
1	2009-10	31.12.2015
2	2010-11	31.12.2015
3	2011-12	31.12.2015
4	2012-13	31.12.2015

### 1.10 Institutional Status

University : State  Central  Deemed  Private

Affiliated College : Yes  No

Constituent College : Yes  No

Autonomous College of UGC Yes  No

Regulatory Agency approved Institution: Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)



Type of Institution    Co-education        Men        Women   

Urban        Rural        Tribal   

Financial Status    Grant-in-aid        UGC 2(f)        UGC 12B   

Grant-in-aid + Self Financing        Totally Self-financing   

1.11 Type of Faculty/ Programme :

Arts        Science        Commerce        Law        PEI(Phys Edu)   

TEI (Edu)        Engineering        Health Science   

Management   

Others (Specify)   

1.12 Name of the Affiliating University (for the colleges):

CALCUTTA UNIVERSITY

Name of the Open University (for the colleges):

NETAJI SUBHAS OPEN UNIVERSITY

1.13 Special status conferred by Central /State government—UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt/University:   

University with Potential Excellence:   

UGC-CPE:   

DST Star Scheme:   

UGC-CE:   

UGC-Special Assistance Programme:   

DST-FIST:   

UGC-Inovative PG programme :   

Any other(Specify):   

UGC-COP[ Programme:



**2. IQAC Composition and Activities -**

**Not Applicable**  
(As IQAC established on 11/08/14)

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students :

2.4 No of Management representatives

2.5 No. of Alumni

2.6 No of any other stakeholder and  
community representatives

2.7 No of employers/ Industrialists

2.8 No of other External Experts

2.9 Total No of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.  Faculty  Non-Teaching Staff  Students

Alumni  Others (CAS Committee)

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount



2.13 Seminars and Conferences (only quality related) :

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by Principal along with other authorized committees [ in place of IQAC] at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
(1) Computerizing the process of collection of Student Fees. (2) To purchase computers and laboratory equipments for some departments.	(1) Student-Data Software installed by INFONETICS for Fees collection of Student. (2) Library for better management of issuing books.

\* Attach the Academic Calendar of the year as Annexure.

ANNEXURE I: ACADEMIC CALENDER Yes  No



2.16 Whether the AQAR was placed in statutory body

Management  Syndicate  Any other body

Provide the details of the action taken

AQAR for the year 2011-12 was placed before the Governing Body of the college on 13/06 2015 for its approval was granted for uploading the report and submitting it to the NAAC.





## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	12	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	-	-	-	-
<b>Total</b>	12	0	0	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-



- 1.2 (i) Flexibility of the Curriculum: CBSE/Core/Elective option/Open options: **NA**  
(ii) Patterns of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	12

- 1.3 Feedback from stakeholders\*  
*(On all aspects)*

Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  co-operating schools(for PEI)

*Please provide an analysis of the feedback in the Annexure*

#### ANNEXURE II: FEEDBACK

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO  As the College follows the Syllabus and Curriculum of Calcutta University there is no scope of internal curricular designing, revision or up gradation.
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- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total no of permanent faculty:

TOTAL	ASST PROF	ASSOCIATE PROF	PROF	OTHERS		
				CWTT	PTT	LIBRARIAN
<b>22</b>	<b>09</b>	<b>13</b>	<b>NA</b>	<b>1</b>	<b>16</b>	<b>1</b>

2.2 No. of Permanent Faculty with Ph.D.

14

2.3 No. of Faculty positions Recruited(R) and Vacant (V) during the year:

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	1	0	0	0	0	0	1

2.4 No of Guest and Visiting faculty and temporary faculty:

16 (Geust and Part times)	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	8	2
Presented papers	0	1	0
Resource Person	0	2	0



## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Some departments arrange for mock Parliament, Group Discussions, One-to-One Interaction & question answer session among their students.
2. Field study, project Based dissertation work is undertaken by, commerce departments.
3. Many departments have begun to use Technology enabled teaching and learning resources, LCD projectors and other audio-visual aids for teaching.

2.7 Total No. of actual teaching days during this academic year:

215

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Regular Class Tests are arranged by most of the departments.

Some departments with fewer faculties but having a substantial number of students have introduced examinations based on Multiple Choice Questions.

2.9 No. of faculty members involved in curriculum

2

0

0

(Restructuring/revision/syllabus development)

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

71%



2.11 Course/Programme wise distribution of pass percentage :

**(Result for the year 2011-012 published in the year 2012-13)**

Title of the Programme	Total no. of students appeared	Class / Division				
		Distinction %	I %	II %	P %	Pass %
B.A.Pt.III(Hons)	126		00	57.94	26.98	84.92
B.A.Pt.III(Gen.)	181		00	5.52	46.96	52.49
B.Sc.Pt.III(Hons)	10		00	70	00	70
B.Sc.Pt.III(Gen.)	17		00	35.29	41.18	76.47
B.Com.Pt.III(Hons)	288		4.86	51.39	23.61	79.86
B.Com.Pt.III(Gen.)	437		00	4.58	58.81	63.39

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

**NOT APPLICABLE** (As IQAC established on 11/08/14)



### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
	02 (two short term +two course work )

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	05	0	00
Technical Staff	01	00	0	00



### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

**NOT APPLICABLE** (As IQAC established on 11.08.14)

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

##### 3.3 Details regarding Minor Project

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA



### 3.4 Details of Research Publication

	International	National	Others
Peer Review Journals	13	0	0
Non-Peer Review Journals	00	0	7
e-Journals	0	0	0
Conference proceedings	0	0	0
Books	0	0	2
Edited Books	0	0	0
Chapter/Article in Books	0	0	2

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOUPS





3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Years	Name of the funding Agency	Total Grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the university/college	NIL	NIL	NIL	NIL
Students research projects(other than compulsory by the university)	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total		NIL	NIL	NIL

3.7 No. of books published : i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.



3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges Autonomy  Autonomy  DBT Star Scheme

INSPIRE  CA  Any Other (specify)

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring Agencies	NA	NA	UGC	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons

International	National	others
0	1	1

3.13 No. of collaborations International  National  Others

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total



3.16 No. of patents received this year

Type of patents		
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	state	University	Dist	College
0	0	0	0	0	0	0

3.18 No of teachers who are Ph.D guide:

And students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project fellows  any Other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level



3.22 No. of students participated in NCC events

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

Presently No NSS IN the college.

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

Presently No NCC IN the college.

University level  State level   
National level  International level

3.25 No. of Extension activities organized :

University forum  College forum

NCC  NSS  Any Other



### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation camp,
- Plantation at Lawn,
- Observation of 5<sup>th</sup> September,
- Observation of 23<sup>rd</sup> January,
- Observation of 26<sup>th</sup> January,
- Etc.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.785 acres	NIL	N.A.	0.785 acres
Class rooms	22	NIL	N.A.	22
Laboratories	10	NIL	N.A.	10
Seminar Halls	NIL	NIL	N.A.	NIL
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	NA	NIL	N.A.	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	0.5	NA	0.5
Others [4 Depts., 1 Gen. Teachers Room, Principals Room, Office, Bursar's Room, Meeting Room, 2 Common Room (Ladies & Gents), Library, Auditorium, Canteen, Students' Union Room]	15	NIL	N.A.	15

#### 4.2 Computerization of administration and library

Moderate efforts towards computerization of Office Administration have been initiated, such as maintenance of student admission with the help of computer.



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value(in lacs)	No.	Value
Text Books	16917	1956900	127 (including Reference Books)	41500	17044	1998400
Reference Books	62	Not available	10	NA	72	Not available
e-Books	0	N.A.	0	N.A.	0	N.A.
Journals	9	NA	2	NA	11	NA
e-Journals	0	N.A.	0	N.A.	N.A.	N.A.
Digital Database	0	N.A.	0	N.A.	N.A.	N.A.
CD & Video	0	N.A.	0	N.A.	0	N.A.
Others (specify)	0	N.A.	0	N.A.	0	N.A.

As the college library is more than 54 years old, valuation of many old books is not possible. Many books donated by Alumnus and Publishers are also in the Library whose valuation cannot be done. . Many departments has its own seminar Library where reference where donated reference books are available.



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office+Principal	Departments	Others (Library)
Existing	25 (4 non-functional)	10 (3 non-functional)	03	0	0	6+1 (1 non-functional)	6+1	1
Added	3	0	0	0	0	01	01	01
Total	27 (06 non-functional)	10 (3 non-functional)	3	0	0	7+1 (2 non-functional)	5	1 (1 non-functional)

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The college has provided computers and internet connections to the Principal, Office, all Science and Commerce Departments. The college has its own software for admission and maintenance of database. The college has its own website.





4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NOT APPLICABLE (As IQAC established on 11.08.2014 )

#### 5.2 Efforts made by the institution for tracking the progression

1. Faculty members of the departments take care of the student progression of the respective departments through class tests on regular basis, one-to-one interaction with students. Some departments also organize remedial classes for weaker students.
2. Some departments conduct long excursions and local tours for the students according to the prescribed syllabus of the university. These programs improve the teacher-student relationship
3. Academic Committee meet at regular intervals from where suggestions and proposals are given to the college management to track the progression of the students.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3559	0	0	0

(b) No. of students outside the state

94
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0
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c) No. of international students

Men

No	%
3151	88.54

Women

No	%
408	11.46

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2778	174	09	114	-	3075	3230	246	16	67	-	3559

Demand ratio 1.6:1

Dropout %31



5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

N.A.

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>
CAT	<input type="text"/>	Others	<input type="text"/>		

Many of our students qualify in these examinations, some after completing post-graduation, but there is no provision of maintaining any record for the same with the college. We will try to maintain the same in future feedback.



## 5.6. Details of student counselling and career guidance

1. A Placement and Training Cell and a Student Counselling Cell have been formed by the Management to offer placement and counselling services to the students.

No. of students benefitted : NIL

## 5.7 Details of campus placement: NIL

## 5.8 Details of gender sensitization programmes

Faculties of various departments sensitize students about respect for opposite gender; scrupulously avoid gender discrimination in and outside the class room environment.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	163	128550
Financial support from government	57	131000
Financial support from other sources	161	809000
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NO



## CRITERION- VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Surendranath evening College was established in 1961. The dream of 1961 has already crossed 54 long years and stands tall like an unquestionable reality. The college now has a rich past, a glorious present and a bright future.

Principal vision of Surendranath evening College is to achieve and sustain high degree of academic excellence by providing quality education and training to all, irrespective of caste, creed and religion, economic status or physical health, to make students employable and finally to be a good citizen.

To fulfill the objective, many developmental programmes have been initiated keeping in tune with the changing scenario of education.

Our mission is to make our institution as a Centre of Potential Excellence in near future.

#### 6.2 Does the Institution has a management Information System

Presently no MIS is present in the Institution . We have a Student Management Software for admission and database management of students.



### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

The College follows the Syllabus and Curriculum of Calcutta University. So we have no scope of curriculum development. However every department has its own academic calendar to run and complete the syllabus. However, teachers take part in meeting of the Board of Studies from time to time as invitees. Some faculty members also participate in University curriculum development as member of Board of Studies.

#### 6.3.2 Teaching and Learning

Though the syllabi are framed not by the college but by the affiliating university, each department uses some innovative processes in teaching and learning.

1. 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.
2. We ensure discipline in regular classes. The teachers are encouraged to take part in OC, RC, various staff training programme, workshop on discipline related areas.
3. Needful and modern teaching materials are provided for continuous improvement of teaching – learning activities. Internet access is provided to teachers free of cost. Computer facilities are given specially to those students who do not have access to such facilities elsewhere.
4. Multiple choice questions are set in the term-tests by few departments to encourage the students to read the text books thoroughly.
5. Technology enabled Teaching Learning process is practiced in college. Computers, LCD Projectors are used by some faculties.
6. Despite shortage of faculty in some departments, efforts are made to cover as much of the prescribed syllabus as possible and to ensure sufficient time for completion of experimental work.





### 6.3.3 Examination and Evaluation

1. Some departments conduct periodical tests & class tests. The examined papers are shown to the students and the guardians are informed about the progress of students in the Parent-Teacher meetings.
2. Mid-Term and Test examinations are held for all the departments and for students of all the years.
3. A group of teachers (Examination sub-committee) conducts the university examinations. The appointed teachers take part in paper setting, paper examiners, scrutiny, head examiners etc and act as per university guidelines.
4. MCQ type testing has been introduced for the General and Hons. programs for all three years in some departments.

1. The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc.
2. Space and necessary infrastructural support is provided for research work.
3. College authority sanctions leave; adjusts classes with flexi-timing and exempts from some other co-curricular activities.
4. College authority also encourages attending National/International seminars/ Workshop/ Conference.



### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The library has an Advisory Committee in the form of a library sub-committee holds meeting regularly for supervising, advising, assessing needs and taking measures for overall development and smooth running of the library.
2. Books are catalogued. Teaching faculty can directly select books from the stack room and issue them. Moderate sitting arrangements are maintained in the library for reading purpose. Some departments maintain seminar library for providing additional books to their students.
3. Stock verification is done regularly. Pest Control measures are undertaken.
4. Computers are installed in the library for cataloguing system and also to facilitate the activities in the library. Internet facility is also provided in the library.

### 6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner.

1. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.
2. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively.



3. Above all, there is a Governing Body that manages and develops the total human resource of the college. The Principal keeps close contact with all departments, office & library and assesses the man power. If any shortage found, then the Governing Body is informed and necessary steps are taken for early recruitment. Sometimes it takes time to fill up the permanent posts owing to official formalities and Government policies. During this period the posts are generally filled up on ad – hoc basis so that the system is not disrupted. The college's aim is to make optimum use of the available human resource.
4. College requests all pass-out students to enlist themselves with the alumni association and convey their future studies & placements.
5. For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback. Teachers are also encouraged to carry out research works, upgrade and update knowledge by attending refresher course, orientation course, short term course etc. The teachers are also facilitated for their carrier progression.

### 6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited with transparency as per Government norms/rules.

The College Service Commission recruits faculty members and the College Governing Body recruits the staff members.

The vacant sanctioned faculty posts are informed to the College service commission from time to time following the 100 point roster. CSC sends its recommended candidates from the list of selected candidates prepared by them to the college. The college recruits the recommended candidates and arranges for approval of their posts from the government.

Regarding staff recruitment, the college publishes the vacancy of staff posts sanctioned by the West Bengal Government through News Papers/ Web-site and screens by a committee constituted as per the Government Rules. Roster system is strictly followed. The recruitment process is a lengthy procedure. After selection, approval of the appointment is taken from the Govt of West Bengal again.



The College has no such collaboration with industry. However several industries show interest for recruitment and training of students of the college and conducts Campus Interview and Training Programme for the purpose. These programmes ultimately benefit the students of the college.

### 6.3.9 Admission of Students

The college takes steps for wide publicity through Notices, hoardings, banners, prospectus, web-site etc. for student admission. Online admission process is not yet introduced.

Merit Lists are displayed and admission done accordingly. However, the college follows the reservation norms as laid by Govt.

Pre Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.

### 6.4 Welfare schemes for

Teacing	Group insurance, Provident Fund
Non Teacing	Group insurance, Provident Fund, Festival Advance
Students	Students' Health Home, Free Studentship, Government Scholarships, .

NIL

### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A	No	N.A
Administrative	No	N.A	No	N.A

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes    Yes       No  

Calcutta University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The departments of the college take care to publish results of internal exams held by the college.

For PG Students

At present there are no PG Programmes offered by the college; hence publication of results does not arise.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

No such effort is made by the affiliating University. However, various departments of the college conducts Departmental class tests/Periodical tests regularly.



6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

Many departments organize picnic where ex-students participate and interacts with present students.

Frequent interaction with ex-faculty members including alumni are undertaken in an informal manner for improvement of the basic teaching-learning process as also for other related matters.

6.12 Activities and support from the Parent – Teacher Association

The College do not have any Parent –Teacher Association. But some departments hold meeting regularly with Parents for providing them feedback about the progress and drawback of their wards.

6.13 Development programmes for support staff

The Computer Science Department and the Placement and Training Cell of the College organize Computer Awareness and Computer Literacy Programme for non-teaching employees.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes.

An aquarium is maintained and potted plants are placed in the open space to make the campus eco-friendly.



## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

To enhance administrative efficiency with regard to salary disbursement of the staff a tie-up with Punjab National Bank, Sealdah Branch, Kolkata was initiated.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The college plans for works to be done for the session at the beginning and places in Governing Body and the different sub – committees of the college constituted ad – hoc basis. The college has achieved in materializing its plan of works which have been mentioned in 2.15 of part “A” of this AQAR.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Decentralisation of administrative works.
2. Student Education Support Scheme (SESS).



#### 7.4 Contribution to environmental awareness / protection

1. For generating
2. Environmental awareness among the students, the affiliating university has introduced a 100 marks paper on environmental science in each undergraduate stream in line with the UGC recommendation. Students are required to complete a project work as a part of this paper. Departments choose topics for the students that reflect the present environmental problems of the region and country. This enable in bringing environmental awareness among the students.
3. The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes.
4. Potted plants are placed in the open space. An aquarium is also maintained in the campus.

#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

S: Sincerity of existing faculties; Positive attitude; Healthy relation with students; Individual care for honours students by some departments;

W: Abnormal Teacher : Student Ratio in 1<sup>st</sup> year; high % Dropout; Limited Space; Shortage of teachers; Weak socio-economic background of the students; Students are coming from remote area so they cannot attend classes regularly; lack of communication skill and proper academic skill

O: To computerise library and office

T: Academically weak students are taken care of by our attempts to develop the ability of such students to pursue higher studies; Everything here is a challenge





## 8. Plans of institution for next year

1. Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;
2. Purchase of equipments and apparatus for and Chemistry departments for better teaching-learning process.
3. Provide office with a computer for better office-related works.
4. Disbursing scholarships received from government to the deserving students of the college and also to benefit students of needy family from Students Aid Fund and Free Studentship from College Fund.
5. Celebrating 150<sup>th</sup> birth anniversary of Swami Vivekananda.
6. Implementation of On-Line Admission Process.

Name: Dr. Purna Chandra Maity

\_\_\_\_\_

Signature of the coordinator, IQAC

Name: Dr. IQbal Jaweed

\_\_\_\_\_

Signature of the Chairperson, IQAC



### Annexure I

#### Surendranath Evening College

Academic calendar for the academic session 2011-12 for the B.A/B.Sc /B.Com course

Of studies (Under 1+1+1 System of Examinations)

Course of studies	Part -1	Part -11	Part -111	Part -1 Compulsory Language 2015	Part -1&11 Supplement ary  Exam. 2014
Last Date of Admission	09/08/2014	-----	-----		
Date of Commencement of classes	30/07/2014	Within 7 days from the completion of Part -1 Exam.	Within 7 days from the completion of Part -11 Exam.		
Last Date of change of Subject/stream (including switching over from Hons. to Genl. Course and vise versa)	30/08/2014	-----	-----		
Submission of Reg. Form to C.U. by the college	N.B – Application form for registration to be submitted by the students to the				



	college within 08/09/2014 15/09/14(Without fine) 25/09/2014(with fine)	-----	-----		
Mid -term Exam.	By, November,2014	By, November,2014	By, November,2014		
College Test	2 <sup>nd</sup> Week of March,2015	2 <sup>nd</sup> Week of February,2015	2 <sup>nd</sup> Week of January,2015		
Result of College Test	1 <sup>st</sup> Week of April,2015	1 <sup>st</sup> Week of March,2015	Last Week of January,2015		
Filling up of Form for University Exam.	2 <sup>nd</sup> Week of April'2015	2 <sup>nd</sup> Week of March'2015	1 <sup>st</sup> Week of February'2015		
Date of Exam.  Theoretical  (Tentative)	B.Com (H)  03/06/2015 to  05/06/15	B.Com (H)& Genl.28/04/15 to  15/05/15	B.A/B.Sc./B.Co m  (Hons. &Major)		
	12/06/2015 B.A/B.Sc. Hons. & Major and B.Com Major -07/07/15 to  10/07/15	(Major) 19/05/15 to 22/05/15  B.A/B.Sc (Genl)  16/06/15 to	17/04/15  (Genl.) 21/04/15 to  25/04/15	04/03/15 to	03/02/15 to  12/02/15



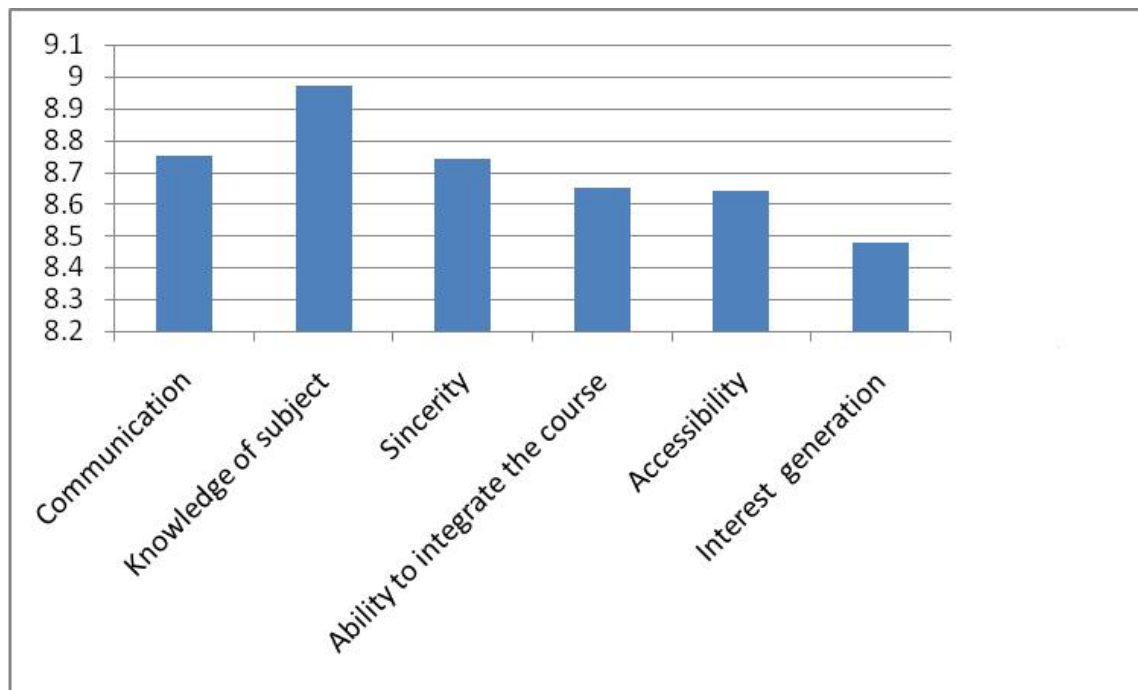
	B.A /B.Sc. (Genl) 13/07/15/to 25/07/15	30/06/15		12/03/15	
Date of Practical Exam. (Tentative)	B.A/ B.Sc (Hons & Major) and B.Com(Major) 28/07/15 to 18/08/15	B.Com. (Genl + Hons) 02/04/15 to 17/04/15 B.A/B.Sc. (Hons & Major) and B.Com(Major) 28/04/15 to 16/05/15 Genl. 23/05/15 to 12/06/15	(Hons.& Major)	13/03/15 to 01/04/15 Genl. 02/04/15 to 18/04/15	18/02/15 to 28/02/15
Publication of Result (Tentative)	Within 90 days from the last date of Exam.	Within 90 days from the last date of Exam.	Within June ,2015		



## Annexure II

### Feedback analysis

Feedback was taken in a scale of 10, with 10 being the highest rating





## **Annexure – III**

### **Best practices - I**

#### **1. Title of the practice:**

Decentralization of administrative works.

#### **2. Goal:**

The aim of the practice is to cater to the students with best possible service regarding official works. In principle, the institute reckons that students are here to learn and thus wants them to devote most of their presence in college to their studies only. But some official works such as applying for scholarships, collecting railway concessions, university admit cards are essential and a majority of students remain engaged in these works, thereby losing academic hour. The practice of decentralization of these type of administrative works are initiated to help the students being more committed to their studies.

#### **3. The context:**

In recent years, there is a huge rush of admission in all streams while no recruitment has taken place in terms of administrative staffs. Under this condition, it is a really a challenge to this institute to serve the large volume of students with such minor staff strength in office. Often it is seen that a huge queue is formed by the students just to get their identity cards or admit cards. Many important academic activities are lost in this way. The issuance of scholarships as well as other type of concessions are another mode of activity which requires decentralization as it is not possible for a single person to keep track of all these type of works.

#### **4. The Practice:**

This practice of decentralization of official work is introduced from 2011 onwards to overcome the difficulties faced due to the immense increase of student strength. It is being implemented by division of responsibilities to respective departments. Issue of admit cards as well as other examination related documentation are taken care of by the departmental staffs as well as faculty members. The scholarship schemes and issuance of concessions are served by designated committees formed with faculty members.

#### **5. Evidence of success:**

Institute considers it to be a success as students are getting information and service through a very orchestrated way. Teaching hours of students are not lost due to these type of official works. The students are not forced to waste their valuable time before examination.



#### **6. Problems encountered and Resources required:**

Main problem for this decentralization work is to maintain co-ordination between various departments as well as monitoring the work done at different levels. Some of the departments do not have adequate staff strength to cater to the need of their students.

#### **7. Notes:**

Decentralization of the administrative works to the efficient and collective body results in clean and transparent administrative system with much reliability. The stake holder specially the staff members get the opportunity for direct involvement in all round development of the college.

#### **8. . Contact Details:**

Name of the Principal: Dr. Iqbal Jaweed

Name of the institution: Surendranath Evening College

City: Kolkata

Pin Code: 700 009

Accredited status: C++

Work Phone: (033)2350-0261

Fax:

Website: [www.surendranatheveningcollege.com](http://www.surendranatheveningcollege.com) E-mail: snevening@ymail.com

Mobile: +9830217442

### **Best practices – II**

#### **1. Title of the practice:**

Student Education Support Scheme (SESS)

#### **2. Goal:**

Aim of this practice is to cater to the financially weak students to help them continue their academic activities. It is in principle a commitment of the institute to arrange for financial support to the needy candidates so that they are able to pursue higher studies.



### **3. The context:**

The college is situated beside Sealdah station and many of the students are from poor families of this state. So it is necessary for them to receive some sort of financial assistance to carry on with their academic activity. There are various Government and non-government schemes which can help them in this regard. As the number of students coming from lower income group is more, so it is really a complicated problem for addressing their acute hardship and the college has to face a challenging problem.

### **4. The Practice:**

The college has a “Students Aid Fund Committee” comprising representatives of teachers and students. It invites application from the poor, meritorious students with proper supporting documents. After screening, the committee selects a number of selected students and distributes cheques among them. Due to financial constraints limited number of students has benefited. The college has also granted free-ship to some students from its own fund.

### **5. Evidence of success:**

Due to this financial support many students are getting the scope to pursue for higher studies. Some of them have been graduated as a result of this practice.

### **6. Problems encountered and Resources Required:**

The college and the Teachers’ Body have to face a lot of problems in generating the Fund to a desired level. Moreover, the number of students from lower income group is also high. So, the quantum of support is not sufficient.

### **7. Notes:**

In India many families are still below poverty line and at the same time literacy rate is not satisfactory. In this context, more financial support from any organisation may catalyse the process.

### **8. Contact Details:**

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