Self Study Report for Re-Accreditation 2nd Cycle

SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
NAGARBHAVI, BANGALORE - 560072

NAAC TRACK ID: WBCOGN13116

SURENDRANATH EVENING COLLEGE
24/2 M.G. ROAD, KOLKATA-700009
Web: surendrnataheveningcollege.com
E-mail: snevening@ymail.com
: 033-23500261

SURENDRANATH EVENING COLLEGE

NAAC TRACT ID: WBCOGN13116

SURENDRANATH EVENING COLLEGE

[Established in 1961]

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009

Phone : 2350-0261, E-mail : snevening@ymail.com

Website : www.surendranatheveningcollege.com

To   Date: 30.12.2015

The Director

National Assessment and Accreditation Council (NAAC)

Nagarbhavi, Bangalore – 560072

Karnataka,

India

Sub: Submission of 5(five) copies Self Study Report (SSR) in compliance with NAAC criteria

Dear Sir/Madam,

In compliance with LOI requirements we are glad to send you 5(five) hardcopies and 1(one) Softcopy (CD) of Self Study Report (SSR) of 2015 in respect of 2nd cycle Re-Accreditation of our college. We have already uploaded 5(five) years AQAR for the session 2009-10 to 2013-14.Please accept the SSR and take necessary action to Re-Accredited of our college and oblige.
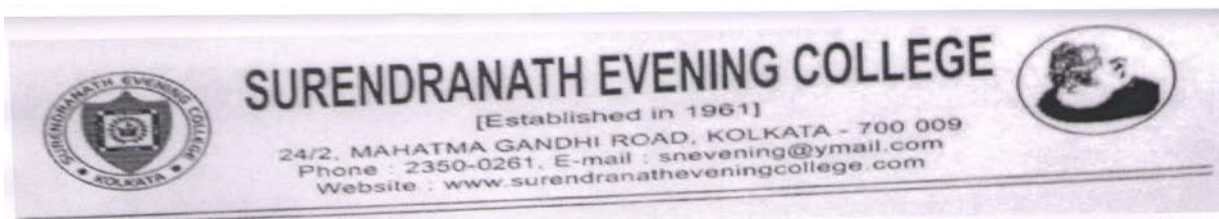
Thanking You,

Yours faithfully

Principal Surendranath Evening College

24/2 M.G. Road, Kolkata-700009

E-mail: snevening@ymail.com

sneveningcollege.iqac@gmail.com

NAAC TRACT ID: WBCOGN13116

Enclosures-

1. Original LOI
2. SSR-2015(five copies)
3. CD (one copy)

SURENDRANATH EVENING COLLEGE

[Established in 1961]
24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009
Phone : 2350-0261, E-mail : snevening@ymail.com
Website : www.surendranatheveningcollege.com

To   Date: 30.12.2015
The Director
National Assessment and Accreditation Council (NAAC)
Nagarbhavi, Bangalore – 560072
Karnataka,
India

Sub: Uploading SSR 2015 and AQAR from 2009-10 to 2013-14 in official website of our college:

Dear Sir/Madam,
In compliance with LOI requirement we are glad to upload our SSR 2014-15 and AQAR for the year 2009-10 to 2013-14 in our official website for 2nd cycle Re-Accreditation show casing the key aspect of our college for your kind perusal.
I ardently look forward for your kind reply and sympathetic visit.
Thanking You,

Yours faithfully

Principal
Surendranath Evening College
24/2 M.G. Road, Kolkata-700009
E-mail: snevening@ymail.com
sneveningcollege.iqac@gmail.com

NAAC TRACT ID: WBCOGN13116

CONTENTS

PREFACE

It is great pleasure to submit SSR-2014-15 of our college to National Accreditation Council (NAAC), Bangalore for Re-accreditation (cycle-2) for further sustainable improvement of quality teaching and learning and all-round development of our college. The IQAC Cell established on 11.08. 2014. after 1st accreditation which was re-established on 28.05.2015 on account of unavoidable circumstances used to play an unique role in adopting and implementing the diverse quality enhancement measure as per present need of college as well as society with an effort in compliance with almost all recommendations of the Peer Team in a systematic manner avoiding all financial barriers of our college.

Surendranath Evening College was established in 1961 as Surendranath College of Commerce during evening session to fulfil some need of students basically who are engaged in works during the day time. Later on Surendranath College of Commerce Committed towards imparting all round holistic and quality education.

Keeping with the legacy of our founder Sir Surendranath Banerjea, a noted social reformer and educationist, the College is committed to imparting, sustaining and steering all-round holistic and quality education to the students coming from every stratum of the society so that they gather knowledge as well as employable expertise and grow up as responsible global citizens of tomorrow. Our college improves and upgrades itself with modern outlook which makes the college a centre of excellence for higher education and research.

The college focuses on improving the quality of teaching and learning. There have been a number of steps already taken towards this like using power point presentation, charts, graphs, videos etc as far as possible. The faculty members also conduct group discussions, quiz etc in classroom to help the student and make them well acquainted with curriculum clearly.

The college has some financial hurdles when it comes to up gradation of infrastructure. However there has been development like introduction of facilities like ICT, Wi-Fi in segmented areas of the college and free access to the students of the college, subscription to INFLIBNET to give the students and faculty member's access to e-journals etc.

In view of the above the institution looks forward to obtain re-validated and re-accredited with an aim of getting into process of institutional self development.

In complying almost all requirements in the methodology of NAAC assessment I would like to invite Peer Team to reassess our activities and to give us light of way towards further improvements to ensure optimum quality within the capacity.

With thanks

Principal

LIST OF ABBREVIATIONS:

IQAC- Internal Quality Assurance Cell

B.D.P- Bachelor Degree Programme

B.L.I.S- Bachelor of Library & Information Science

ICT-Information Communication and Technology

UGC- University Grants Commission

UG-Under Graduation

PG- Post Graduation

CAS- Career Advancement Scheme

NRI- Non Residential Indian

AQAR- Annual Quality Assurance Report

HOD- Head of the Department

NCC- National Cadet Corps

N.S.O.U- Netaji Subhas Open University

FDP- Faculty Development Programme

CU- Calcutta University

SC- Scheduled Caste

ST- Scheduled Tribe

SSR- Self Study Report

OBC- Other Backward Classes

BSNL- Bharath Sanchar Nigam Limited

PTT- Part Time Teacher

CWTT- Contractual Whole Time Teachers

MCQ- Multiple Choice Questions

LCD- Liquid Crystal Display

A. EXECUTIVE SUMMARY

Surendranath Evening College is one of the oldest colleges of the state West Bengal. It established in 1961 as Surendranath College of Commerce during evening session to fulfil the need of students basically who are engaged in works during the day time. Later on Surendranath College of Commerce
committed towards imparting all round holistic and quality education. "Education processes the human material- the greatest of all resources of a country- broadens its outlook and vision thereby enabling it to realize itself". Research and education between them carry aloft the banner of progress and human achievements. This was mainly the objective of the visionary founder, S.N. Banerjee.

After some initial obstacles, the IQAC was ultimately formed on 11.08.2014, long after the first accreditation in 2007 wherein the college achieved C++ grade. Subsequently, the IQAC has developed several quality assurance mechanisms with broad mission and vision with the help of forming several committees under the supervision and guidance of principal.

CRITERION I: CURRICULAR ASPECT

The college is an affiliated college under Calcutta University and thus does not have the flexibility in the development of curriculum, but steps are taken for effective delivery of the curriculum. Besides, the college is also affiliated under N.S.O.U. for both B.D.P. and P.G. programmes having no flexibility in curriculum development. The faculty members are encouraged to use ICT in teaching and learning.

There are also feedbacks taken on the curriculum development and a link is also in the college website for the same. These feedbacks are communicated to the affiliating University with the help of the Board of Studies members.

	Under Calcutta University		Under N.S.O.U.					
	1st cycle	2nd cycle	1st cycle			2nd cycle		
			B.D.P	P.G.	B.L.I.S	B.D.P	P.G	B.L.I.S
Core curriculum	10 programmes	12 programmes	4	10	01	4	10	01
Curriculum developement	N.A.	N.A.	N.A.			N.A.		
Certificate courses	Nil	Certificate course in Communicative English, Computer Application	N.A.			N.A.		
Career oriented courses	Nil	Communicative English with language Lab.	N.A.			N.A.		
Self-financial courses	Nil	2 Certificate Courses	N.A.			N.A.		
Curriculum flexibility	Flexibility in choosing subject combinations	Flexibility in choosing subject combinations	N.A.			N.A.		
Feedback on curriculum	Students	All Feedback	N.A.			N.A.		

Strength	Weakness
1. Good number of honours curriculum in B.A. and B.Sc. 2. Healthy student strength with increasing trend.	1. Lack of curricular autonomy 2. Faculty exchange program made
Challenges	**Opportunities**
1. Introduction of newer curriculum according to the demand of present time	1. Introduction of different certificate courses.

CRITERIA II: TEACHING, LEARNING AND EVALUATION

The college focuses on improving the quality of teaching and learning. There have been a number of steps already taken towards this like using power point presentation, charts, graphs, videos etc as far as possible. The faculty members also conduct group discussions, quiz etc in classroom to help the student and make them well acquainted with curriculum clearly. The faculty members are used to follow are also conducted are used to follow the academic calendar as given by the Affiliating University, the tests and examinations are also conducted within the stipulated time frame. The teaching learning systems are based on student centric by conducting quiz, group discussions, etc. There is also a process of continuous assessment of students by tracking their marks in the examinations and tests of the college and University and steps are taken and to improve the academically weaker students of the college.

The college has process where in the academic progresses of the students are monitored by the faculty members. The college is also focussing on encouraging the faculty members to use ICT for delivering lectures in the classroom instead of traditional chalk-duster lecture method. Feedbacks are also taken from the students through online. There are links that are provided in the college website for the feedback.

	1st cycle	2nd cycle
Admission process	Manual	Online
Admission advertisement	College Notice Board	Institutional Website Notice Board, Flexes & Banners at College Entrance, Online Prospectus, Poster at locality and Railway Station
Admission criteria	For regular courses as per Calcutta University Norms for degree programme. For Open courses as per N.S.O.U. norms for B.D.P. and M.A./M.Sc./M.Com program.	Same as 1st cycle

Transparency in admission	Manual and lack of transparency	Fully transparent through fully outline process.
Women employment	No special empowerment programme	Kanyashree Prakalpa of W.B. Govt. has been introduced.
Catering diverse needs	The college catered to the divers need of students, teaching as well as no-teaching staff	Same as 1st cycle. Remedial classes for weaker students especially for SC/ST/OBC/Minority students. Some special provisions are going to be arranged for physically challenged students. Provide sufficient infrastructural facilities within our limited resources, students are counselled at the time of admission in choosing subjects according to merit, class tests, tutorial classes are provided.
Academic calendar & planning	Before commencement of each session Academic Calendar is prepared centrally based on University calendar. Every departmental Head prepares an Annual Academic Plan based on the Academic calendar.	In addition to provisions as in 1st Cycle, Tutorial and Remedial classes have been introduced to create close relationship between teachers and taught. Term End Test, Class Tests meeting with Guardian.
Promote to Ensure Equity	Fully as per SC/ST/OBC/PH norms. Sports personal are given privileges.	Same as 1st cycle

Teacher's quality	As laid down by UGC Norms	Same as 1st Cycle
Seminars	No Seminar was organised by the college.	One National Level and One College Level Seminars were organized.Faculty members were also encouraged to attend and present papers in various International, National and State Level seminars.
Academic audit	Has been done	Same as 1st Cycle.

Strength	Weakness
1. Healthy student strength with increasing trend. 2. Motivated and learned teaching staff 3. Sufficient college-appointed guest faculties to cope up with increasing student strength 4. Computerization of almost all departments of the college. 5. Audio-visual and power point presentation of model teaching in a separate room.	1. Little internet facilities for students 2. No faculty exchange or student exchange programme has made due to lack of provision in Govt. policy 3. Many students come from the underprivileged section of the society which leads to high dropout rates
Challenges	**Opportunities**
1. Filling up of vacant teaching and non teaching posts: a daunting task. 2. To decrease dropout rates by providing Model teaching and Special Coaching	1. Modernization of classrooms through introduction of ICT-enabled techniques

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The college has a research committee in place. This committee works towards encouraging the faculty members to take up research work. The college also has necessary infrastructure like computer in some departments, free internet access to help the faculty members in research work. There have been several projects taken up by the faculty members. The faculty members also provide informal consultancy to the other entities.

	1st cycle	2nd cycle
Research committee	Nil	Yes
Research qualification	Ph.D. – 18 M.Phil -	Ph.D. – 16 M.Phil - 5 M.Tech - 3
Research output	-UGC Minor Research Project	-2 UGC Minor Research Project
Research seminars	-	01
Research pursuit	(International & National Journals) + (College Magazine, Books, Abstracts, Newspaper article & local journals)	(In peer reviewed journals) + (In newspaper and magazines) + books (with ISBN number)+(chapters in books)
Paper presented	-	09
Seminar attended	-	42

Resource persons	-	02
Consultancy	-	Several (as BOC members, moderators, paper setters, external examiners of other Universities & Autonomous Institute
Extension activities	(Blood donation camp)	Recently by NSS
Collaboration	-	NIL

Strength	Weakness
1. College authority encourages for research.	1. Lack of specific research policies
2. Space and clerical support are provided to all UGC major and minor projects	2. No fund allocation for research
3. Several UGC projects are ongoing and several successfully completed during the last few years	
Challenges	**Opportunities**
1. Create research atmosphere in the college	1. Creation of core facilities (instrument) for physical science Department
2. Design research policies for the college	2. Establishment of dedicated computation facilities

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

The college has some financial hurdles when it comes to up gradation of infrastructure. However there has been development like introduction of facilities like ICT, Wi-Fi in segmented areas of the college and free access to the students of the college, subscription to INFLIBNET to give the students and faculty member's access to e-journals etc.

	1st cycle	2nd cycle
Physical facilities	3177.0238	Same as 1st cycle
Extracurricular activities	NSS- NIL NCC and 2nd Bengal B.N.	NSS- NIL NCC – temporarily stopped for lack of ANO and to be reopened soon
Infrastructure planning	Need based annual planning	Need based annual planning
ICT	Yes	Yes, upgraded and widened
Library	Partly computerized Books-15055 Text Books-15015 Ref. Books-40 Magazine -25 Space-3283 Journal - 5	Partly computerized Books- 18431 Text Books – 18330 Ref. Books-101 Magazine -50 Space-3283 Journal - 7
Internet facilities	Only in library	Wi-fi-connections under NME-ICT project distributed in the Principal Chamber, Departments, Office and Library in collaboration with Surendranath College

Maintenance	No formal arrangement	Agreements with INFONETICS, Skillhut and POWERTECH INDIA for maintenance

Strength	Weakness
1. Central location of the college conveniently connected by railways, surface transportation and metro. 2. Homely working atmosphere. 3. Large auditorium for holding college functions and seminars. 4. Motivated and learned teaching staff. 5. Efficient and dedicated support staff. 6. Sufficient college appointed guest faculties to cope up with increasing student6 strength. 7. AD-hoc non-teaching staff recruited by college authority for efficient functioning. 8. Significant development of infrastructure over few years. 9. Well equipped laboratories in the science Departments.	1. Acute constrain of rooms. 2. No playground for sports activities. 3. No hostel facilities for boys and girls. 4. Most of humanities Depts. DO not have separate space. 5. Lack of optimum infrastructure development on a/c of shortage of fund. 6. Heavy pressure of student during admission period.
Challenges	**Opportunities**
1. Mobilization of funds from different government funding agencies 2. Procurement of fund	1. Establishment of dedicated computation facilities. 2. Modernization of laboratories and libraries.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The college does focus on providing support to students in terms of scholarships, health care facilities half/free studentship etc. These facilities have also been upgraded from the previous cycle. There is also a placement portal that the students can login to and create their resumes online. They can also apply for jobs made available to them by the college, there is also provision for the students to take mock tests and prepare for competitive exams using our online platform.

	1st cycle	2nd cycle
Student support	Student strength- 1014 of the year 2006-2007	2914 of the year 2014 -15
Scholarships	Nil Manual feed-back	Minority Scholarship – 137 Amount Rs.672600 Govt. Scholarship– 71 (SC/ST) Amounts directly deposited in respective candidate's bank account.
Feedback & support	Manual feedback	Both manual and online feed-back
Encouragement in sports	Incentives and encouragement to participants in sports and games	Same as cycle-1
Poor welfare fund	46 students obtained free studentship	75 students obtained free studentship and 210 students obtained half concession
Other welfare scheme	Railway concession, cheap canteen, common room, rest room for women students	Same as cycle 1 with some advancement of facilities
Grievance Redressal Cell & Sexual harassment cell	Only grievance cell functioned	Both Grievance Redressal Cell & Sexual harassment cell functioned and arrangement are made to make complain through online.
Healthcare	Number of students'	In addition to provisions in 1st Cycle

facilities	Health Home & Health check-up centre	arrangement has been made recently for a sick room with First Aid facility
Welfare schemes	Students free ships and student health home	Same as 1st cycle but the number of students under these schemes have increased
Remedial coaching	Nil	Yes
Entry to service	NIl	Yes
Placement service	NIL	NIL

Strength	**Weakness**
1. Total online admission: students can apply from all over the state 2. Free ship for financially compromised students 3. Compassionate yet strict Students' Union 4. Well equipped laboratories in the science department	1. No playground for sports activities 2. No hostel facilities for boys and girls 3. Insufficient reading space in the library 4. Insufficient common room space
Challenges	**Opportunities**
1. Creating provision for hostels 2. Procurement of funds from Govt. and Local development authorities	1. Pursue for own campus on urgent basis

CITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The college has its focus on upholding the principle of quality improvement and assurance by taking inputs from all its stakeholders.

The college has a process that is used to keep a check on quality of teaching and learning. This is called 360 degree feedback. The faculty member's performance appraisal is also done using the same process. Here feedback is taken from 4 domains: Principal, Peer, Student and Self and the analysis report is generated automatically.

The college also has several quality policies framed which is in line with the vision and mission of the college and there is a perspective plan created as well.

	1st Cycle	2nd Cycle
Vision	-	Imparting knowledge and education based on logic and scientific method
Motto	-	"Asato ma sadgamaya Tamaso ma Jyotirgamaya Mrtyor ma amrtamgamaya
Mission	-	1. Self reliance and confidence of students specially for women's education and empowerment 2. To uphold the students who are from economically weak and backward community providing free studentship, remedial coaching, library facilities etc.
Leadership role of management	-	1. The management ensures proper infrastructures and a congenial environment for quality teaching. 2. The G.B. takes policies as per C.U. statute 3. Teachers' Council takes academic decision with regular subcommittee meeting and IQAC meeting
Review of activities	Nil	1. Feedback from students through online 2. Proper activities of grievance redressal cell and sexual harassment cell 3. Regular parent teacher meeting at the end of each terminal and Test examination 4. Decentralization of power between teachers and staff.
Quality improvement strategy	NA	IQAC has put in place an active quality monitoring and quality enhancement strategy

Faculty empowerment	As per UGC norms	As per UGC norms
IQAC	Nil	Yes
Financial management	Audits conducted	Audits conducted
Administrative Audit	No	Yes

Strength	Weakness
1. Motivation and encouragement for extracurricular activities 2. The college caters to all sections of the society 3. Effective extension activities like NCC, NSS, organization of blood donation camp and providing relief at the time of natural calamities	1. Lack of cohesion among the stakeholders 2. Loss of teaching hours due to sharing of space with other on campus college
Challenges	Opportunities
1. Creating democratic and 2. supportive working atmosphere	1. Introduction of PG courses in Commerce and Bengali 2. Improvement of communication skill and develop global competencies specially among students who seek jobs after graduation

.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

The college has conducted green audit by a certified auditor (CISA by ISACA, US). The college has used the findings in the report to bring about environmental awareness among the students and faculty members and strive towards having a greener environment. There also have been administrative audits conducted for making the administrative practices better.

There are many innovations introduced in the college on teaching-learning, governance and the quality of the overall processes.

	1st cycle	2nd Cycle
Green audit	NA	Green audit is conducted
Faculty empowerment	As per UGC norms	As per UGC norms
IQAC	Nil	Yes
Financial management	Audits conducted	Audits conducted
Administrative Audit	No	Yes
Innovation & Best Practices	Teaching Learning	360 degree feedback (initiated recently), ICT in Teaching earning in a separate room for all departments. Green and Clean Environment course in communicative English in collaboration with Surendranath College

Strength	**Weakness**
1. Motivation and encouragement for extracurricular activities 2. The college caters to all sections of the society	1. Lack of curricular and administrative autonomy
Challenges	**Opportunities**
1. Maintaining clean and green campus	1. Implementation of solar panel: generation of unconventional power sources in collaboration with Surendranath College

SECTION B: PREPARATION OF SELF- STUDY REPORT

1. PROFILE OF THE AFFILIATED COLLEGE

1. Name and Address of the College:

Name: Surendranath Evening College

Address: 24/2 Mahatma Gandhi Road

City: Kolkata   Pin: 700 009   State: West Bengal

Website: www.surendranatheveningcollege.org

2. For Communication:

Designation	Name	Telephone With STD code	Mobile & Fax	Email
Principal	Iqbal Jaweed	033-23500261	09830217442	snevening@ymail.com
Vice Principal	-	-	-	-
Steering Committe Co-ordinattor	Purna Chandra Maity	033-23601110	09433628810	purnamaityncc@gmail. com

3. Status of the Institution:

Affiliated College	√
Constituent College	
Any other (specify)	

4. Type of Institution:

i) For Men	
ii) For Women	
iii) For Co-Education	√

b. By shift

Regular	
Day	
Evening	√

5. It is a recognized minority institution?

Yes	
No	√

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

6. Source of Funding

Governing	
Grant-in-aid	√
Self-financing	
Any other	

7.   a. Date of establishment of the college: 15-06-1961.

b. University to which the college is affiliated/or which governs the college (If it is a constituent college): NA

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks
2f	15-06-1961	-
12(B)	15-06-1961	-

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act) – **Annexure 01.**

d.   Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.): **Not Applicable**

Under Section/Clause	Recognition/Approval details Institution/Department programme	Day/Month/Year	Validity	Remarks
NA	NA	NA	NA	NA

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes | √ | No | |

If yes, has the College applied for availing the autonomous status?

Yes | | No | √ |

9. Is the college recognized?

a.   By UGC as a College with Potential for Excellence (CPE)?

Yes | | No | √ |

If yes, date of recognition :……………………(dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes | | No | √ |

If yes, Name of the agency……………………and

Date of recognition :……………………(dd/mm/yyyy)

10.   Location of the campus and area in sq.mts:

Location*	**Urban**
Campus area in sq.mts.	**3,177.0238 sq. mts.**
Built up area in sq.mts.	**2098.24 sq.mts.**

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

   • Auditorium/seminar complex with infrastructural facilities:
     One Auditorium / Two Seminar Halls/ One conference room
   • Sports facilities: **Only Indoor Games facility available**
     *   Playground: **Play Ground of St. Paul"s College and Railway ground (Sealdah) are requisitioned for sports as and when required.**
     *   Swimming pool: **No**
     *   Gymnasium: **Initiative going on to convert a part of students common room into a gymnasium**
   Hostel: No hostel facility is available as such.

However the college is considering introduction of Cluster Hostels in Private Apartment, managed by private facilitators, approved by the College. The decision is pending with the Governing Body.
University of Calcutta has 3 Undergraduate Halls where our Honours students can apply for accommodation. These are:
• **Carmichael Hall (For Muslim Male Students), 51, Baithakkhana Road, Kolkata – 9**

• **Vidyasagar Chatriniwas (for Women), Hastings house compound, Kolkata – 27**
• **U.G. Lady Students" Hall,**
17, Radhanath Bose Lane, Kolkata – 6

   * Boys' hostel
   i .   Number of hostels
   ii.   Number of inmates
   iii.   Facilities (mention available facilities)

   *Girls' hostel
   i.   Number of hostels :
   ii.   Number of inmates :

iii.   Facilities (mention available facilities)

* **Working women hostel**
i.   Number of inmates
ii.   Facilities (mention available facilities)

❖ Residential facilities for teaching and non-teaching staff: **No** (Give numbers available—cadre wise)

❖ Cafeteria: **Yes**. **One Canteen**

❖ Health centre: **No, but the following provisions are available**

☐ **The college is a member of Students Health Home, which is within 1 Km. away from the college, where both inpatient and outpatient services are provided to them.**

☐ **The college has First Aid provided by NCC unit of the College.**

☐ **The University of Calcutta has a Board of Health to take care of health problems of the students of the University and its affiliated colleges.**

Qualified doctor	Full time ☐	Full time ☐
Qualified Nurse	Part time ☐	Part time ☐

Facilities like banking, post office, bookshops: **One cheap bookshop**

❖ Transport facilities to cater to the needs of students and staff: **No**

❖ Animal house : **No**

❖ Biological waste disposal: Does not arise as the college has no biological section. Hence critical measures are not required for disposal of biological waste.

❖ Generator or other facility for management/regulation of electricity and

voltage:

❖ **Generator is available for all class rooms including Office, staff room & Principal's Chamber.**

❖ Solid waste management facility: **No**

❖ Waste water management: **No**
❖ Water harvesting: **No**

12. Details of programme offered by the college under **Calcutta University** (Give data for current academic year 2014-15)

	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved student	No. Of student admitted*
Under Graduate						
A) B.A. (Honours)						
1.	Bengali	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	100	21
2.	English	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	75	68
3.	Hindi	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	25	30

4.	Urdu	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	25	16
5.	History	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	25	33
B) B.Sc. (Honours)						
1.	Physics	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	20	64
2.	Chemistry (applied for affiliation) to be stared from 2015-16	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	25	
3.	Mathematics	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	20	27
4.	Electronics	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	25	07

C) B.Com. (Honours)						
1.	Accounting & Finance	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	300	378
D) General Course						
1.	B.A.	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	150	388
2.	B.Com.	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	150	660
3.	B.Sc.	3yrs	10+2 passed satisfying CU criteria	English & Vernacular	150	31
Post-Graduate: Nil						
Integrated Programmes :						
PG: NIL						
Ph.D.: NIL						
M.Phil.: NIL						
Ph.D.: NIL						
UG Diploma: NIL						
PG Diploma: NIL						
Any other (specify and provide details): NIL						

* based on 1st year admission 2014-15

12.a   Details of programme offered by the college under **Netaji Subhas Open University** (Give data for current academic year 2014-15)

	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/approved student strength	No. of Students admitted*
Under Graduate(B.D.P)						
A) B.A. (Honours)						
1	Bengali(EBG)	3 yrs	10+2 passed satisfying NSOU criteria	English & Vernacular	100	32
2	English(EEG)	3 yrs	10+2 passed satisfying NSOU criteria	English & Vernacular	100	22
3	Sociology(ESO)	3 yrs	10+2 passed satisfying NSOU criteria	English, Hindi & Vernacular	100	25

4	Commerce (ECO)	3 yr	10+2 passed satisfying NSOU criteria	English & Vernacular	100	34

	B) B.Sc./M.Sc.					
1	Library sc.(BLIS)	1 yr	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	09
2	Library Science(MLIS)	01 yr.	After BLIS	English & Vernacular	50	17

1.	C) Post Graduate Programme(under NSOU)	Bengali	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	11
2.		English	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	08
3.		English Literature Teaching	2 yrs	10+2+3yrs graduate satisfying NSOU	English & Vernacular	50	02
4.		Political Sc.	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	03
5.		History	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	04
6.		Public Administration	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	00
7.		Master of Social Work	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	14

8.	Mathematics	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	04
9.	Master of Library sc.	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	17
10.	Commerce	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	19
11.	Education	2 yrs	10+2+3yrs graduate satisfying NSOU criteria	English & Vernacular	50	06

13.   Does the college offer self-financed Programme?

Yes ☐   No √

If yes, how many?

14.   New programmes introduced in the college during the last five years if any?

Yes	√	No		Number	01

Mathematics honors will be started from the session 2011-12

15. List the departments (respond if applicable only and do not list facilities like Library, Physical Education departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes Like English, regional languages etc.)

Faculty	Department	UG			PG	Research
Science	Physics	Honours	General		-	-
	Chemistry	-	General		-	-
	Mathematics	Honours	General		-	-
	Electronics	Honours	General		-	-
	Computer Science	-	General		-	-
	Economics	-	General		-	-
	Geography	-	General		-	-
Arts	Bengali	Honours	General	Compulsory Language	-	-
	English	Honours	General	Compulsory Language	-	-
	Sanskrit	-	General		-	-
	Political Science	-	General		-	-
	History	Honours	General		-	-
	Philosophy	-	General		-	-
	Hindi	Honours	General	Compulsory Language	-	-
	Urdu	Honours	General	Compulsory Language	-	-
Commerce	Commerce	Honours	General		-	-
Other						

16. Number of Programmes offered under (Programme means a degree course like BA,

BSc, MA, M.Com) under Calcutta University

a. Annual system	06
b. Semester System	00
c. Trimester system	00

16.a Number of Programmes offered under (Programme means a degree course like BA, BSc, B.com, MA, M.sc., M.Com) under NSOU

a. Annual system	06
b. Semester System	00
c. Trimester system	00

17. Number of Programmes with

a. Choice Based Credit System	00
b. Inter/Multidisciplinary Approach	00
c. Any other (specify and provide details)	-

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐   No ☑

If yes,

a. Year of Introduction of the programme(s)…………………
(dd/mm/yyyy) and number of batches that completed the

b. NCTE recognition details (if applicable)

Notification No………: Date: ……………………………

(dd/mm/yyyy)Validity:

c. Is the institution opting for assessment and accreditation of Teacher education programme separately?   Yes ☐   No ☐

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐   No √

If yes,

a.   Year   of   Introduction   of   the   programme(s)…………………(dd/mm/yyyy)and number of batches that completed the programme ☐

b. NCTE recognition details (if applicable) Notification No.: Date: ……………………………

(Dd/mm/yyyy)Validity:

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately? Yes ☐   No ☐

20.   Number of teaching and non-teaching positions in the Institution

	Teaching Staff						Non-teaching		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the State Government	-		-		32+1		11(gr-C)		23(gr-D)	
Recruited	-	-	5	3	14	2	04	0	14	1
Yet to recruit	-	-	-	-	9+1		07		8	
Sanctioned by other authorized Bodies	**PTTs & CWTTs (W.B. Govt. Approved)**									
Recruited	Male		Female							
	07		08							
Yet to recruit	-		-							
Sanctioned by the Management	**Guest Teachers(College Approved)**						**Adhoc Staff (College Approved)**			
	Male		Female				M	F	M	F
Recruited	08		10				05	00	11	04
Yet to recruit	-		-	-			-	-	-	-

*Associate Professor Posts are not sanctioned but teachers are promoted to these posts through Career Advancement Scheme (CAS) as designed by UGC regulations from time to time.

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	00	00	00	00	00	00	00
Ph.D.	00	00	07	02	05	02	16
M.Phil./M.Tech	00	00	00	00	03/01	00/00	04
PG	00	00	00	01	05	01	07
Part-Time Teachers& CWTTs (WB Govt. Approved)							
Ph.D.	-	-	-	-	01	00	01
M.Phil.	-	-	-	-	00	04	04
PG	-	-	-	-	04	06	10
Guest/Contractual Teachers							
Ph.D.	-	-	-	-	01	01	02
M.Phil.	-	-	-	-	00	00/00	00
PG	-	-	-	-	07	09	16

22.   Number of Visiting Faculty/ Guest Faculty engaged with the College.

   18(Eighteen)

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year	2010-11		2011-12		2012-13		2013-14	
		Male	Female	Male	Female	Male	Female	Male	Female
SC	1	71	06	70	09	58	08	39	04
	2	11	00	28	03	106	11	25	04
	3	57	03	53	11	59	04	41	02
ST	1	04	00	04	01	04	02	04	00
	2	00	00	00	00	06	02	01	01
	3	02	00	03	01	02	00	00	00
OBC	1	04	00	64	01	53	02	45	06
	2	01	00	42	00	10	01	25	01
	3	08	03	07	00	01	00	09	00
General	1	983	78	1220	125	1066	154	1250	172
	2	502	25	483	49	1250	155	82	77
	3	728	34	831	70	536	69	489	70

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	2732	Nil	Nil	Nil	2732
Students from other states of India	182	Nil	Nil	Nil	182
NRI students	Nil	Nil	Nil	Nil	Nil
Foreign students	Nil	Nil	Nil	Nil	Nil
Total	2914	00	00	00	2914

25. Dropout rate in UG and PG (average of the last two batches)

    UG – 35%

    PG – Nil(NSOU)

26. Unit Cost of Education

    (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component | **Rs. 14772**

(b) excluding the salary component | **Rs. 3846**

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes   √   No   ☐

If yes,

a) Is it a registered centre for offering distance education programmes of another university?

Yes   √   No   ☐

b) Name of the University which has granted such registration.

Netaji Subhas Open University

c) Number of programmes offered : BDP **4** BLIS **1** PG **11**

d) Programmes carry the recognition of the Distance Education Council.

Yes   √   No   ☐

28. Provide Teacher-student ratio for each of the programme/course offered

Faculty	Department	Year of Establishment	Honours Ratio	General Ratio
Science	Physics	1963	1:19	1:21
	Chemistry	1963	NA	1:34
	Mathematics	1963	1:9	1:32
	Computer Science	1997	NA	1:11
	Electronics	1996	1:3	1:3
	Economics	1963	NA	1:34
	Geography	2006	NA	1:49
Arts	Bengali	1961	1:14	1:29

	English	1961	1:27	1:48
	Sanskrit	1963	NA	1:30
	Political Sc.	1963	NA	1:148
	History	1963	1:20	1:152
	Philosophy	1963	NA	1:60
	Urdu	1961	1:7	1:61
	Hindi	1961	1:21	1:37
Commerce	Accounting & finance	1961	1:54	1:80

29. Is the college applying for

   Accreditation :   Cycle 1 ☐   Cycle 2 √   Cycle 3 ☐   Cycle 4 ☐

   Re-Assessment: ☐

   (Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

   Cycle 1: 31-03-2007…… (dd/mm/yyyy)   Accreditation Outcome/Result…C++
   Cycle 2: ……………… (dd/mm/yyyy)   Accreditation Outcome/Result……....
   Cycle 3: ……………… (dd/mm/yyyy)   Accreditation Outcome/Result……....
   * Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an Annexure 2

31. Number of working days during the last academic year.

   257

32. Number of teaching days during the last academic year

   (Teaching days means days on which lectures were engaged

excluding the examination days)

> **195**

33. Date of establishment of Internal Quality Assurance Cell
    (IQAC) IQAC …11/08/2014… (dd/mm/yyyy)
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to
    NAAC Re-accreditation Self Study Report 2015 .

I. AQAR	2009-10	31/12/2015
II. AQAR	2010-11	31/12/2015
III. AQAR	2011-12	31/12/2015
IV. AQAR	2012-13	31/12/2015
V. AQAR	2013-14	31/12/2015

35. Any other relevant data (not covered above) the college would like to include.
(Do not include explanatory/descriptive information)

Nothing significant

2. CRITERIA WISE INPUTS

1.1   Curriculum Planning and Implementation

1.1.1. State the vision, Mission and objectives of the institution and describe how these are communicated to the students, teachers, staff and other stakeholders:

VISION

Keeping with the legacy of our founder Sir Surendranath Banerjea, a noted social reformer and educationist, the College is committed to imparting, sustaining and fostering all-round holistic and quality education to the students coming from every stratum of the society so that they gather knowledge as well as employable expertise and grow up as responsible global citizens of tomorrow. Our college improves and upgrades itself with modern outlook which makes the college a centre of excellence for higher education and research.

MISSION

The mission of the college is to inculcate love of knowledge and provide holistic education to the student coming from every stratum of the society, so that they emerge as true human beings who can make significant contribution as a responsible citizen of tomorrow. In order to achieve this the college coordinates the activities of the teachers, students and other staff members to ensure smooth functioning and all round development of academic as well as other curricular activities.

Our Objectives:-

- To become a centre of excellence in higher education.
- To excel in all areas of teaching, learning, research and consultancy.
- To be a bridge between the rural-urban divide, taking the benefits of value-based quality education to the poor and marginalized, aiming at their empowerment.
- To promote and practice inclusive growth.
- To provide equal opportunities to the deserving and meritorious students irrespective of Caste and Creed and gender.
- To promote cultural and communal harmony.

- To make our institution a significant knowledge contributor in transforming our nation from a developing to a development one by acting as responsible and concerned citizens and to make this world a better place.

The vision, mission and objectives of the institution are published in the prospectus of the college every year at the time of 1st year admission. It is also given in the website (**www.surendranatheveningcollege.org**) so that it is communicate to all other stakeholders.

1.1.2. **How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The institution follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Calcutta.

- The academic plan is prepared by taking inputs from all the faculty members and the members of IQAC. This plan is prepared by having discussions in the Academic sub-committee meeting held in the beginning of each session.
- Both formal as well as informal feedback is taken from the stakeholders regarding the curriculum implementation of previous year and later it is incorporated into the academic plan. The plan of curriculum delivery also has inputs taken from the feedback given.
- The final academic plain is incorporated into the academic calendar which is based on the academic calendar provided by the University and is then circulated to all the stakeholders.
- The Head of the Departments distribute the syllabi among its faculty members and monitors the implementation and progress of the academic plan.
- Feedback from the students is also taken by the HODs in the course of delivery of the curriculum.
- The college has already started conducting Academic Audit by its Internal Audit Team. It has also initiated to conduct academic audit from certified auditors.

Examples:

- If a faculty fails to finish his/her syllabi within the stipulated time, extra classes are arranged for him by the respective departments so that there is no loss to the students.
- Tutorial classes have been initiated for the students to complement the courses taught in regular classes.

- Remedial classes have also been initiated for the students who are academically weak.
- Bridge courses have also been initiated for those students who are opting for programmes from different streams, e.g. students opting for Economic from a different background without prior knowledge of Economics and Mathematics.

1.1.3 What type of support (procedural and practical) so the teachers receive (from the university and/or institution) for effectively translating the curriculum and improving teaching practices?

The college prepares an Academic Calendar indicating the duration of the session, dates of commencement of the internal examinations, etc. The Routine Sub-committee prepares the annual master routine of the curriculum and distributes to the respective departments. The departmental heads distributes the classes among its faculty members those are allotted to them from the master routine.

- The college receives regular e-mails, circulars and letters from the University, regarding the changes/modifications in the curriculum. The principal of the college in turn distributes these notices to all the departments, thereby informing the faculty members about the changes/modifications in the curriculum.
- Various faculty-oriented programmes are organized by the University, to promote awareness among the faculty members about the various new developments in their respective subject, which are beneficial for both the faculty members as well as students.
- Syllabus-oriented workshops are also organized by the University whenever new pattern of syllabus is introduced, in which faculty members are trained for effective curriculum delivery. The college encourages its faculty members to participate in such workshops.
- Workshops are also organized by the University where faculty members are trained for effective curriculum delivery by making use of various ICT techniques and resources.
- Faculty members are also allowed to use the Computer and ICT facilities available with the college to its fullest extent. The departments are also allowed to place requisition for books, computers and ICT facilities required to the principal, which are forwarded to the finance committee and purchase committee for necessary action.

Thus the faculty members receive all sort of support from the University and the college for effective curriculum delivery and improving teaching practices.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provide by the affiliating University or other statutory agency.

These are the initiatives taken up by the institution for effective curriculum delivery:

- The institution maintains a constant contact with the affiliating University. The institution keeps at par with the latest trends in their area of study by encouraging various departments to conduct various formal and informal meetings, throughout the academic year.
- Most of the faculty members enhance their ability for curriculum development and operation by participating in various seminars, workshops and conferences (State, National and International levels).
- The college has started keeping record of session plan for every faculty at the beginning of the academic session.
- The Principal along with the Academic sub-committee reviews academic progress by taking feedback from every department, in order to keep a check on curriculum delivery as per the academic plan. Corrective actions are taken, when required.
- Provision of ICT tools for organizing smart classes and use of projectors to facilitate effective curriculum delivery which is now used by various departments.
- Charts and maps are being used by some departments.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum.

- The faculty members keep themselves updated about the latest trends in technology by interaction with industries informally, also by attending national, international seminars and webinars. The knowledge, thus gained is shared and also implemented in the curriculum if possible.
- The college collaborates with other institutes and the University in organizing seminars to address the curriculum, directly and indirectly.
- The faculty members keep in touch with the affiliating University through the Board-of-Study members or otherwise for effective operationalization of the curriculum.

1.1.6. What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions, etc.

No such curriculum is designed by the institute as it follows the curriculum provided by its affiliating University. However, feedbacks from the students are communicated by the board of study members to redesign/modify the curriculum of the affiliating University if necessary.

The list of BOS members are given below

Sl. No.	Name	Board/Bodies
1.	Dr. Abhijit Poddar	Member BOS, Electronics

1.1.7. Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If "yes", give the details on the process ("Needs Assessment", design, development and planning) and the courses for which the curriculum has been developed.

The institution does not offer any degree course other than those under the purview of the affiliating university, and hence does not develop curriculum for any of the courses offered.

However, to develop the skill and enable the students to face the global requirements successfully, the college has initiated

- Course on skill development called Communicative English using language lab software.
- Certificate courses like Computer Application, Photography, Performing Arts under the collaboration with Surendranath College based on MOU.
- Curriculums of these courses have been developed by the Faculty Members of the college in consultation with technical experts in the respective fields.

1.1.8. How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

An academic plan is prepared in the beginning of each academic session to ensure smooth flow of the curriculum.

Various internal tests like unit tests, med-term tests, annual examination and informal assessments are conducted periodically to measure the outcome of the stated objectives of the curriculum.

The success and achievements of the curriculum plan are measured by having meetings with the Head of the Departments.

Tutorial classes for all students and Remedial Classes for weaker students, who are identified through periodic assessments, have been initiated from this year.

1.2.1. Specify the goals and objectives and give details of the certificate/diploma/skill development courses etc., offered by the institution.

Goals and objectives:

Keeping in view the challenges posed by the global environment, the institution endeavors to equip its young students with well-developed personality by not only enhancing their academic and intellectual acumen but also polishing their talents in multi-dimensional activities.

Certificate Courses Offered:

- The college has initiated to introduce English Language Course using language lab software for interested students, so that it adds on to their skill:
- The college has initiated efforts to introduce Certificate Courses like Computer Application, Photography, and Performing Arts under the collaboration with Surendranath College based on MOU.

For details of such courses offered see Annexure 3

1.2.2. Does the institution offer programmes that facilitate twinning/dual degree? If "yes" give details.

As of now, there is no dual degree course offered by the institution.

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability.

Details on various institutional provisions with reference to academic flexibility:

- The university offers a range of Core/Elective options and these are opted by the college for their students. Various options are provided to the students to

choose the Elective subjects available for degree courses (includes both Honours and General).

- **Enrichment Courses:**
  Workshops and seminars are organized by the Career Guidance Cell and Seminar Sub-committees of the college in coordination with the IQAC. The college has taken the initiation to introduce Value Education Course from this year for its students.

- **Certificate Courses:**
  The college has introduced certain certificate courses like Communicative English with language lab, Photography, Performing Arts, and Computer Application. The syllabus for these courses is designed by the college in consultation with the advisory body and the respective coordinators under the collaboration of Surendranath College based on MOU.

- **Academic Flexibility:**
  The students are allowed to switch courses before the last date as announced by the University of Calcutta provided they satisfy the criteria required by the university.

Courses Offered:

The courses mentioned below are based on the regulations laid out by the University of Calcutta and most of the programmes are module based in nature.

B.A. Hons.

Honours	General-1	General-2
	Any two (as per option & subject combination of CU)	
English	HISTORY,POL. SC., GEOGRAPHY, ELEC. BENGALI, HINDI, URDU, ECONOMICS, SANSCRIT,PHILOSOPHY	
BENGALI	HISTORY,POL. SC., GEOGRAPHY, ELEC. BENGALI, HINDI, URDU, ECONOMICS, SANSCRIT,PHILOSOPHY	
HINDI	HISTORY,POL. SC., GEOGRAPHY, ELEC. BENGALI,, URDU, ECONOMICS, SANSCRIT,PHILOSOPHY	
HISTORY	POL. SC., GEOGRAPHY, ELEC. BENGALI, HINDI, URDU, ECONOMICS, SANSCRIT,PHILOSOPHY	
URDU	HISTORY,POL. SC., GEOGRAPHY, ELEC. BENGALI,, HINDI, ECONOMICS, SANSCRIT,PHILOSOPHY	

B.Sc. Hons.

Honours	General-1	General-2
	Any two (as per option & subject combination of CU)	
PHYSICS	CHEMISTRY, MATHEMATICS, COMPUTER SC.	
CHEMISTRY	MATHEMATICS, COMPUTER SC., PHYSICS	
MATHEMATICS	CHEMISTRY, PHYSICS, COMPUTER SC.	
ELECTRONICS	CHEMISTRY, COMPUTER SC., PHYSICS MATHEMATICS	

B.A. GENERAL

ENERAL-1	GENERAL-2	GENERAL-3
ENGLISH	HISTORY	POL. SC.
ENGLISH	HISTORY	ECONOMICS
ENGLISH	HISTORY	PHILOSOPHY
ENGLISH	HISTORY	GEOGRAPHY
ENGLISH	POL. SC.	PHILOSOPHY
ENGLISH	GEOGRAPHY	ECONOMICS
ENGLISH	GEOGRAPHY	PHILOSOPHY
BENGALI	HISTORY	POL. SC.
BENGALI	HISTORY	GEOGRAPHY
BENGALI	HISTORY	ECONOMICS
BENGALI	HISTORY	PHILOSOPHY
BENGALI	POL. SC.	ECONOMICS
BENGALI	POL. SC.	PHILOSOPHY
SANSKRIT	POL. SC.	PHILOSOPHY

SANSKRIT	POL. SC.	ECONOMICS
POL. SC.	HISTORY	PHILOSOPHY

B.Sc. General.

GENERAL-1	GENERAL-2	GENERAL-3
PHYSICS	CHEMISTRY	MATHEMATICS
PHYSICS	CHEMISTRY	COMPUTER SC.
ELECTRONICS	CHEMISTRY	COMPUTER SC.

B.COM. HONS.

HONOURS	GENERAL-1	GENERAL-2
ACCOUNTING & FINANCE	GR-1	GR-2

B.COM. GENERAL.

GENERAL-1	GENERAL-2	GENERAL-3
GR-1	GR-2	GR-3

1.2.4. Does the institution offer self-financed programmes? If „yes" list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary, etc.

No, the college does not offer any self-financed programs.

However the college has initiated to offer to its students certain self-financed certificate courses in collaboration with Surendranath College as per MOU. These are listed below:

(a) Communicative English with language lab,
(b) Photography,
(c) Performing Arts, and
(d) Computer Application.

The details including admission procedure, curriculum, fee structure, teacher qualification, salary, etc. are given in the Annexure 4.

1.2.5. Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If "yes" provide details of such programme and the beneficiaries

College has taken initiative to introduce skill oriented programs from this academic year in collaboration with Surendranath College as per MOU. These are:

Skill oriented program in coordination with NSDC

• Objective: This is for the soft skill development on hospitality management.
• Duration: This is a 1 month course.
• There will be an exam conducted at the end of the course and the students who clear the exams will be credited Rs. 2000 to their respective bank accounts and also will be given a certificate. This is an initiative of Orion Edutech.

Communicative English using language lab software:

• Objective: To improve the communicative skills of the students.
• Duration: This course is of 60 hours duration. The interested students can enroll by reaching out to the respective coordinators.
• The college has setup a language lab with 20 computers with appropriate infrastructure and software. After completion of the course there will be an online examination. Successful candidates will be given a certificate. There will be no course fee for the program.

1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If "yes", how does the institute take advantage of such provision for the benefit of students?

The University of Calcutta does not have any provision of Distance Mode of Education for students of affiliated colleges. Therefore, the flexibility for distance mode of education to the students in Calcutta University does not arise. We have partially distance mode open education for the students under NSOU having BDP programme in four subjects(English, Bengali, Sociology and Commerce) and Post Graduate programme in 10 subjects(English, Bengali, Pol. Sc., Public Administration, English Language Teaching, History, Social Sc., Mathematics, Lib. Sc.) and 1 year course on B.LIS after 3 years graduation.

1.3. Curriculum Enrichment

1.3.1. Describe the efforts made by the institution to supplement the

University"s Curriculum to ensure that the academic programmes and Institution"s goals and objectives are integrated

A variety of add on activities are conducted by the college to supplement the

University's curriculum. For example:
- Group discussions and case studies are conducted as a part of participative learning for various courses offered by the institution.
- For some courses, additional field work is also conducted, where applicable.
- The college conducts various co-curricular activities like debate, quiz, games, sports, performing arts. The college also insists its staff and students to take part in such activities. These activities are organized at both local as well as University level.
- Industrial visits and excursions are also organized for students of some of the departments to get a better real life exposure of the subject.
- Provision for NCC, Eco Club, and ICT Club has been initiated for the students to inculcate in them the practice of dignity of labour, sustainable development, value orientation, community development and extension activities.
- Curriculum-based Project work offered by the departments of Commerce.
- Curriculum-Based field-work for the departments of Geography, and Study tour organized by the department of Geography for enrichment of the curriculum and experiential teaching.
- Computer Laboratories in the departments of Mathematics, Physics, Computer Science and Commerce, as the curricula of these subjects are integrated with ICT and with various software and hardware applications.
- Innovative Teaching-Learning Procedure for most science subjects with ICT based teaching aids like audio-visual mode of teaching (Overhead Projectors, LCD Projectors and Laptops) and Internet.

1.3.2. What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experience of the students and cater to needs of the dynamic employment market?

The institution does not have the flexibility to modify the curriculum, but to enrich and organize the curriculum to explicitly reflect the experience of the students and

enhance their soft skills and at the same time cater to the needs of the dynamic employment market, the college has the following provisions:

- Faculty members are encouraged to attend FDP, refresher courses, seminars, conferences, workshops etc to keep themselves updated so that the students are benefitted by the same.
- The students are encouraged to attend career counseling workshops arranged by the college to help them with their employment opportunities. They are also allowed to participate in seminars and workshops to update themselves with recent trends in academics which will cater to better employment opportunities.
- All the UG courses in basic science have compulsory theoretical and practical components as compliment to each other. These are supplemented through various field studies organized by departments even outside the purview of syllabus. This augments the learning and exposure of the students in their respective subjects.
- In UG commerce as well as economics, the project based work enhances the student's ability to face the job market.
- Certificate courses in Computer Application, Photography and Performing Arts have been initiated by the college for equipping students with basic computer skills and overall personality development in collaboration with Surendranath College.
- Course in Communicative English using language laboratory and NSDC supported course in Hospitality Management for skill development leading to global competence in collaboration with Surendranath College.

1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum

- Issues of gender bias and rights of female students are taken care and supervised by the Women's Cell of the college.
- Environmental Studies is a compulsory subject of 50 marks including Project Work for inculcating awareness on Environmental issues, Climate Change etc and initiatives are taken to perform project work based on various environment issues under the supervision of expert teachers.
- Eco Club are newly formed in the college to create awareness about environmental education among the students.
- Various seminars are also organized by the college about Climate Change, environment and biodiversity related issues.

- The Grievance Redressal Cell of the college takes care of the issues related to human rights violation.
- The college reserves seats for S.C., S.T., physically handicapped and other OBC categories as per West Bengal Government and University norms thereby serving the cause of social justice, ensuring equality and increasing access to higher education.
- Introduction of ICT oriented curricula by the University in Mathematics, Physics, Commerce that the college follows, helps the students to be more acceptable in the dynamic employment market.
- For effective usage of internet and other technologies, an ICT club has been set up in the college, which organizes different seminars and training programs for faculty members, staff and students internally.

1.3.4. What are the various value-add courses/enrichment programmes offered to ensure holistic development of student?

- Certificate course on computer applications is being planned by the college to improve the chances of employability of students.
- Certificate courses like Communicative English using Language lab, photography, performing arts are being introduced in the college to ensure skill development for enhancing competence to face the global scenario in collaboration with Surendranath College.
- The college has initiated a value education course for the students to give them opportunities of self-development and lead to their awareness of self-respect, their potentialities, sincerity, honesty and hard-work.

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

- Various feedback mechanisms are in place to get constructive feedback on curriculum from the relevant stakeholders and also to improve the curriculum delivery.
- The feedbacks on curriculum delivery are communicated to the management after gathering responses in various forms like evaluating performance of teachers by the students, collecting verbal responses from students, conducting staff and students meeting and also taking informal feedback from the alumni.
- The feedbacks on curriculum are also communicated to the members representing various Boards of Studies from the college so that these are forwarded in the respective meetings of the Boards of Studies that are meant for curriculum enrichment/change.

1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?

The college has initiated some enrichment programmes and value education course for the interested students.
The courses have been approved by the teacher's council and Governing Body.
The modalities of evaluation mechanism are under consideration.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

No such curriculum is designed by the institute as it follows the curriculum provided by its affiliating University. However, feedback from the students are communicated by the board of study members to redesign/modify the curriculum of the affiliating University if necessary.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If „yes", how is it communicated to the

University and made use internally for curriculum enrichment and introducing changes/new programme.

As of now, the college collects feedback from the relevant stakeholders manually. For this there is a Feedback Proforma available. Feedback obtained through this manner, is not only communicated to the University through Board of Studies Members, but is also discussed with other faculty members during the revision of the curriculum.

This year the college has introduced an online feedback system through cloud-based software bought from **SKILHUT**. The feedback link has been incorporated in the college website. The college has started taking online feedback through this system. The feedback thus collected will be automatically analyzed using the software.

1.4.3 How many new programmes/Courses were introduced by the institution during the last 4 years? What was the rationale for introducing new courses/programmes?

Although no new degree programs were introduced in the college in the last 4 years, some add-on courses have been initiated recently in collaboration with

Surendranath College. These are:

• **Skill development courses:** Course on Communicative English using language lab software;

This course is initiated to ensure development of skill of the students for enhancing competence to face the global scenario.

• **Value added courses**: (a) Course on Value Education

This course has been initiated to give the students opportunities of self-development and lead to their awareness of self-respect, their potentialities, sincerity, honesty and hard-work

These courses are initiated to help the students to be more acceptable in the dynamic employment market.

Any other relevant information regarding curricular aspects which the college would like to include.

• The college does not take charge of designing and developing the curriculum on its own but the college does emphasize on various co-curricular and extra-curricular activities, in order to enrich the curriculum.
• The college has initiated new certificate courses for the interested students.
• College building is shared by 3 colleges (Surendranth Law College, Surendranath College, Surendranath evening college).

The Law College is till 2 P.M., while the Day College starts from 10 A.M - 5 P.M., there is overlapping of timings because of this.

• Normal class schedule is affected in the college for some other activities in Law College and Day college, e.g. during examination schedule of Law College and Day College, they use the college building as university exam center and therefore our classes in the college remain suspended.
• The General Staff room is shared between Surendranath College and Surendranath Evening College. Whenever Day college is using the building as university exam center, our teachers are denied admission into the staff room.

CRITERION II: TEACHING LEARNING AND EVALUATION

2.1   Student Enrollment and Profile

2.1.1   How does the college ensure publicity and transparency in the admission process?

Publicity in the admission process:

- The college publishes the admission dates in the college website (*www.surendrantheveningcollege.com*) *as well as* the college notice board too.
- The college also puts up flexes and banners outside the college for ensuring publicity in admission process.
- The college prospectus is made available to the students which contains information about the admission process and other related details. The prospectus is available from the college website also.

Transparency in the admission process:

- The entire admission process is in control of the college. Interested applicants may apply for admission through online in the college website.
- The final merit list of all valid applicants for each program is prepared by the college and is then displayed in the college's official website and notice board to ensure transparency of the admission process.

2.1.2   Explain in detail the criteria adopted and process of admission.

Criteria adopted for admission are:
- Cut off marks are fixed by the Academic sub-committee and displayed prominently in the college website in conformity with the admission criteria fixed by Calcutta University.
- All applicants are required to apply through online only. This is advertised through website, banners & flexes.
- Merit list of all valid applicants are prepared and displayed in the website.
- Seat counseling and allocation is done as per prescribed Govt. & C.U. norms for admission.
- Due to immense pressure from students and society circle the institute has to admit excess students. However the excess admission is regularized by C.U. through permission   for   registration   to   these   students.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Honours Subject	Maximum				Minimum			
	Agg %	Sub %	Sub%	Sub%	Agg%	Sub%	Sub%	Sub%
	SNEC	SNEC	SNC	SNCW	SNEC	SNEC	SNC	SNCW
BENGALI	65.25	68	63	68	50	45	54	45
ENGLISH	58.25	63	66	83	50	45	59	45
HISTORY	59	67	59	77	50	45	55	55
HINDI	85	89	78	80	60	60	58	57
URDU	82	85	-	-	55	62	-	-

CHEMISTRY	-	-	-	-	-	-	-	-
MATHEMATICS	88	92	93	-	50	50	60	-
ELECTRONICS	55	65	-	-	50	50	-	-
PHYSICS	78	84	90	-	50	50	60	-
COMMERCE	88	90	84	75	50	51	50	50
B.A. (GEN)	59	60	75	65	35	35	30	35
B.SC.(GEN)	PURE SC. 61	65	62	58	PURE SC. 35	30	45	40
B.COM.(GEN)	55	58	57	55	32	30	35	35

NOTE:
SNEC: Surendranath Evening College.
SNC: Surendranath College.
SNCW: Surendranath College for Women;

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If "yes" what is the outcome of such an effort and how has it contributed to the improvement of the process?

The institution follows the following procedure in order to review the admission process and student profile.

After completion of the admission process a detailed report is compiled on the number of students admitted to the various departments and the profile of the students is analyzed. The process is completely done by online software.

Both, the Governing Body and the Principal review the student's profile.
• Review of admission process is done by Admission sub-committee and various department members and office staff at the end of each process/phases of admission.
• Since the admission process is completely online, the entire procedure is not only more transparent but also user convenient.
As the process is running smoothly for the last three years there is no scope for further improvement. Yet the arrangement for direct payment through Punjab National Bank has ensured from this year to make the admission process more convenient and transparent to the students.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

  ☐ **SC/ST**
  ☐ **OBC**
  ☐ **Women**
  ☐ **Differently abled**
  ☐ **Economically weaker sections**
  ☐ **Minority community**
  ☐ **Any other**

• Statutory reservation policy of the Government is followed by the institution for SC/ST/OBC/PH/Others. However, there is no reservation system for women empowerment and other minority groups.
  • ST students are rarely available. So reservation policy never be reached in maximum quota. In some discipline SC candidates never be fulfilled maximum level of quota too.

After the admission process is over, the profile of students is reviewed based on various parameters and necessary actions are taken if a particular group of students are found to be inadequate for a particular course so that the changes can be implemented for the next year's admission process.

•

Social profile of students for the session 2014-15

Course	SC	ST	OBC	MINORITY	GENERAL	TOTAL
BA(GEN)	34	02	24	190	378	628
BA(HONS)	34	05	16	78	138	271
BCOM(GEN)	66	02	19	331	644	1062
BCOM(HONS)	15	01	24	206	530	776
BSC(GEN)	01	01	02	12	35	51
BSC(HONS)	09	00	06	15	97	127
TOTAL	159	11	91	832	1822	2915
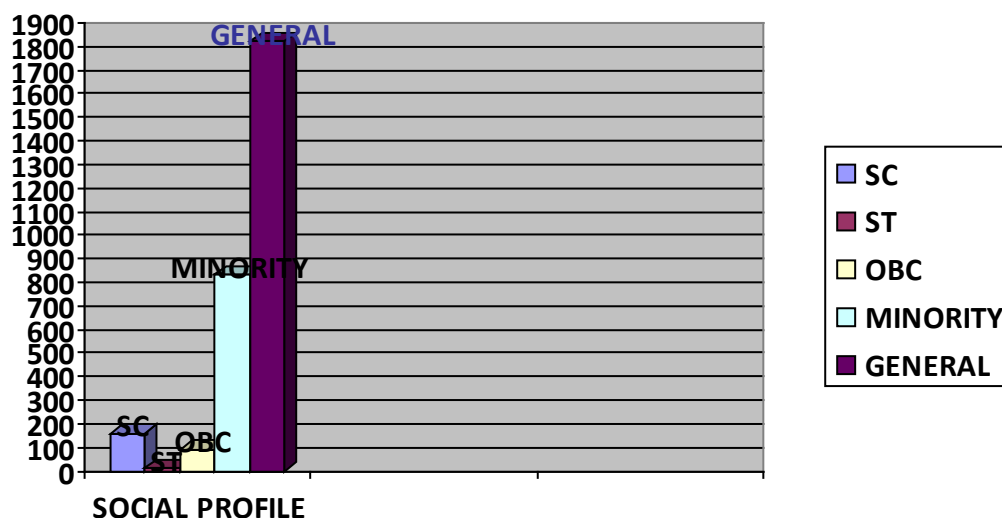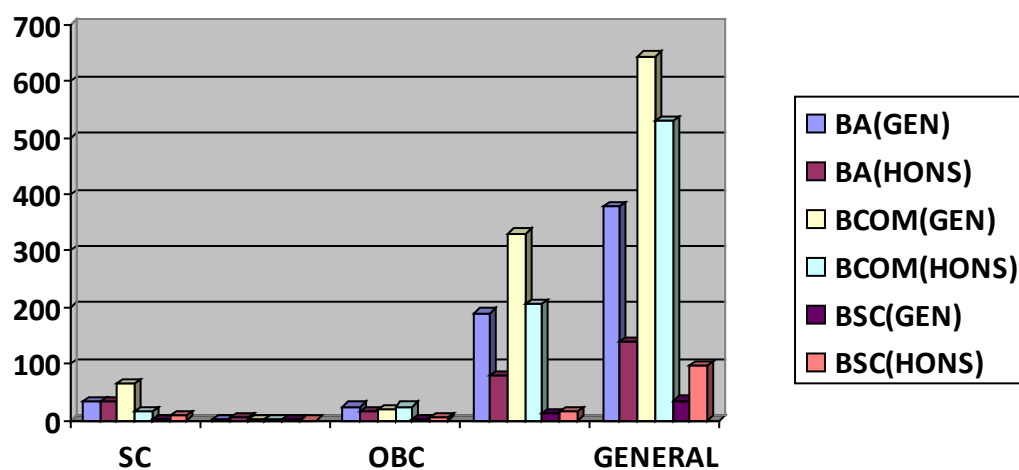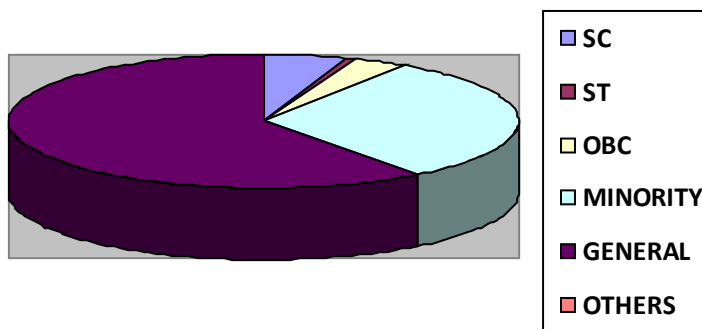
STUDENTS SOCIAL PROFILE: STREAM WISE, 2014-15

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.

- Students from disadvantaged community are given special priority as per SC/ST norms
- The college offers free studentship to the economically weaker sections. Apart from this remedial courses are also conducted for their benefit
- Sports personnel students having state level and national level certificates in their sports background are given privileges during admission
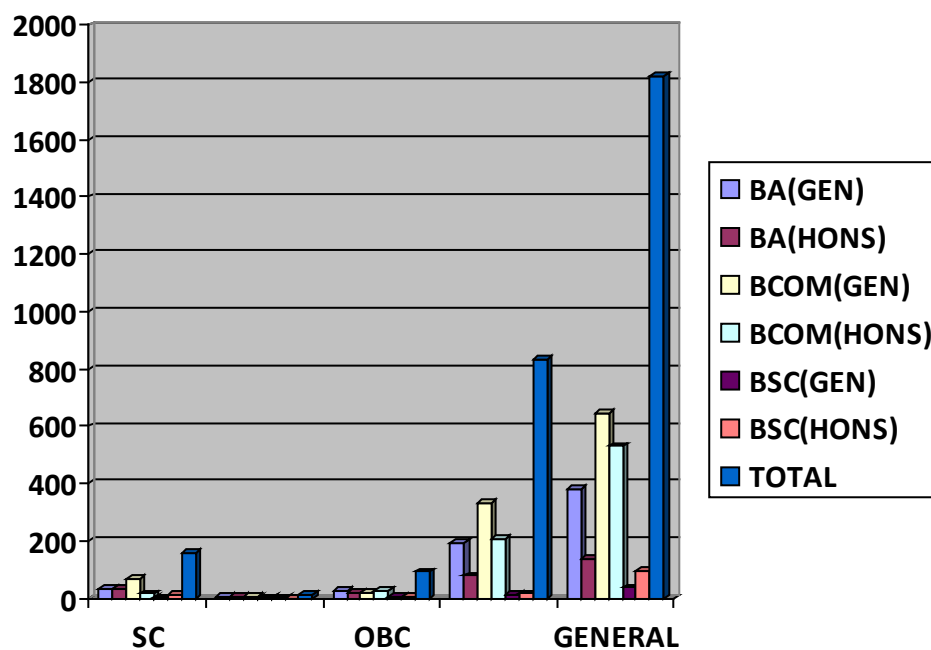
Programmes		Number of application				Number of students admitted				Demand ratio			
	UG	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14
B.A. (Hons.)													
1	Bengali	221	210	117	134	195	177	93	74	1.33:1	1.89:1	1.26:1	1.81:1
2	English	209	147	197	211	195	126	167	162	1.07:1	1.17:1	1.18:1	1.30:1
3	Urdu	43	52	41	29	35	36	28	23	1.23:1	1.86:1	1.78:1	1.26:1
4	Hindi	81	109	112	131	43	54	47	60	1.88:1	2.01:1	2.60:1	2.28:1
5	History	69	52	52	21	61	45	43	15	1.13:1	1.16:1	1.21:1	1.40:1
B.Sc. (Hons.)													
1	Physics	115	82	118	152	55	43	58	49	2.09:1	1.91:1	2.03:1	3.10:1
2	Chemistry	00	00	00	00	00	00	00	00	0:0	0:0	0:0	0:0
3	Mathematics	00	39	21	64	00	23	09	33	0:0	1.70:1	2.33:1	1.94:1
4	Electronics	21	14	12	09	15	09	09	07	1.40:1	1.56:1	1.33:1	1.29:1
B.Com. (Hons.)													
1	Accounting & Finance	2780	2490	2410	2245	1278	1002	750	810	2.18:1	2.49:1	3.21:1	2.77:1
General Course													
1	B.A.	952	1505	1013	1872	430	579	508	1005	2.21:1	2.60:1	1.99:1	1.86:1
2	B.Com	1572	1663	1493	1372	876	952	774	558	1.79:1	1.75:1	1.93:1	2.45:1
3	B.Sc.	94	123	153	98	57	79	75	70	1.65:1	1.55:1	2.04:1	1.40:1

2.2. Catering to Student Diversity

2.2.1. How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The institute caters to an inclusive academic ambience and to the specific needs of the differently-abled students in conformity with the Government regulations and university regulations in mind.

Currently, such students are almost nil in the institution.

However, the institution has a provision to take care of the learning needs of such students by having special arrangements like physical facilities, free studentship, and special book stock in the library and also by conducting remedial coaching classes.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If "yes", give details on the process.

Students' needs are assessed with respect to their knowledge and skills in the following ways before the commencement of the session:

- ❖ The merit and performance of students in the last qualifying examination (10+2 level) is the basis of assessment of the knowledge and skills of the students before the commencement of the programmes in conformity with the minimum norms of admission fixed by University of Calcutta.
- ❖ The students who require special assistance are identified after reviewing their profiles before the commencement of the session.

The college has initiated bridge classes in some subjects for such students. For example, if it is observed by the college that some students opting for economics may require special classes to bridge the gap, the college has started organizing bridge classes for such students at the beginning of commencement of the programme before starting normal classes (i.e. from 4.15 pm to 5 pm).

- ❖ The college has initiated a process where if students who require special assistance are identified, remedial classes are generally organized for them after the Final Examination to cope up with the programme they have chosen or opted for.
- ❖ The college has also initiated bridge courses for students opting for a programme from a different stream in comparison to their previous course combination. For example students opting for commerce, honours course from science background will be asked to attend the bridge course for better understanding of Accountancy and Commerce.

2.2.3.   What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

The college has a process where once the students who would require special assistance are identified, remedial classes are organized for such students to enable them to cope up with the programme they have chosen.

The college also conducts bridge courses for students opting different streams. For example, if some students opting for English honours course from science background will be asked to attend the bridge course for better understanding of English.

2.2.4.   How does the college sensitize its staff and students on issues such as gender, inclusion, environment, etc.?

- ❖ NCC unit of the college has re-opened form this session for the greater interest of students after few years on account of lack of ANO.
- ❖ The college has a women's cell and an anti-sexual harassment cell which is initiating programmes on gender sensitization and issues related to it.
- ❖ To ensure sustainable growth, the college offers certain free studentship and concessions of fees for the economically backward sections of the society as well as promotes reservation and other scholarship schemes as prescribed by the Government. Railway concessions and Students' Health Home facilities are also provide to them as well as other students.
- ❖ Recently formed Eco Club has started promoting awareness programmes on environmental issues for its staff and students. Activities of Eco Club are also attached as Annexure 5.

All of these units work in tandem to sensitize the internal members of the institution regarding the issues of gender, inclusive growth and environmental issues.

2.2.5.   How does the institution identify and respond to special educational/learning needs of advanced learners?

The college identifies advanced learners through daily class interactions and their examination results.

For the advanced learners:

- ❖ Extra guidance is provided by the teachers before the regular class hours (i.e. from 4.15 pm).
- ❖ Students are asked to attend seminars, workshops, etc. outside the college. The students are encouraged to present posters in seminars and submit innovative writings for the

college magazine. The students are also motivated to attend science exhibition in Kolkata and suburban locality.

❖ Faculty members suggest and sometimes provide the advanced learners with reading materials from their personal collection.

❖ The advanced learners are selected to present in Student seminars that are organized by some departments on selective curriculum based on topics especially for B.Com 3rd year (Hons.) students for preparation of their project work.

2.2.6. How does the institute collect, analyse and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The college identifies the students who are at risk of dropout:

❖ By analyzing the students' profile.
❖ By identifying the students from economically or socially physically challenged backgrounds.
❖ Through daily class interactions.
❖ By tracking the internal assessments through class tests.

The data of such students collected in these ways are used to make strategies to reduce the dropout rate in the following manner:

❖ The Head of Departments monitor the academic performance of such students regularly. Faculty members provide special counselling to such students in order to motivate them to continue their studies.

❖ Government Merit Scholarships and Minority Scholarships are arranged by the college to economically weaker students and minority students so that they can continue their studies easily.

❖ Free studentships and other concessions are provided to the economically weaker students by the college. Faculty members also provide specimen books to economically weak students who approach with their needs.

❖ Tutorial and remedial classes are arranged for the slow learners, backward and minority students.

2.3. Teaching-Learning Process

2.3.1. How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- ❖ The Head of the Departments give their inputs to the Principal before the commencement of the course, to prepare an academic plan for the entire year in conformity with the academic calendar provided by University of Calcutta.
- ❖ The academic planner with specific plans and programmes is then circulated to all the departments through the Principal.
- ❖ The courses are allocated to faculty members after having a consultation with the Head of the Departments.
- ❖ After preparing the time table, each faculty submits a session plan for the course he/she is assigned.
- ❖ The Head of the Departments of respective departments first review the time table and then forward it to the Principal and also to the IQAC Coordinator.
- ❖ In order to follow the academic plan and judge the progress of the students Examination Sub-committee prepares the schedule for internal Mid-term and Final Examinations (exam schedule, evaluation schedule, result announcement schedule, marks submission schedule).
- ❖ Every Department also creates an evaluation blue print according to their requirement and convenience. This contains the plan for internal assessment of the students through class/periodical tests.
- ❖ IQAC has initiated the departments for preparation of Question Bank for all the programmes. Most of the departments have already created it and becomes ready to conduct MCQ based examinations and curriculum based examinations.

2.3.2. How does IQAC contribute to improve the teaching-learning process?

These are few processes that have been adopted by the IQAC this year to improve the teaching-learning process:

- ❖ The overall academic plan and progress is monitored by IQAC and then are reviewed to redress any deviations if found.
- ❖ In addition, the quality parameters for every course are set by the IQAC and the progress is monitored with respect to the quality.
- ❖ IQAC organizes informal workshops to promote the usage of ICT. These workshops are organized especially for the faculty members.
- ❖ The list of co-curricular and extension activities prepared by several departments is also reviewed by the IQAC.

❖ The newly introduced concept of preparing our question bank including MCQ's by the IQAC is expected to assist the students in their preparation for the University examination and other competitive examinations.

2.3.3. How is learning made more student-centric? Give details on the support structures and system available for teachers to develop skills like interactive learning collaborative learning and independent learning among the students?

All efforts are made to promote student centric learning in the institution. Support services are also provided to the faculty members accordingly, as mentioned:

❖ Right from the time the student enters the college, he/se is guided, inspired, motivated and corrected, thereby channelizing his/her energy in the best possible manner.
❖ Tutorial/Remedial classes, Bridge classes and other add-on courses have been initiated to groom them and to prepare them as professionally sound human resources.
❖ Workshops are being planned by the IQAC to make faculty members aware about the student centric learning methodology.
❖ In order to promote the usage of technology oriented teaching-learning methods, IQAC have started conducting ICT workshops in recent times.
❖ To facilitate development of course material, free access to internet and computer is provided to the faculty members.
❖ IQAC also motivates faculty to implement new practices for regular curriculum delivery. These practices include group discussion, case studies, etc.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

❖ The students are encouraged to share their natural ideas in the class room as well as outside the class room.
❖ Faculty members often motivate students to become more confident and to enhance their skills by participating in various co-curricular, extra-curricular activities like debate, quiz, group discussions, cultural activities and other extension activities as well.
❖ To encourage scientific learning among students, they are asked to submit written and oral assignments.
❖ Some departments organize Students' Seminar upon curriculum based topic to improve their skill, literacy and leadership.
❖ Students are asked to submit articles on their creative ideas to the college magazine and wall magazine.

2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- ❖ The college is focussing on usage of modern teaching tools like LCD projectors and smart classes.
- ❖ Faculty members also deliver lectures using power point presentations wherever required, to make the teaching-learning process more effective and interesting to the students concerned.
- ❖ Under NME-ICT project the college has 12 broadband connections from BSNL (Domain id-: webkolsugae.nme.in) commissioned on 12.5.2.10 catering the ICT needs of its stakeholders.
- ❖ The College Library has recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of Ministry of Human Resource Development (MHRD) under the NME-ICT.

2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops, etc.)?

- ❖ The college organizes various seminars and lectures to help the faculty members enhancing their knowledge and skill. In this manner, faculty members are able to keep themselves updated about their respective subjects. Academicians are invited to deliver guest lectures, which is beneficial for the students in various ways.
- ❖ Faculty members are encouraged to attend FDP's to help them deliver curriculum in a better way. These programmes also include both orientation as well as Refresher Courses.
- ❖ To help teachers and students even further, faculty members and students are motivated to present papers and posters and also to attend seminars.

2.3.7. Detail process and the number of students (benefitted) on the academic, personal and psycho-social support and guidance services (Professional Counseling/Mentoring/ Academic Advice) provided to students?

- ❖ The College also provides academic, personal and psycho-social support to the students by conducting mentoring sessions at personal level if necessary for the students by various faculty members/mentors in the respective departments.

- ❖ The college provides on an average 72% academic support with the help of departmental teachers and staff by providing special attention to the weaker student,

arranging special classes before starting college hours, providing remedial classes etc., personal attention to the very weaker student and minority student are also provided during off periods and also in preparatory days of departmental faculties. On an average personal support is given 18% to the weaker students to develop their literal knowledge. On an average 10% students who are socially and mentally depressed and need physiological, psychological and social support are provided by some of our psychological expert teachers related with the department of psychology of our neighboring colleges and Calcutta University.
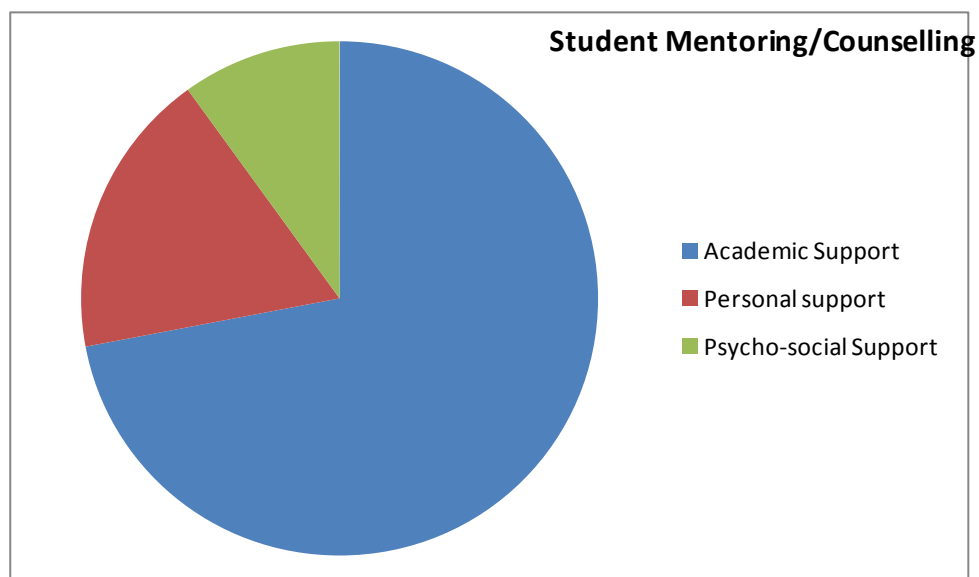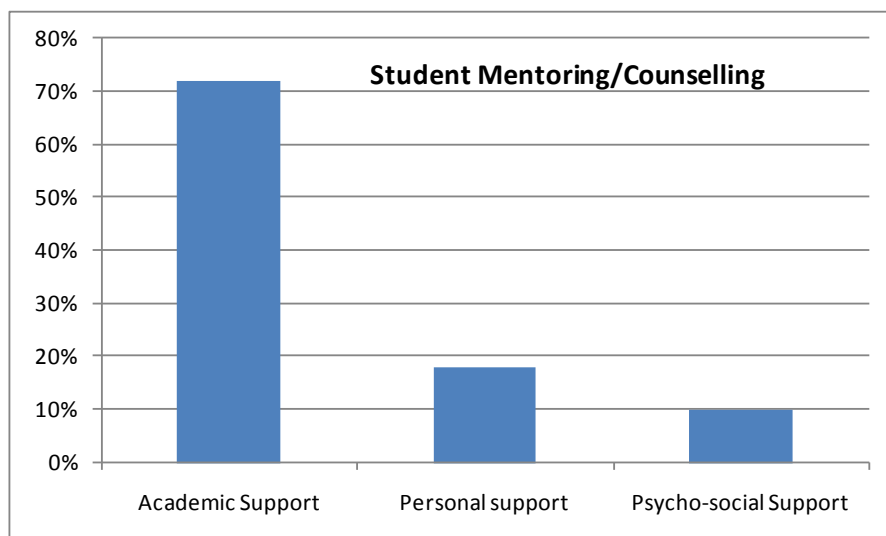
2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- ❖ The faculty members are encouraged to keep themselves updated and informed about the latest trends and technologies in their respective subjects.
- ❖ The institution helps them to achieve this by providing free access to computer and internet facilities, so that the teachers are able to deliver lectures more effectively and in a better manner.
- ❖ The college has a good infrastructure containing computers for the faculty members so that it is beneficial for effective curriculum delivery.
- ❖ The college focuses on overall development of students, faculty members also provide student mentoring for this purpose.
- ❖ Faculty members are also motivated to attend various seminars and conferences and also share their experience with their colleagues. In this way, knowledge is shared among various faculty members.

2.3.9. How are library resources used to augment the teaching-learning process?

- ❖ The infrastructure of the college also includes a well-equipped central library which is partially automated. It contains latest information of the books available. The names of new books in the library are displayed on the notice board for convenience of the students.

- ❖ There is also a rare book collection that can be used for research work if necessary.
- ❖ The Library also subscribes to daily newspapers (English, Bengali & Hindi), Employment News, Karmakshetra, monthly magazines on competitive examinations.
- ❖ A free internet zone for the students adjacent to the Library has been initiated recently with the help of Surendranath College.
- ❖ The faculty members encourage students to visit library and make maximum use of the available resources.

- ❖ Some of the departments also have departmental library that can be used by honours students for their references.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If "yes", elaborate on the challenges encountered and the institutional approaches to overcome these.

The college has a well-designed system for curriculum delivery in place. However the college faces many challenges. Some of these are:
- ❖ The same building is shared by three colleges. Due to space problem sufficient classes could not be allotted to the departments by the routine committee.
- ❖ During University examinations hosted by the other two colleges, the classes in the main building of the college remain suspended for our students.

To overcome these challenges the institute in recent times:
- ❖ has increased the number of laboratories/ classrooms dedicated for our students only by reconstruction and modification of the terraces/open spaces at top floor of main building.
- ❖ has negotiated with the Surendranath Collegiate School situated in the same campus for allowing the infrastructure available with them for our students. This has resulted in the availability of eight class rooms of the school for our students.
- ❖ is pursuing for a second campus with the Government of West Bengal. The process of negotiation is ongoing.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

- • Earlier the institute used to collect feedback about curriculum and teaching-learning from the students of final year in prescribed format in hardcopy. The feedbacks so collected were analyzed by the Principal and necessary action taken if required.
- • Recently the institute has started taking online 360 degree feedback, using cloud based software, from all its stakeholders like students, peers, self and principal for evaluating the quality of teaching-learning process of a teacher. The report of the feedback is automatically generated by the software. The outcome of the feedback is now intimated to the individual teachers thereby leading to overall improvement of the teaching-learning process.
- • The Principal also regularly meets the Heads of the Departments and takes feedback on the teaching-learning progress of each department.
- • The students, management and the principal also interact with each other at an informal level to keep a track on the quality of teaching-learning process.

2.4. Teacher Quality

2.4.1. Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Lit	00	00	00	00	00	00	00
Ph.D.	00	00	07	02	05	02	16
M.Phil/M.Tech	00	00	00	00	03/01	00/00	04
PG	00	00	00	01	05	01	07
PTT & CWTTs (Govt. Approved)							
Ph.D.	00	00	00	00	01	00	01
M.Phil/M.Tech	00	00	00	00	00	04	04
PG	00	00	00	00	04	06	10
Guest/Contractual Teachers							
Ph.D.	00	00	00	00	01	01	02
M.Phil/M.Tech	00	00	00	00	00	02	02
PG	00	00	00	00	07	09	16

❖ The substantive vacancies are filled by the West Bengal College Service Commission Act 1978 (WB Act LXII 1978) and as per UGC norms.

❖ As and when needed the college also recruits guest faculty members for the respective subjects with the approval of the Governing Body through a duly formed selection committee for this purpose.

❖ Although the part time teachers (PTT) and contractual whole time teachers (CWTT) were recruited by the institute following the same process of recruiting guest faculty members, their financial liabilities have been taken over by the West Bengal Government.

Currently no PTT and CWTT are recruited by the college.

2.4.2. How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

It is really a challenging task for this institute to cope with the growing demands of the students for modern courses like Chemistry (Hons.) and Geography (Hons.) the college has initiated and started chemistry Hons. from this academic session 2015-16 and the college will have utmost effort to start Geography (Hons.) solving the space problem very soon.

Yet some serious efforts are adopted by some departments to start post-graduate courses for which G.B. has already approved the demand of students to materialize the same but till it is pending on account of shortage of spaces. The college has put in utmost effort to arrange spaces and to start PG courses in Commerce and Bengali department very soon.

The institute finds it hard to cater to the requirements of the new courses introduced from 2007 onwards like Chemistry Hons., Mathematics Hons., History Hons. and Physics Hons. Courses

In all these courses, there exists hardly any full-time faculty while the courses are carried out with the help of part-time, contractual and guest faculty members.

In the past few years, there has been a growing demand for almost all of these courses as is evident from the number of students admitted in each year.

Although the institute is trying hard with the help of honorary services of faculty members of related discipline to resolve the issue, the arrangement in no way suffices in rendering justice to the students admitted in a full-time course.

The institute expects to get some new posts in these disciplines with the help of college service commission in near future. The requisition to fill up vacant substantive post has already sent to West Bengal College Service Commission.

During very recent times West Bengal Government has also approved CWTT and PTTs for the subjects which helped the cause to some extent.

The data of the guest faculty members recruited year wise are added as Annexure 6.

2.4.3. **Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

In the last 4 years from (2007-08) the college has sent several teachers for attending the Faculty Development Program of the UGC. The list is as follows:

a) **Nomination to staff development programmes**

SL. No.	Academic Staff development progrrames	Number of faculty benefited				
		2010-11	2011-12-	2012-13	2013-14	2014-15
1	Refresher courses	3	1	2	0	0
2	UGC-Faculty Improvement Programme	0	0	0	0	0
3	HRD Programme	0	0	0	0	0
4	Orientation Programme	0	0	0	0	0
5	Faculty exchange Programme	0	0	0	0	0
6	Staff Training conducted by University	0	0	0	0	0
7	Staff Training conducted by Other Inst.	0	0	0	0	0
8	Summer/Winter Schools, Workshops etc.	0	0	0	0	1
9	Others	0	1 (Ph.D course work)	1 (Ph.D course work)	0	1 (Ph.D course work)

b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning**

1. Teaching learning methods/approaches: ICT Classroom, power point presentation), White Board/Green board, Direct interaction, online feedback

2. Handling new curriculum: Chemistry Hons. to be introduced from coming session

3. Content/knowledge management: Nil

4. Selection, development and use of enrichment materials: ICT class room, conference room facility

5. Assessment: Online feedback, weekly test, periodical test, quiz contest, MCQ test

6. Cross cutting issues: Nil

7. Audio Visual Aids/multimedia: LCD projector

8. OER's: Nil

9. Teaching learning material development, selection and use: Moderation from chalk and talk to white board, green board, LCD projector, wi-fi facility.

C) Percentage of faculty

- Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: **04**

- Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies: **86.7**

- Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies: **11.67**

2.4.4. What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

❖ The college encourages research aptitude among faculty members by encouraging them to involve themselves in various research projects and providing infrastructure to them.

❖ There is a Research Committee for promoting research activities in the college and helps the faculty to apply for research projects to various funding authorities like UGC, etc.

❖ The college grants leave to present research paper in international conference and also to participate and present papers in national seminars/conferences, training programmes.

❖ The college allows its faculty to guide Master Degree students and Ph.D. students of other institutes and universities.

❖ The college also allows its faculty to work as guest faculty in other institutes and universities without hampering the assigned duties in the college.

❖ The college provides study leaves to faculty members who wish to pursue Ph.D. course work.

❖ The college allows faculty members to take leave under FDP scheme of UGC for pursuing Ph.D.

❖ The college also has a good infrastructure in place to conduct seminars and conferences.

❖ UGC has also given grants to some of the faculty members to undertake major/minor research projects.

2.4.5. Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Nil

2.4.6.   Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching learning process?

❖ Earlier the institute used to collect feedback about curriculum and teaching-learning from the students of final year in prescribed format in hardcopy. The feedbacks so collected were analyzed by the Principal and necessary action taken if required.

❖ Recently the institute has introduced an online system to record all the feedback taken. It follows a 360 degree feedback system, in which feedback for the teacher is taken from self, peers, students and principal. The report of the feedback is automatically generated by the software.

The outcome of the feedback is now intimated to the individual teachers thereby leading to overall improvement of the teaching-learning process.

❖ An interaction with the final year students is also done to evaluate the faculty members and to help them providing some important tips to score better marks in the final examination.

❖ The teachers are evaluated about their teaching and research activities by the subject expert from the affiliating University and officials nominated by the Department of Higher Education, Government of West Bengal, at the time of their each stages of promotion.

2.5. Evaluation Process and Reforms

2.5.1.   How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

❖ Details of examinations, like the schedule of the examinations are to be conducted in a particular year are mentioned in the academic calendar prepared by the Academic sub-committee of the college in conformity with the academic calendar of C.U. This is given in the Prospectus and distributed to the students at the time of taking admission at the beginning of a session. The academic calendar is also given in college website too.

❖ The Academic Calendar is also distributed to all the Head of the Departments in an Academic Sub-committee meeting at the beginning of a session enabling them to make the faculty members and other stakeholders aware of the process of academic activities and to ensure their responsibilities and duties.

- ❖ The college also conducts parent-teacher meeting arranged by some departments, in which the faculty members interact with the students, parents and exchange information about the evaluation processes. This is specifically done after Test examination of outgoing student
- ❖ Regular notification regarding examination schedule, by the college and respective departments, is also a feature of the teaching-learning and evaluation process.
- ❖ Students are also made aware of the evaluation processes by the faculty members during the class lectures as and when necessary
- ❖ Students are provided special doubt clearing classes by some departments as per need of students.

2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- ❖ The University of Calcutta has initiated certain examination and evaluation reforms after introducing the 1+1+1 system in Undergraduate Courses in 2007 and syllabus change/re-orientation in 2010, 2012. The college being affiliated to the University has adopted all of these reforms. The examination for all 3 year degree courses are now held after completion of each year as Part I, Part II and Part III Examination.
- ❖ The college conducts the final University examinations as and when the allotments are made by the affiliating University.
- ❖ The college conducts the University Practical Examinations for its own students as per University norms whereas for theoretical papers our students are allotted to other colleges and students of other colleges are allotted to our college.
- ❖ The University currently allots the answer scripts of the General papers to the affiliated colleges who in turn distribute the scripts to the respective faculty for evaluation and subsequently submit the award lists with the evaluated scripts to the University in time. The institute has adopted this change in the evaluation process of the scripts of General papers from 2013 onwards.
- ❖ However, the college follows its own evaluation process for the internal examinations conducted before the University examinations so that it helps students to perform and to score better marks in the final examination.
- ❖ Recently the college has initiated an online MCQ evaluation process for continuous evaluation of the students. The teachers evaluate a student's understanding on the subject by this. This helps them to prepare themselves for appearing competitive examinations to get Govt. job.

2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

In the recent years Calcutta University has introduced Annual System of Course in the Undergraduate Level. This has evolved a new system of evaluation in which teachers can bestow best effort of teaching within specific span and the students can be aware of new system.

❖ All the practical examinations are now conducted in home centers under the supervision of External Examiners deputed by the University.

❖ To ensure effective implementation of this reforms in practical examination the college, in recent years, has upgraded and improved the laboratory infrastructure of all the laboratory-based departments.

❖ The college also makes advance payment to the internal examiners, as per University norms, to conduct the examinations smoothly.

❖ The University distributes the answer scripts of all the General Theoretical papers to the affiliated colleges centre-wise, fixed by the University, which are required to take charge of getting the scripts evaluated by faculty members of respective subjects and submit the award lists with the evaluated scripts to the University. The institute designates a senior faculty as Distribution Coordinator as per instruction of the University for Supervision of the whole evaluation process form receiving the scripts from the University to the submission of award lists together with the evaluated scripts to the University.

These reforms have also involved the institute to reform its internal evaluation system in the following ways:

❖ The college now arranges for mid-term and test examinations for the students of all the three years programmes by the Examination Sub-committee as per University schedule mentioned in academic calendar.

❖ The departments also arrange for unit/periodical tests for students of all the three years to cope up with the changed reform.

2.5.4. Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Following are some of the formative and summative evaluation approaches adopted by the college to measure student achievement:

Formative Evaluation approaches:

- ❖ The faculty members evaluate individual students during class hours through interactive sessions.
- ❖ Students are sometimes asked to work out problems and also asked them to come to the blackboard to solve the problem to increase their confident level.
- ❖ Some departments arrange for student seminars on pre-assigned topics from the curriculum in which they can be able to reach inside the core area of the topic.
- ❖ Students of laboratory-based subjects are asked to perform experiments on their own hand in which they can actually be able to show their own efficiency in laboratory experiment.
- ❖ The college also conducts Continuous assessment in the form of formative evaluation which contains group discussions, debates, quiz contest, extempore, recitation etc. which lead them to become smart and energetic.

Summative Evaluation approaches:
- ❖ The departments conduct unit/periodical tests for its students at the end of week or fortnight or month.
- ❖ The college conducts Mid-Term and Final Test Examinations programme by the Examination Sub-committee.
- ❖ Terminal Examinations (Part I, Part II, and Part III) are conducted by the University at the end of each year a per university schedule in mentioned in academic calendar.

2.5.5. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- ❖ The gradual progress of students is monitored through regular classroom lectures, Unit/ Periodical tests, MCQ's and other internal assessments (Mid-Term and Final Test Examinations).
- ❖ The college has a process where the results after the assessments are scrutinized and the performance of the students are analyzed. The weaker students are identified through this process and are given extra attention during leisure period.
- ❖ The college provides extended support to the weak student by conducting remedial classes. These students are identified by assessing the students' performance in the internal examinations.
- ❖ Parent – Teacher meetings are also organized by some departments where the parents are apprised of their wards progress and performance.

Analysis of the result of third year students of last four years is given in the table below:

Stream wise final outcome (pass

Legend: 2012-13, 2013-14, 1024-15

Categories: B.A. (Honours), B.Com (Honours), B.Sc. (Honours), B.A. (General), B.Com (General), B.Sc. (General)

Subject wise outcome of B.A. (Honours) (pass percentage)-2014-15

Categories: Bengali, English, Hindi, Urdu, History

Subject wise outcome of B.Sc. and B.Com (Honours) (pass percentage)-2014-15

Categories: Physics, B.Com (Hons.)
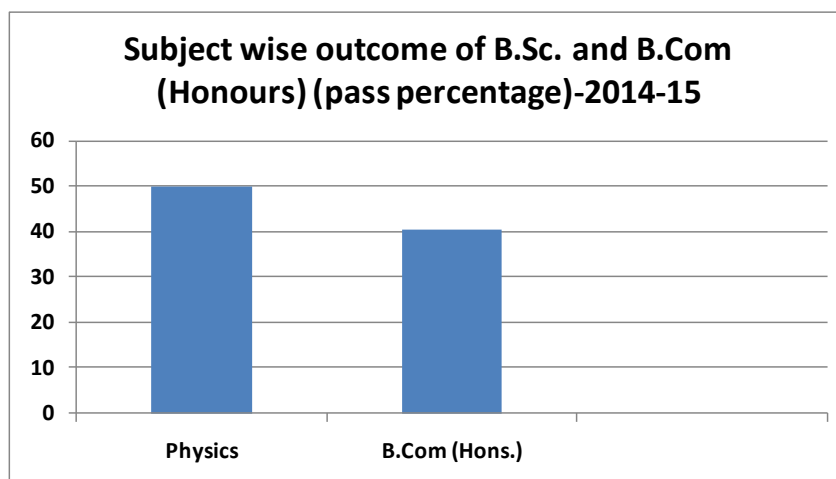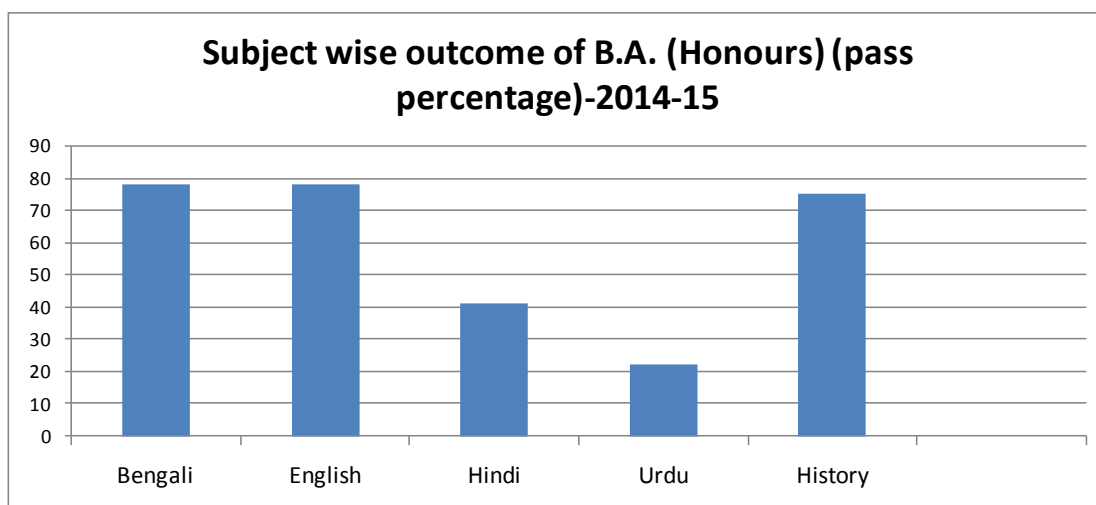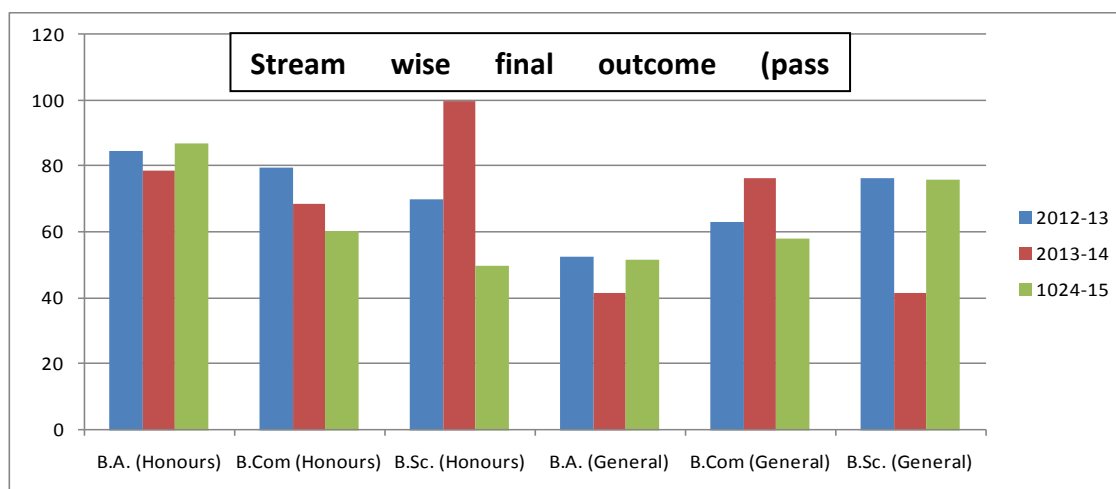
SL No	Name of the programmes	2010-11		2011-12		2012-13		2013-14	
		Appeared in 2011	Pass %	Appeared in 2012	Pass %	Appeared in 2013	Pass %	Appeared in 2014	Pass %
1	Bengali (H)	66	98.48	81	50.61	71	58	32	78.12
2	English (H)	14	100	58	96.55	18	67	18	77.77
3	Hindi (H)	6	100	15	93.33	9	56	17	41.18
4	Urdu (H)	8	100	20	95	10	70	9	22.22
5	History (H)	NA	NA	12	91.67	10	70	8	75
6	Physics (H)	NA	NA	NA	NA	3	33	4	50
7	Mathematics (H)	NA	NA	NA	NA	NA	NA		NA
8	Chemistry (H)	NA	NA	NA	NA	NA	NA		NA
9	Electronics	7	85.71	7	71.43	7	86	0	0
10	B.Com (H)	41	87.80	263	96.2	291	90	134	40.3
11	B.A. (General)	121	71.90	160	70.63	171	80	143	21.68
12	B.Sc. (General)	10	90	17	58.82	19	58	15	66.67
13	B.Com. (General)	95	89.47	291	86.25	435	64	290	19.31

2.5.6. Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

As the college is affiliated to the University, it follows the University guidelines for evaluation and assessment. However,

❖ The college does conduct various internal tests and Unit tests, so that the students get a better picture of the University exams and come out successfully as a bright scholar in University exams.

❖ Results of these internal test examinations are declared to the students as soon as possible. To maintain transparency in the internal assessment system, the students are given chance to look at the evaluated answer scripts. They can reach out to the concerned faculty members if there is any problem with the evaluation and assignment of marks.

2.5.7. Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If yes provide details on the process and cite a few examples

The institute gives utmost importance to assessment /evaluation of students for achievement of learning objectives.

❖ Each course structure is designed in a specific way to judge the progress of the students mid-way of the session through mid-term test as well as finally after completion of the course through a final test.

❖ Apart from these two tests held specifically according to the academic calendar, departmental unit tests are held as and when required.

❖ Students are also encouraged to solve the problems on their own in regular/tutorial/remedial classes by the teachers.

❖ Parent-Teacher meetings are also held to identify reason of any student performing below expected standard.

2.5.8. What are the mechanisms for redressal of grievances with reference to evaluation both at the college and university level?

There is a very specific and notified process for redressal of grievances with respect to evaluation of scripts at the university level.

❖ Any student who is not satisfied with the result can review his/her paper through an application.

❖ Photocopies of answer scripts can also be obtained for self-inspection through R.T.I.

❖ There is also scope of challenging the mode of evaluation in a court of law. Through all these methods, it has been observed that the assessment process is free and fair.

At the college level

❖ After the unit test, the results are declared within a week of the examination.

❖ Results of Mid-Term and Final Test Examination are also declared to the students.

❖ Final Test Examination results are also submitted to the office for necessary action.

❖ The students are encouraged to see their evaluated scripts in order to get an exposure of the loopholes so that they get better opportunity to prepare themselves for the university examination.

❖ The students can also get their answer sheets rechecked by the concerned teacher, if they are not satisfied with the evaluation.

2.6. Student Performance and Learning Outcomes

2.6.1. Does the college have clearly stated learning outcomes? If "yes" give Details on how the students and staff are made aware of these?

Yes, the college has clearly stated learning outcomes stated in the Vision and Mission of the college as included in the College Prospectus as well as posted in the College Website.

The students and staff are made aware of it through Prospectus as well as College Website (www.surendranatheveningcollege.com)
Other ways of making the students aware about it are as follows:

- ❖ Students are encouraged to express themselves and relate the concepts that are taught in class to the nation and world at large – in the social and political sphere, the market and to practical applications in the field of sciences.
- ❖ On special occasions, such as the Birth and Death Anniversary of Surendranath Banerjea, Teachers Day, Independence Day, etc., the students are made aware of their social responsibilities in becoming responsible citizens and observe the days very gloriously to show them respect and honor as a mark of their holy duty and responsibility as a good citizen of India.

2.6.2. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

- ❖ The institution is well equipped with laboratories, library and some ICT-enabled teaching aids to facilitate the teaching-learning process.
- ❖ The introduction of the annual system of University Examination has led to a degree of continuous assessment of the students learning. The present syllabus of Calcutta University is quite rigorous and lays sufficient weightage on the fundamental principles.
- ❖ Apart from the above the internal examinations conducted by the college also attempt to lay emphasis on fundamental concepts rather than focusing on rote learning.
- ❖ Group discussions, student seminars, quizzes enable the student to express their thoughts with freedom even on certain contentious issues.
- ❖ Finally, on special occasions, such as the Founders' day, Teachers Day,

Independence Day, etc. the importance of developing a broad scientific temperament is emphasized along with the necessity of having proper ethics and a well-rounded personality.

2.6.3   What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

❖ The scope for enhancing the relevance of any course in regard to the socio-economic scenario is limited by the fact that our institute is an undergraduate college affiliated to Calcutta University.

❖ Still some of the departments organize field trips whenever necessary and the college has a placement portal as well as organizes campus training cum placement programmes to help the students of different disciplines know about the job market spectra related to the courses they have opted.

❖ Some add-on courses such as Photography, Communicative English with Language Laboratory, Performing Arts, and Computer Applications are initiated from this year in collaboration with Surendranath College.

❖ Recently initiative has been taken through NCC for military training of some students of the college. Such initiatives have been taken by the institute to make the courses relevant and beneficial to the students to grow their required leadership and manner of discipline.

2.6.4. How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The college collects feedback from Faculty members and other stakeholders through discussions in different meetings of the Academic Sub-committee, Teachers Council, Governing Body, etc. on how we can improve the curriculum delivery and thus resulting in better student learning outcomes.

Efforts have been initiated to collect data on the profile of the students to obtain information on their socio-economic background, difficulties which they face in undergraduate studies, psychological barriers they need to overcome.

The feedback thus collected is used in the following ways:

❖ Special help is provided to academically weaker students after the assessment and analysis of results.

❖ The college has started organizing tutorial classes and remedial classes for helping academically weaker students specially minority and financially backward students.

❖ Several departments have been enabled with new laboratory and ICT infrastructures in recent years.

- ❖ To overcome the shortage of class rooms, negotiations have been made with Surendranath Collegiate School to make available some of their class rooms to serve the purpose.
- ❖ The institute has once more initiated the process of developing a second campus for overcoming the obstacle of space for further improvement.

2.6.5. How does the institution monitor and ensure the achievement of learning Outcomes?

Monitoring of Learning Outcomes:
- ❖ Every respective department is bestowed with the responsibility of monitoring the achievements of their students.
- ❖ The review meeting details of each department is submitted to the Academic subcommittee.
- ❖ IQAC used to seek report of classes taken, extent of syllabus covered, assessment report of the internal examinations and University examinations from the Academic subcommittee after the completion of a full session.

To Achieve the Learning Outcomes:
- ❖ Teachers continuously take responsibility to highlight and emphasize the fundamental principles and core concepts of the subjects in course of teaching and assessments.
- ❖ The college conducts various summative and formative examinations for evaluating a student's performance. The faculty members are responsible to monitor the results of the students.
- ❖ IQAC also review the internal examination results and University results to ensure that the learning outcomes are achieved.
- ❖ Additional tutorial and remedial classes are conducted for weaker students and some socially backward students especially for minority students.
- ❖ Personal and psychological mentoring is also provided to the students by the teachers to remove of mind and to increase of the strength of learning.

2.6.6. What is the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

Since the college is an affiliated college, so the minimum marks to be scored by the students are decided by the university.

The department of respective discipline acknowledges the students about the qualifying marks to be scored by each student to become a graduate as per university norms. Besides, the departmental faculties guided them to reach in that minimum level providing various tips, notes and suggestions.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1   Promotion of Research

3.1.1   Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

The institute does not have any recognized research center of the University of Calcutta to which it is affiliated or of any other agency/organization

3.1.2   Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The college recognizes the importance for faculty to undertake research in their respective fields. Consequently it has in place a research committee consisting of eight members from the teaching staff drawn from Humanities, Sciences and Commerce as well as the Principal and President of the Governing Body.

Below is the list of research committee members:

1.   Dr. Korak Kumar Chaki, President Governing Body
2.   Dr. Iqbal Jaweed, Principal
3.   Dr. Umasankar Saha, Associate Professor of Commerce
4.   Dr. Purna Chandra Maity, Associate Professor of Commerce, IQAC Coordinator
5.   Dr. Jahar Sen Majumder, Associate Professor of Bengali
6.   Dr. Souvik Dutta, Assistant Professor in English
7.   Dr. Samit Bhowal, Assistant Professor of Physics
8.   Prof. Debashis Manna, Assistant Professor of Mathematics
9.   Dr. Manabendra Saha, Assistant Professor of Chemistry
10.   Dr. Tapas Kumar Paira, Assistant Professor of Chemistry
11.   Subject Expert

The committee actively encourages every faculty, specially the younger ones in the application process for minor and major research proposals from central funding agencies like the UGC and other state funding agencies.

❖   Till date it has recommended 3 Minor projects of which two have already been sanctioned.

❖ The committee also looks into the issue of infrastructure for carrying out the projects once they are sanctioned.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

The faculty members are given full freedom to pursue research in their respective areas of choice and are encouraged to pursue grants and necessary infrastructure for research.

❖ All efforts are made to ensure timely release of funds for smooth progress of the research projects.
❖ Permission is given to faculty members to do consultancy work in the research projects commissioned by the International, National & regional bodies.
❖ Infrastructure and human resources support:
   i. Teachers pursuing research work are given leisure reducing teaching load and study leave.
   ii. Special leave is provided to the faculty pursuing doctoral research. Such faculty members have an option to avail the UGC-FIP scheme.

❖ Technological and administrative support:

   a. The college has procured various equipments, computers and printers with funds from the UGC and other funding agencies. It also has internet facilities. The college library has a fairly good collection of books and subscribes to INFLIBNET to enable and support research activity. These facilities are open to the entire faculty in collaboration with Surendranath College
   b. The college also undertakes regular auditing of the research projects and provides necessary administrative support with regard to purchase of equipments etc and furnishes the utilization certificate to the concerned authorities.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

In order to inculcate interest in research and a scientific outlook students are:

❖ Encouraged to attend summer schools organized by various regional/national bodies.
❖ Attend open popular scientific lectures/seminars organized from time to time by established institutes in and around the city as well as by the college.
❖ Present posters in seminars and participate in science fares, quiz contests etc.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

At present there are three faculty members who are running minor research projects while a few others are guiding research scholars as part of their existing projects.

❖ Efforts are under way to encourage students to take up small research projects under the supervision of teachers even though it is not part of their curriculum requirements.
❖ Some of our faculty members have continued with their individual research work in collaboration with their peers from other institutions.

One of our renowned and internationally famous faculty members is acting as research guides for the following research scholars.

Dr. Jahar Sen Majumder, Associate Professor and Head, Department of Bengali

1. Name of the students: Sri Sagnik Mitra, Enrolled in 2012 under Calcutta University
   Research Area: "Kobider Lekha Golpo: Srijonsilper Rasaparjalochana"
2. Name of the students: Sri Ajitkumar Mandal, Enrolled in 2012 under Calcutta University
   Research Area: "Adhunik Bangla kabitay Baignanik Chetane O Bignan- Anushanga (1941-2011)"
3. Name of the students: Sm. Poulomi Roy, Enrolled in 2012 under Calcutta University
   Research Area: "Swadhinata-Uttar Ancholik Bangabhasay lekha Kabita: Nirbachita Jelabhittik Samiksha O Parjalochana"
4. Name of the students: Sri Gobardhan Adhikari, Enrolled in 2012 under Calcutta University
   Research Area: "Uttar-Purba Bharater Bangla Katha Sahitye Bangalir Atmaparichay: Ekti samikshajanita Answen O Bishlesanatmak Parjalochana"

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

For the purpose of building capacity in terms of research and imbibing a culture of research among the staff and students, the college has organized several lectures and seminars during last five years and these are listed below:

1. **Financial Planning for Young Investors.** Organized by the Department of Commerce, Surendranath Evening College on 31-01-2014 under the guidance and supervision of Calcutta University.

2. **National Seminar on Different Aspects of Urdu fiction.** Organized by Department of Urdu**,** Surendranath Evening College on 26-01-2010.

3. **An Anthology on different forms of Urdu literature for Secondary and Senior Secondary stages**. Organized by Department of Urdu**,** Surendranath Evening College on 6th-10th February, 2012.

4.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

The college has 13 full-fledged departments and as the research interests of teachers, even within a particular department, often shows considerable variation prioritized research areas are yet to emerge.

Notwithstanding the above as individual faculty members generally tend to work on a limited number of areas of their interest over a period of time. Some priority areas for research are:

- ➢ Atmospheric Science
- ➢ Intellectual property right
- ➢ Eradication of bonded labor and child labor
- ➢ Evaluation of shrimp production in coastal area development
- ➢ Women empowerment
- ➢ Biodegradable plastics
- ➢ Development of green for organic synthesis

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college continuously strives to attract and invite eminent persons engaged in research to deliver lectures to students and faculty.
Some of the recent visitors to the college include:

(1) Dr. Ramprahlad Choudhary, Assistant Professor, University of Calcutta.
(2) Dr. Sandip Kumar Paul, Principal, City College of Commerce & Business Administration.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

❖ The leave rules of the faculty which is governed by the First Statues of Calcutta University, as amended from time to time, do not have any provision for sabbatical leave for research activities.

❖ The college can however grant permission for leave for a period of 2 months with pay for carrying out research work in India and abroad and may also grant leave without pay for up to 2 years for carrying out post-doctoral research work, subject to the concurrence of the Department of Higher Education, Government of West Bengal.

These provisions have been utilized by the existing faculty members who have endeavored to carry on research work in addition to their regular teaching responsibilities.

❖ The college encourages younger faculty members to take up FDP for doctoral work as per UGC rules.

The underlying motive is to gradually develop a culture of research in the college even though it is an undergraduate institution.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

As the institution is an undergraduate college imparting education at the first degree level in humanities, basic sciences and commerce as opposed to technology, the intrinsic scope for transfer of research outcomes - the so called 'lab to land' feature is extremely limited to say the least. Despite this the college has begun to look into ways in which it can share its expertise at the micro level with the local community especially with regard to issues of health, hygiene, environment, drugs, human trafficking, etc. This has been aided by its proximity to Sealdah Railway Station.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The college does not have any specific budget for research till now but the college is planning measures to allocate an amount in the budget for research work. However, no research activity has been discouraged/ turned down for lack of funds till date.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No

3.2.3 What are the financial provisions made available to support student research projects by students?

Due to the immense load of the existing curriculum for the honours courses, scope of research by students is limited. However efforts are being made to promote small research projects related to their courses during the summer break. At present there is no provision of financial support.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The primary challenge in undertaking interdisciplinary research activity by the faculty is that of a convergence of research interest and individuals expertise. It is an issue which is certainly not unique to this institution. Certain overlapping areas are expected to emerge in the future as more faculty become involved in research work.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The college has a strategy of pooling various equipments and resources like computers, LCD projectors, etc. which leads to optimal usage of such resources. The details are shown below:

SL No.	Instrument	Name of department	Shared/used by the department
1	pH- meter	Chemistry	Physics/Chemistry
2	Spectrometer	Physics	Physics/Chemistry
3	Microbalance	Chemistry	Physics/Chemistry
4	Optical microscope	Physics	Physics
5	Projector	ICT class Room	All departments
6	Function generator	Physics	Computer Science/Physics
7	Microprocessor	Electronics	Electronics/Computer Science
8	Oscilloscope	Physics	Physics/ Computer Science
9	LCD projector	ICT class Room	All departments

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility?

If yes, give details.

The institute has not received any special grants or finances from the industry or other beneficiary agency for developing research facility

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The institution provides support to the faculty members in:
(i)   the application process for securing research grants from various agencies,
(ii)   ensuring basic infrastructure like space, furniture, computer with free internet access
(iii)   Administrative support from office staff.
A list of minor projects is given below:

SL. No.	Names of Principal Investigator	Title of the project	Duration	Amount	Status
1.	Nusrat Jahan	A Voice of Protest in Urdu Ghazal especially in Bengal		0.75 lakhs	Completed
2.	Abhijit Poddar		2008-11	0.6 lakhs	Completed
3	Samit Bhowal		2014-16	1.1 lakhs	Ongoing

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

As the college is not a recognized center for carrying out research leading to a Ph.D. degree it has little to offer to students in terms of active research facilities.

❖ In spite of various limitations it strives to accommodate the needs of those who are engaged in research work, either as project assistants or scholars, under sanctioned research projects obtained by permanent faculty members.

❖ The college is in the process of upgrading its library and is a subscriber to N-LIST consortium under NME-ICT Project to enable access to journals and research publications required by the faculty and research workers.

❖ The college library has a collection of rare books from the 19th century which could serve as an archive in future.

College provides space and other infrastructural and administrative support for research projects

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

❖ The college has collaborated with other institutes and agencies in organizing National/State level seminars and has always made a point to encourage its faculty members to take part in seminars and conferences. These are expected to help the faculty members to know about new and emerging areas in research as well the latest trends in technology etc.

❖ It is also seriously considering the option of signing MoU's with various other

universities/college/research institutes in order to strengthen its research facilities.

❖ The establishment of the IQAC is expected to assist the planning, development and creation of more opportunities for research.

❖ The constraint of space prevents us from creating new infrastructural facilities dedicated solely for research purpose.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If „yes", what are the instruments/ facilities created during the last four years.

Till date no grants have been received by the college from industry.

However, the college has received grants from UGC and the State Govt. under various major and minor research projects which have led to purchase of instruments, computers and books.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

❖ There is no official collaboration yet on the research facilities outside the campus for students and research scholars.

❖ Although the primary activity involves undergraduate teaching, the college has always encouraged its faculty members for collaborative work with faculty members of other academic institutions and statutory bodies.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

❖ The college has a well-equipped library with a collection of several rare books and is a subscriber to N-LIST Consortium under NME-ICT Project. Most of the departments also have departmental library to support research.

❖ There are some well-equipped laboratories in the college suitable for pursuing research work.

❖ Computing facility is provided to every department with related accessories.

❖ There is also a reprographic facility in the college.

❖ The college has provided free and unlimited internet facility to all the science and commerce departments and in a limited way to the Humanities departments under NME-ICT Project and has also added recently a designated free Wi-Fi zone in the campus. This is used by the faculty members for gaining better knowledge on their respective subject. This can also be used for doing various research works.

3.3.6   What are the collaborative research facilities developed / created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

There is no formal collaboration with other research institutes and therefore question of developing any research facility by such institutes does not arise.

However several individual faculty members who are engaged in research have collaborations with their peers in other institutes such as Calcutta University, West Bengal State Fisheries department, Jadavpur University, Indian Association for the Cultivation of Science, Indian Institute of Engineering Science & technology, Kalyani University, Ranchi University etc.

3.4 Research Publications and Awards

3.4.1   Highlight the major research achievements of the staff and students in terms of

- o   Patents obtained and filed (process and product): Nil
- o   Original research contributing to product improvement: Nil
- o   Research studies or surveys benefiting the community or improving the services: Nil
- o   Research inputs contributing to new initiatives and social development: Nil

3.4.2   Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3   Give details of publications by the faculty and students:

- By Faculty : 80 (in peer reviewed journals) + 45 (in news papers and magazines)

- By Students: 0

No. of books published   i) With ISBN No. | 06 |

ii) Chapters in Edited Books | 09 |

iii) Without ISBN Bo. | 02 |

Details Added as Annexure 7.

3.4.4 Provide details (if any) of

- ❖ research awards received by the faculty - Nil
- ❖ recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally – 1
- ❖ National- Jahar Senmajumdar
- ❖ incentives given to faculty for receiving state, national and international recognitions for research contributions – Nil

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

No formal strategies or systems have been instituted for establishing such interface.

Seminars and Workshops are also organized by the Career Counselling Cell occasionally to provide Career Counselling and job training to the students.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The college is in the process of framing a policy for promoting consultancy. However the college does extend its full support if any such initiatives are taken by any faculty.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college does not have any objection *prima facie* to its faculty undertaking consultancy in the areas of their expertise as long as it does not hamper the teaching leaning process in the college.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

- ❖ Some of the faculty members are members of Board of studies of various institutions like Calcutta University, West Bengal School Service Commission etc.
- ❖ They also serve as paper setters, moderators and external examiners for other Universities/autonomous institutes and as subject experts in the interview boards of

recruitments for school teachers.
❖ Some faculty members act as members of designated teams for Question Bank preparation of Government agencies.
❖ Some faculty members act as an examiner of West Bengal Civil Service Examination conducted by West Bengal Public Service Commission.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

There is no policy for sharing the income generated by consultancy as of now.

3.6   Extension Activities and Institutional Social Responsibility (ISR)

3.6.1   How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

❖ The college NCC unit encourages students to take up their social responsibility in an efficient way.
❖ This NCC unit also conducts activities that help the student to become a socially responsible citizen and develop their leadership skills.

3.6.2   What is the Institutional mechanism to track students" involvement in various social movements / activities which promote citizenship roles?

The institutional mechanisms to track students'involvement in various social movements/activities which promote citizenship roles are
❖ The Students'Union.
❖ The Women's cell.
❖ Recently formed Eco Club.
❖ Sexual harassment cell

3.6.3   How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

❖ The college conducts parent-teacher meeting every year to update the parents with the performance of their wards in both academics and extracurricular activities.
❖ The college solicits students' perception through their feedback taken every year.

3.6.4   How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institute plans and organize its extension and outreach programs through the

- ❖ NCC wing.
- ❖ Students'Union.
- ❖ Women Cell.
- ❖ Newly formed Eco Club.

Activities of other units are funded by the college. These programs help the students to become more responsible citizen committed to the society.

3.6.5   How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC and other National/ International agencies?

- ❖ Several provisions are provided to the students so that they can take part in various activities of NCC. The college has secured permission for the same and has also initiated for starting a women's NCC wing.
- ❖ Excursions are organized for students outside the campus to provide exposure to different cultures so that they become more adaptable to diverse environments.
- ❖ Regular workshops are conducted to make students aware of the benefits at an informal level. New students are encouraged to join the extension and outreach programs by using word of mouth publicity.
- ❖ The prospectus disseminates information regarding the extension activities. This is supplemented by advertisements through flexes and banners.

3.6.6   Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

Nil

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The main objective of the college is to make its students responsible citizens of India, rather than just producing scholars. The college strives to provide an environment to help its students become better individuals.

To achieve this motive, the college focuses on holistic development programs for the students and has initiated efforts to introduce course on value education.
A sense of social responsibility is developed among the students by conducting various extension activities such as cleaning of campus, community service, providing relief at the time of natural calamities. The Students'union selects needy students from the college and provides academic assistance.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

To help benefit the local community, various outreach programs are organized by the college.

The participating members are also advised to share the benefit of the programs with the local community.

In this way, awareness about the programs is created among the local community members.

In many instances, they are also present in the operational committee to ensure the program design benefits the local community to the maximum. These are facilitated by the Local municipal councillor as an ex-officio member of the college governing body

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

As of now, no such relationships have been forged with other institutes.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Nil

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Although the college does not have any formal collaborative arrangements with other research institutes, several members of the faculty through their own initiative and efforts have developed ties and collaborations with faculty of other institutes to continue their research activities. This has resulted in publications, participation and organization of conferences as well as the receipt of travel grants.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The college is in an advanced stage of negotiations City College of Commerce & Business Administration for signing an MOU for faculty exchange in certain subjects.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

❖ The college has recently signed up for a placement portal called campusplacementmanager.com through which the job opportunities can be provided to the students. The jobs can be made available to the students with the consent of the coordinator of the placement cell.

❖ The college has a functional placement cell. Campus interviews take place every year by companies like Infosys, TCS and many others.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

As given in 3.1.6 for seminars organized by College. The detail is given in Annexure 8

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

The college has not signed any formal MOU signed with any external agencies as of now.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

The college has not signed any formal MOU with external institutions or agencies. However, the IQAC has requested the College to consider the possibility of collaboration with other institutes and to take up the matter in earnest.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Nil.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1   What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Considering the student strength of the college and the number of courses it is offering the existing infrastructure for teaching-learning would undergo considerable improvement if more space, classrooms can be arranged. However, the current rules of the Kolkata Municipal Corporation prevent an expansion of the existing building facilities of the college. Despite these constraints the college has attempted to enhance the number of classrooms and laboratories by using a portion of the terrace as well renovating the corridors etc. It has also made improvements of the existing classrooms by augmenting the number of blackboards, creating ICT facilities and seminar and conference rooms to facilitate effective teaching learning.

4.1.2   Detail the facilities available for

a)	Physical Facilities		
i)	**Class Room**	Science Building: 35'X31'(=1085 sq.ft.) 2 nos. 28'X20'(=560 sq.ft.) 1 no. 27'X12'(=324 sq. ft.) 1 no. 26'X11'(=286 sq. ft.) 1 no. Main Building: 44'X32'(=1408 sq.ft.) 12 nos. 44'X30'(=1320 sq.ft.) 1 no 42;X16'(=672 sq.ft.) 1 no. Total : 22,228 sq. ft.	Our college has 24 spacious classrooms with proper lighting facility and proper ventilation. There are several Laboratories also used as class rooms as allotted in the Master Routine.
ii)	Seminars Halls	Plinth area Auditorium with 478 seat capacity Conference Room – Area: 20'X08'=160 sq.ft. Total: 638 sq. ft.	The College has one auditorium, two seminar hall-cum-class room and one conference room. These halls are

			used for Conducting seminar, workshops & meeting by Different departments and Governing Body.
iii)	Tutorial spaces	Each dept. is assigned 2 Tutorial Classes in the Master Routine with assigned class rooms. Each HOD will assign those classes suitably to the respective faculty members	We are going to introduce tutorial classes from the coming session according to the demands of students put up to the Head of Department
iv)	Laboratories	Laboratories in Main Building: Commerce IT Lab: 8'x32'=256 sq.ft. Geography Lab 1: 460 sq.ft. Physics Lab: 460 sq.ft. Laboratories in Science Building: Physics Lab 1: 1065 sq.ft. Chemistry Lab 1: 1065 sq.ft. Chemistry Lab 2: 991 sq.ft. Chemistry Lab 3: 850 sq.ft. Electronics Lab: 550 sq.ft. Computer Science: 450 sq.ft. Math Lab: 540 sq. ft. Total: 6687 sq.ft.	The College has 10 well equipped laboratories for conducting practical classes and carrying project works by students as well as teachers. The laboratories are also used as class rooms as per master routine.
v)	Garden	Open terrace in front of Students' Union measuring about 1200 sq. ft. has been oriented with plants and herbs with some flower pots to make the environment clean clear with eternal beauties.	The college has many plants maintained in clay pots. Environmental

			consciousness among the students are enhanced with ambience for teaching- learning
vi)	Central Library	Plinth area Central Library: 58'X56' = 3248 sq. ft.	The central library is partially digitized and internet facility is available to the staff
	b) Extra-Curricular Facilities		
Sports and Games (Indoor & Outdoor)	The institution strongly advocates holistic development of its students. All students are encouraged to take part at least in one activity of the college. To enable the students to participate the college has very good physical facilities for sports and games. Outdoor: 1 playground of St. Paul's C.M. College, Kolkata – 700 009, is shared by our students as and when required. Indoor: 1 TT Board, Carom Boards, Chess are available for the students. One courtyard is also available to the students for different sports activities.		
NCC	NCC wing at present is not functioning stage on account of lack of A.N.O. It will be reopened shortly.		
Cultural activities & Social responsibilities	The college organizes various cultural programmes such as : Death Anniversary of founder Rashtraguru Surendranath Bandyopadhyay, Independence Day, Freshers' welcome, Teacher's Day Celebration, Birth Anniversary of founder Rashtraguru Surendranath Bandyopadhyay, Republic Day, Annual Social, Celebration of the Return Day of Vivekananda from Chicago		
Public speking	The Students' Union arranges programs like debate, extempore, quiz contest, blood donation camp etc held by different private entities.		
Communication skill developemnt	The college publishes magazine regularly. The college proposes to develop language lab, certificate course in Communicative English, performing art etc. for the students. Besides Students' Union arranges annual social at Netaji Indoor stadium where the students can establish themselves in many ways.		

4.1.3 How does the institution plan and ensure that the available in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

❖ The physical infrastructure of the college, specifically classrooms and laboratories are shared with the Surendranath Evening and Law College.
❖ Efforts are also made to share existing computer and other instrumental facilities among the departments as far as possible.

Facilities developed in the last four years include:

(i) Construction of laboratory facilities in inside o chemistry lab. of the Science building
(ii) Renovation of Physics, Chemistry and Biology Galleries with modern amenities.
(iii) Improvement of Students Common room, drinking water and toilet facilities for the students.
(iv) Air conditioning of the general staff room, office room and other areas.
(v) Additional space of 600 sq. ft added to the College as conference room and another 650 sq. ft. added as ICT classroom at the top floor beside N.S.O.U. office.

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Amount spent on Infrastructural facilities	460322	195730	66000	261778	1403754

Below are the teaching aids available in the college

SL. No	Items	Departments	Make & Model	Quantity
1	Power Generator	Whole college	62.5 kVA (Kirloskar)	01
2	LED TV 55"	Staff college	SHARP	01
3	Digital photocopier	Office	SHARP	01
4	LED TV 29"	Meeting room	SHARP	01
5	Water purifier-cum -cooler	1st floor beside Room no. 13	Blue-star	03
6	Software packages	Office accounts, Library	-	

7	Window AC	Office, staff room and Laboratories	Voltas	09
8	Digital Inverter	Office	Sukam	03
9	LCD projector	ICT room	SHARP	01
10	Digital visualizer	ICT room	SONY	01
11	Video camera	Principal's room	SONY	01
12	Overhead projector	ICT room	Liberty-vision	04
13	Digital cyclostyle	Math lab.	Ricoh	01
14	Public address system	ICT room, Conference room	Ahuja	05
15	laptop	Physics, principal room	Lenovo	03
16	White board	Class room, ICT room, conference room		07
17	Scanner	Computer lab		01
18	Hand mike	ICT room	Ahuja	01
19	Amplifier and sound box	ICT room	Ahuja	01
20	Electronics Type machine	Principal room		01
21	Printer		HP laserjet, Dort matrix	10

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

In order to make the office user-friendly, especially for students with physical disability, plans are in process to build railings in the stair case of the administrative building.

4.1.5 Give details on the residential facility and various provisions available within them:

Nil

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The off-campus facilities include the following

1. Students'Health Home which is located at Moulali very near to the College premises

The Students of the College are entitled to enjoy the following benefits from the Students' Health Home.

a)   Free consultation with medical officers and specialists of all disciplines viz. Eye, Dental, E.N.T., Surgical, Medicine, Skin, Psychiatry, Orthopaedic, Gynaecology, Neurology and Cardiology.

b)   All medicines @ 50 Paise per day's requirement per clinic.

C) X-Ray – Rs. 25/- per plate
   Audiometry – Rs. 10/-
   Physiotherapy – Rs. 10/- per sitting
   Spectacles – Rs. 40/- per pair
   E.C.G. – Rs. 30/-

d) Pathology Laboratory routine test (Blood, Urine, Stool etc.) Rs. 5/- per test. Rs. 20/- as Admission Fee (for surgical cases only). Rs. 10/- per day per meal, tiffin and bed charges. Rs. 2/- per day's requirements of medicine.

The members may enjoy the benefits by producing their current Fee Books or Photo Identity Cards at the Reception Counter of the HOME.

Students may help the cause of the students by participating in the programme of the HOME.

Students' Health Home : 142/2, Acharya Jagadish Chandra Bose Road, Kolkata

– 700014
Phone No.: 2244-8738 / 2863, Hours : 10 a.m. to 6 p.m.

2. University Health Services

The University has a Board of Health to take care of health problems of the students of the University and itsaffiliated colleges. The Board has set up a clinic named Goenka Hospital Diagnostic Research Centre with a view to rendering all kinds of medical assistance to the students and staff of the University. The address is as below:

Goenka Hospital Diagnostic Research Centre

University Health Service
University of Calcutta
145, Muktaram Babu Street
Kolkata-700 007
Phone: 2241-3088 / Extn. 2023/2017
Fax: 2219-9852/53

At present, the following facilities are available at the Goenka Hospital Diagnostic Research Centre for the students, teachers and non-teaching staff and also for the general people at a very nominal charge:

Consultation clinics for General medicine, Neurology, ENT Skin, Eye, Gynae, Dentistry Cardiology, etc., all standard pathological testing facilities.

Students of all affiliated colleges under the University of Calcutta (both undergraduate and postgraduate) and University postgraduate students are not required to pay the following:

1. OPD Registration Charge
2. Charge for X-Ray (P.A. View) of Chest

Apart from Goenka Hospital, there are four peripheral students'health clinics to cater to the health care needs of the students at the following centers:

- ❖ Chhatra Bhawan : College Street Campus
- ❖ Bangabasi College
- ❖ University College of Science and Technology: Rajabazar Campus
- ❖ University College of Science: Ballygunge Campus

Medical and Health Care Facilities for Students

Facilities for medical and health care are offered by the Board of Health of the University. The facilities include health and medical examinations, diagnostic procedures, laboratory investigation and chest radiography, etc., free of cost. On a limited basis, free hospitalisation is also possible. To avail themselves of these medical and health care services, students are required to produce their respective identity cards or fee-books at the time of attending the Health Clinics or the Special Clinics.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like

Facilities like Women's Cell, IQAC, Grievance Redressal Cell, and Canteen for the staff and students' are made available. Pure and safe drinking water is made available to all the students and faculty.

The details of these are given below:

SL No.	Unit	Place of location	Teacher-in-Charge
1	IQAC	In the 3rd floor behind N.S.O.U, adjacent to ICT room	Dr. Purna Chandra Maity
2	Grievance Redressal Cell	In the ground floor Main Building	Prof. Urmila Sen
3	Women's Cell & Sexual Harassment Cell	Department of Chemistry, 1st floor of science building	Dr. Supti Saha Roy
4	Career Counseling Cell	Department of mathematics, ground floor of Main Building	1.Prof. Debashis Manna 2. Prof. Nityananda Thakur
5	Safe drinking & water facility	In the right hand of the entrance of the Students Union room	Dr. Manabendra Saha
6	Eco club/Environment Cell	Students Union room	Prof. Amit Das & G.S. of Students Union
7	Auditorium	1st floor of science building	Dr. Tapas Kumar Paira
8	Psychological Cell	English Department	Dr. Souvik Dutta

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The college has a library sub-committee consist of the following members

1. Dr. Iqbal Jaweed, Principal - Chairman
2. Librarian - Convenor
3. Prof. Amit Das
4. Dr. Tapas Kumar Paira
5. Dr. Souvik Dutta
6. Dr. Umasankar Saha
7. Prof. Nityananda Thakur
8. Dr. Manabendra Saha

The committee meets once in six months or whenever required. Various significant initiatives have been implemented by the committee to render the library, student / user friendly. The library committee has implemented the following in the last four years-

❖ The library has been digitalized and Online Public Access Catalogue (OPAC) has been implemented.
❖ An e- Zone has been created in the library to provide internet facility for students and faculty members for accessing e-resources
❖ A students' reading zone has been created.
❖ Safe drinking water is available.

The rules of the library have been provided in the college website and are in display in the college notice board too.

4.2.2 Provide details of the following:

Total area of the library (in Sq. Mts.): **305 sq mts**.
❖ Total seating capacity: 40
❖ Working hours (on working days, on holidays, before examination days, during examination days, during vacation):
❖ On working Time: 4:15 pm to 9:15 pm
❖ Last academic year it was open for257 days.
❖ On holidays: closed
❖ Before examination days: same as on working days

❖ During examination days: same as on working days
❖ During vacation: closed during vacation
❖ Layout of the library (individual reading carrels- Nil

The layout of the library consists of 5 benches with arm rests and 3 ordinary benches with average seating capacity of 7 users per branch together with 15 chairs. There are 6 long reading tables as well as 3 round tables with adequate lighting arrangement and ventilation.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Purchase of reading materials in the library is ensured as the demands placed by students and teachers and as per allocation of funds discussed in Library Committee.

Library holdings	Year 2010-11		Year 2011-12		Year 2012-13		Year 2013-14	
	Number	Total cost	Number	Total cost	Number	Total cost	Number	Total cost
Text books (including Reference books)	420	126000	582	232800	127	41500	810	243000
Reference books	12	-	-	-	10	-	22	-
Journal/ Periodicals	2	1200	1	700	2	1400	2	1550
e-resources	-	-	-	-		-		-
Any other (specify)	-	-	-	-	-	-	-	

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

❖ OPAC: **The library has been digitalized and Online Public Access Catalogue (OPAC) has been implemented.**
❖ Electronic Resource Management package for e-journals: **We are subscriber of N-**

LIST (2014-15 academic yr.)
- ❖ Federated searching tools to search articles in multiple databases- **No**
- ❖ Library Website-**Yes**
- ❖ In-house/remote access to e-publications: **Yes**
- ❖ Library automation -**Yes**
- ❖ Total number of computers for public access : **0**
- ❖ Total numbers of printers for public access-**0**
- ❖ Internet band width/ speed- 100 mbps
- ❖ Institutional Repository: **No**
- ❖ Content management system for e-learning-**No**

Central Library has 1 LaserJet scanner printer.

4.2.5   Provide details on the following items:
- ❖ Average number of walk-ins: 70 **users / day**
- ❖ Average number of books issued/returned : **30 / day**
- ❖ Ratio of library books to students enrolled: **Books: students = 6:1**
- ❖ Average number of books added during last three years: **506/year**
- ❖ Average number of login to opac (OPAC): **Nil**
- ❖ Average number of login to e-resources: **Nil**
- ❖ Average number of e-resources downloaded/printed: **Nil**
- ❖ Number of information literacy trainings organized: **Nil**
- ❖ Details of —weeding out of books and other materials: **Nil**

4.2.6   Give details of the specialized services provided by the library

- ❖ Manuscripts –**Nil**
- ❖ Reference Library presides reference service of different types : **Nil**
- ❖ ILL (Inter Library Loan Service) -**Nil**
- ❖ Information deployment and notification - **Yes**
- ❖ Download - **No**
- ❖ Printing - **No**
- ❖ Reading list/ Bibliography compilation - **No**
- ❖ User Orientation and awareness - **Yes**
- ❖ Assistance in searching Databases - **Yes**

4.2.7   Enumerate on the support provided by the Library staff to the students and teachers of the college.

❖ Circulation of books.
❖ Circulation of journals.
❖ Guide to text books.
❖ Guide to journals.
❖ Guide of reference books.
❖ Assistance in catalogue search.
❖ Seminar library: They provide books for honours students. The HODs arrange for these books in coordination with central library.
❖ Wi-Fi is available for students.

4.2.8   What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

a)   Prompt services to them.
b)   Extended borrowing facility.
c)   Special care. (separate sitting facility in the library)

4.2.9   Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?):

Yes, Library gets feedback from the users through:

a)   Suggestion are invited though suggestion Box. (Just introduced in 2014-15 Academic year).

b)   There is also a link in the college website for giving feedback to the library. This is implemented from this year.
This feedback is analysed by using an online software for further improvement of the facilities.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration

SL No.	Name of Lab/Dept.	No of computers	RAM	HDD	Processor
1	Principals' Office	1	2GB	1 TB	Intel Core i3
2	Account Office	3	2GB	1 TB	Intel Core i3
3	Central Library	2	2GB	500 GB	Dual Core
4	Physics Lab	3	2 GB	500 GB	Intel Core i3
5	Chemistry Dept	1	2 GB	500 GB	Intel Core i3
6	General office	5	2GB	500 GB	Dual Core
7	IQAC Office	2	2GB	1 TB	Intel Core i3
8	Nodal Officer	1 (Dr. Barendra Nath Roy)	2GB	1 TB	Intel Core i3
9	Electronics	2	1GB	500 GB	Dual Core
10	Computer sc.	3	1GB	500 GB	Dual Core
11	Math lab	3	1GB	500 GB	Dual Core
12	IT lab(Commerce)	13	2GB	1 TB	Intel Core i3

Printer/Scanner in the Dept.

SL No.	Name of Lab/Dept.	Type	Quantity
1	Office	Desk Jet	3
		Laser Jet	1
2	Account office	Laser Jet	2
3	Central Library	Laser Jet	1
4	IQAC	Laser Jet	1
5	Biometric	Laser Jet	1
6	Physics Lab	Laser Jet	1
7	Chemistry Dept	Laser Jet	1

8	Electronics	Laser Jet	1
9	Computer sc.	Laser Jet with Scanner	1
10	Math lab	Digital cyclostyle	1
11	IT lab	Laser Jet with Scanner	1

• Computer-student ratio for Computer Science Dept.- 1:10, Physics – 1:29, Mathematics – 1:12, Commerce Dept. – 1:60

• LAN facility: Separately in the Office.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

The college provides free access to internet for the faculty and supervised internet access for the students.

Certain designated Wi-Fi zones are there for the students in the campus in collaboration with Surendranath College.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

IT facilities of the college are upgraded on yearly basis as per the requirements. The college tries its best to fulfill all the varying needs of stakeholders and the increasing strength of students.

❖ Faculty members and students can make use of internet facilities for carrying out research activities and also to download and browse various study material.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

	2009-10	**2010-11**	**2011-12**	**2012-13**	**2013-14**	**2014-15**
Computers	75000	100000	50000	200000	175000	225000
Laboratory equipment's	45000	70000	100000	150000	100000	125000

Budget Allocation for Computer & Equipments (Rs./Lakhs)
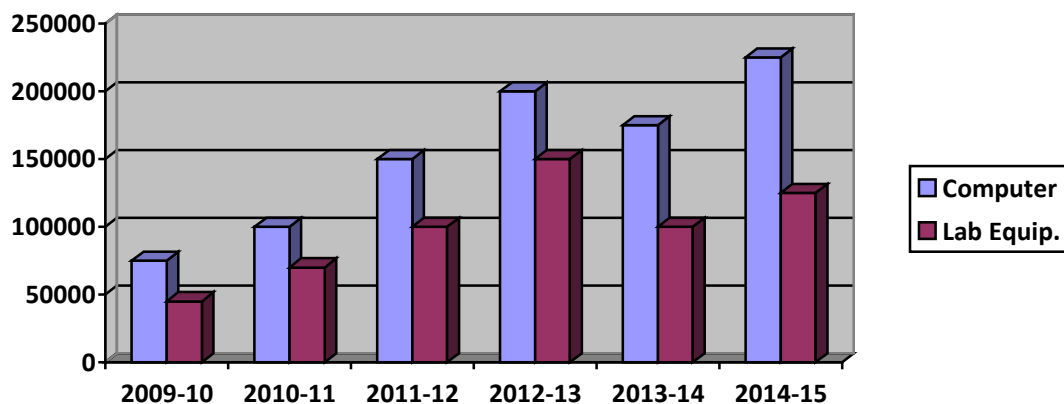
4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

❖ Number of computers and scanners: 39 desktops, 3 scanners

❖ There are 2 LCD projectors in the college

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

❖ Training is provided to faculty members on using ICT technology. (The process is initiated from this year).

❖ The college has internet connections that can be made use of by the faculty.

❖ Computer systems are installed in the library with Internet Connections which can be used by the faculty.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college is not making use of this provision as of now.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

Sl. No	Infrastructure	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
1.	Building	75000	100000	150000	100000	150000	450000
2.	Furniture	50000	25000	30000	40000	200000	350000
3.	Equipment	25000	25000	35000	50000	150000	200000
4.	Computer	75000	100000	150000	200000	175000	225000
5.	Lab Equipment	45000	70000	100000	15000	100000	125000
6.	Office Equipment	10000	15000	20000	40000	45000	50000

Budget Allocation for infrastructure Development(Rs./lakhs)
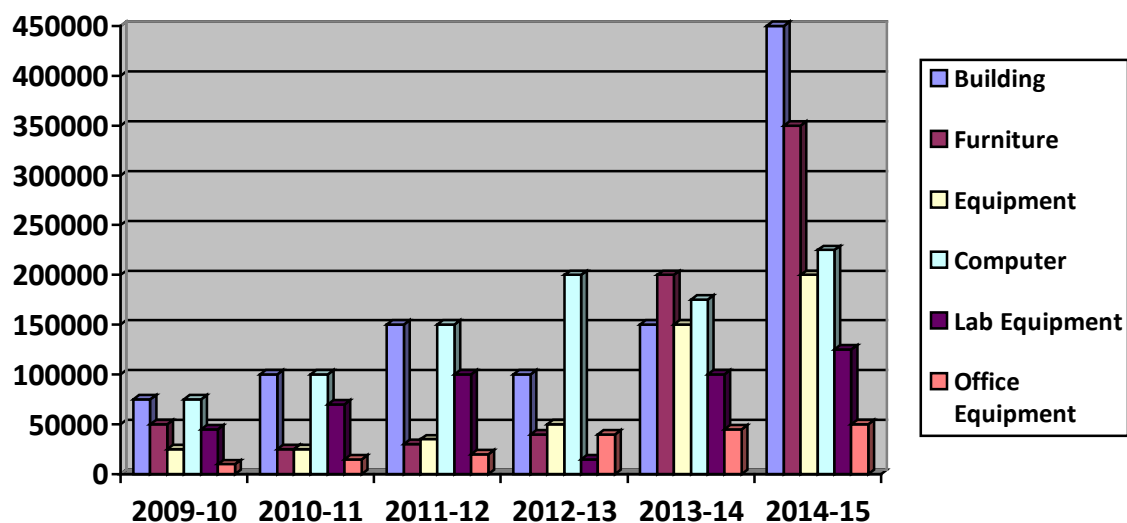
4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college has signed various annual maintenance contracts with the service providers to ensure maximum availability of resources to the users for the following items:

Sl. No	Items	Departments	Model	Quantity
1.	LCD Projector	ICT Class Room	Sony	1
2.	Over Head Projecter	ICT Class Room	Sony	1
3.	Photocopier	office	Sharp	1
4.	Power Generator	College campus	Kirloskar	1
5.	Sound System	ICT Class Room & Conference room	Ahuja	2
6.	Water purifier	College campus	Blue Star	3

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The list of equipments is maintained by every department and at the end of every year, the department carries out an inventory check to see the number of items available in the respective department.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college has annual maintenance contracts to maintain the resources available. The college takes following steps in this regard:

❖ Chemicals and other lab instruments are usually maintained by the lab assistant.

❖ Departments keep the chemicals and other costly items, safe in the labs.

❖ Costly equipments are kept in a safe locker in the respective departments and the respective labs.

❖ Electrical equipment's are taken care of, by the departmental staff and laboratory staff when required.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If „yes", what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The college publishes its prospectus every year. The Prospectus contains details about various courses offered by the college, its fee structure, student support services, facilities provided, existence of various committees in the college etc.
The prospectus also contains academic calendar. Tentative dates of exams (both internal and external) etc. are mentioned in the academic planner. Usually, the academic calendar is followed for examination schedule.
The college prospectus is available in hard copy as well as published on the college website.

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time.

The college provides institutional freeships to needy students apart from the scholarships offered by the Govt and private organisations.

Financial support for students for the last five years

FREESHIPS / SCHOLARSHIPS

Year	Government Scholarships		College Freeships		Other Sources	
	No.	Amount	No.	Amount	No.	Amount
2009-10	22	35200	105	85900	-	-
2010-11	19	43500	125	103000	-	-
2011-12	23	52900	157	125750	-	-
2012-13	57	131000	163	128500	161	809000
2013-14	102 (*15)	234600	129	102500	486	2400600

Number of students availing Scholarships
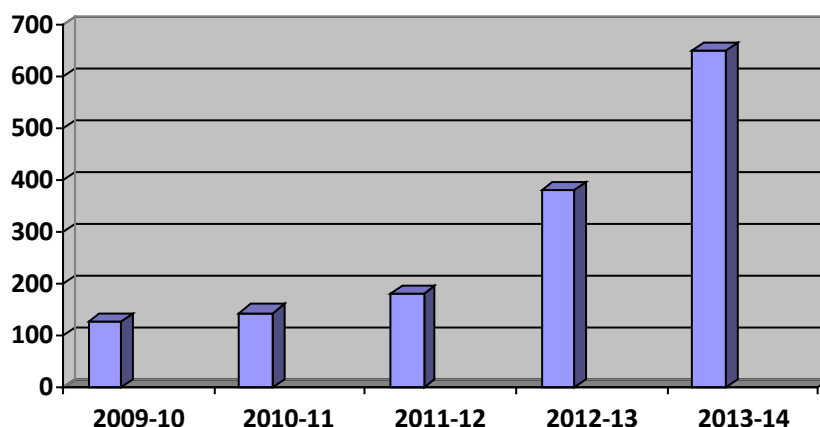
A number of scholarship schemes introduced by the state Govt. is made available to the students of our college.

- ✓ **State Merit-cum-Means Scholarship**
- ✓ **WBMDFC scholarship**
- ✓ **State Govt. Kanyashree**

* 15 candidates applied for WB Govt. Kanyashree Fellowship in 2013-14 through college. The amount of fellowship was Rs. 25,000/- per candidate which was directly sent to the Bank Account of the respective candidates. Hence the total amount received is not known to the college.

 Fellowships received by students from Other Sources includes minority scholarship. Minority students applied directly through online , but amount disbursed through college.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Year	Total No of students	Total number student received scholarship	Percentage of Students
2009-2010	3319	127	3.83
2010-2011	2520	144	5.71
2011-2012	3075	180	5.85
2012-2013	3559	381	10.71
2013-2014	2347	650	27.69
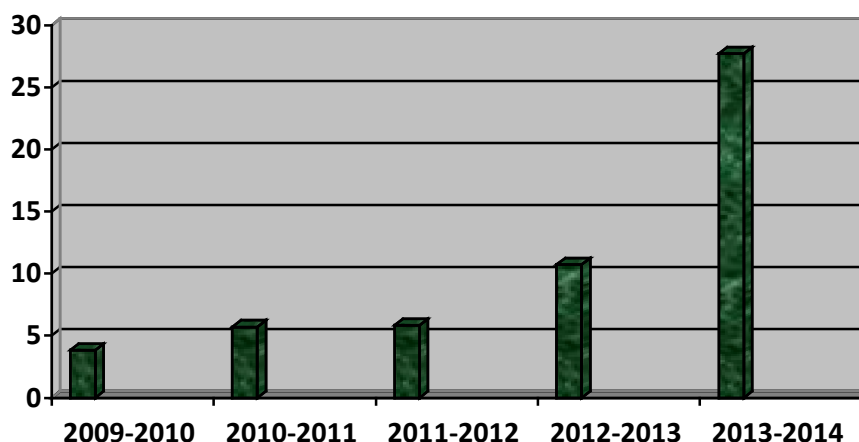
5.1.4 What are the specific support services/facilities available for

➤ *Students from SC/ST, OBC and economically weaker sections*

(i) For SC/ST and OBC students, Govt. Scholarship is available.

(ii) All the departments try to help out the economically weaker students with various options such as concession on tuition fees, providing free books and learning material etc.

(iii)Meritorious students received Merit cum means Scholarships from Government.

➤ *Students with physical disabilities*

1. Students with physical disabilities are given highest priority services in the library and in the office.

➤ *Overseas students*

There is no overseas student as of now.

➤ *Students to participate in various competitions/National and International*
The college always encourages its students to participate in various national and state level competitions.

➤ *Medical assistance to students: health centre, health insurance etc.*

The college has the following provisions available for all the students:
  * College has plans for providing health cards to students. The decision is also approved by the Governing Body and will be implemented soon.

* The college provides first aid services
* In case of emergencies students are taken to the nearby govt hospitals like the Calcutta Medical College and hospital and NRS hospital.
* Students are also members of students' health home (SHH).

➢ *Organizing coaching classes for competitive exams*

The college has started online entry to services coaching from this year.

➢ *Skill development (spoken English, computer literacy, etc.,)*

The college will be conducting a certificate course in computer literacy and spoken English using language lab software.

➢ *Support for "slow learners"*

Remedial classes will be provided for slow learners from this academic year formally.

➢ *Exposures of students to other institution of higher learning/ corporate/business house etc.*

The college allows its students to take part in various seminars and conferences conducted by other institutions.

➢ *Publication of student magazines*

In each academic year the college publishes a magazine where students can get their articles published. The magazine sub-committee has student and staff representatives that take care of all the work regarding this magazine like editing, proof reading etc.. This annual publication provides opportunity to the students to express their creativity and ideas. The college has also introduced e-magazine available in the college website published periodically.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The college has no such programs.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.

The college promotes participation of the students in extracurricular and co-curricular activities through:

The college makes use of St. Pauls College and Sealdah Railway Playground whenever necessary that can be used by the students for sports activities such as football, cricket etc. The college also encourages its students to take part in inter college and state level sports activities as much as possible. Annual sports meet and annual indoor games for table tennis, chess, carom and ludo are arranged by the students' Union every year.

The college also conducts various cultural activities for the students annually. The students take part in these activities which makes them active in extracurricular activities as well. The College has started a certificate course on performing arts for the students

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT/Central /State services, Defense, Civil Services, etc.

The college has introduced online entry to service for competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT/Central /State services, Defense, Civil Services, etc. on topics like verbal ability, logical reasoning, and quantitative aptitude coaching to interested students using a cloud based platform.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Career Guidance and Placement cell of the college provides career counselling to the students. Some teachers also provide personal counselling apart from providing academic counselling.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If „yes", detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Career Guidance and Placement Cell is functioning in the college and acts as a centre for identifying job opportunities in different sectors. The career guidance cell also conducts profile

mapping of the final year students through online software and accordingly provides career guidance.

Entry to services assistance is provided to the students through e-learning modules for a number of examinations such as SSC, CAT etc.

This cell provides the following facilities to the students:

Assistance is given to the students to apply for competitive examinations. Provides class room coaching for competitive examination by expert teachers.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

A Students' Grievance Redressal Cell exists in the college. The cell includes the selected staff members and students' representatives. The Office Staffs also play an important role in enforcing discipline as well as redressing student grievances.
Members – Grievance Redressal Cell

1. Dr. Jahar Sen Majumder, Convener,Faculty

2. Dr. Supti Saha Roy,Faculty

3. Dr. Manabendra Saha, faculty

4. Dr. Tapas Kumar Paira

5. Prof. Nityananda Thakur,Facluty

6. Prof. Manjari Chakraborty,Faculty

7. Prof. Debasis Manna,Faculty

8. Sri Ashok Kr. Chatterjee, Office Staff

9. Sri Nanda Dulal Sen, Office Staff

10. General Secretary, Student Union

The website also has a link for the same where the students can login and post their grievances. These are to be redressed as soon as possible after discussion. However, till date no such grievances have been reported.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a —Anti Sexual Harassment cell".

Members of this cell are:

1. Prof. Urmila Sen, Convener,Faculty
2. Dr. Uma Sankar Saha,Faculty
3. Dr. Manabendra Saha, Faculty
4. Prof. Amit Das, Faculty
5. Prof. Nityananda Thakur,Facluty
6. Prof. Manjari Chakraborty,Faculty
7. Dr. Sankar Prasad Majhi,Faculty
8. Sri Ashok Kr. Chatterjee, Office Staff
9. Sri Nanda Dulal Sen, Office Staff
10. General Secretary, Student Union

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

There is an anti-ragging cell in place in the college.
The anti-ragging squad consist of the following members.

1. Prof. Urmila Sen, Convener,Faculty
2. Dr. Uma Sankar Saha,Faculty
3. Dr. Manabendra Saha, Faculty
4. Prof. Amit Das, Faculty
5. Dr. Nusrat Jahan,Facluty
6. Dr. Barendranath Ray,Faculty
7. Dr. Sankar Prasad Majhi,Faculty
8. Sri Milan Mukherjee, Office Staff
9. Sri Nanda Dulal Sen, Office Staff
10. General Secretary, Student Union

5.1.13 Enumerate the welfare schemes made available to students by the institution.

➢ Free browsing facility for students

➢ Students health home tie up by the college

➢ Zero balance bank account for students by having a tie up with Punjab National Bank (Sealdah Branch)

5.1.14 Does the institution have a registered Alumni Association? If „yes", what are its activities and major contributions for institutional, academic and infrastructure development?

There is an Alumni Association in the college.

Various suggestions are given by the Alumni association for students' welfare and for the overall development of the college.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

The college has decided to maintain the student's progression data from this year. These data will be maintained online. However, some departments have their own internal mechanism of keeping data on students' progression (not exhaustive).

5.2.2 Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district. SL No

Sl No	Name of the Programmes	2010-2011		2011-2012		2012-2013		2013-2014	
		Appeared in 2011	Pass %	Appeared in 2012	Pass %	Appeared in 2013	Pass %	Appeared in 2014	Pass %
	B.A. Hons. in Bengali	66	98.48	81	50.61	71	58	32	78.12
	B.A. Hons. in English	14	100	58	96.55	18	67	18	77.77
	B.A. Hons. in	6	100	15	93.33	9	56	17	41.18

Hindi								
B.A. Hons. in Urdu	8	100	20	95	10	70	9	22.22
B.A. Hons. in History	NA	NA	12	91.67	10	70	8	75
B.Sc. Hons. in Physics	NA	NA	NA	NA	3	33	4	50
B.Sc. Hons. in Chemistry	NA	NA	NA	NA	NA	NA		NA
B.Sc. Hons. in Mathematics	NA	NA	NA	NA	NA	NA		NA
B.Sc. Hons. in Electronics	7	85.71	7	71.43	7	86	0	0
B.Com Hons	41	87.80	263	96.2	291	90	134	40.3
BA General	121	71.90	160	70.63	171	80	143	21.68
B.Com General	10	90	17	58.82	19	58	15	66.67
B.Sc General	95	89.47	291	86.25	435	64	290	19.31

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

Various job opportunities for final year students are identified by the Carrier Guidance and Placement Cell of the college. The faculty members in the respective department also inform its students about various institutes for higher studies and their application procedures as well.
The college has a tie up with an external agency for a placement portal called campus placementmanger.com for placement opportunities for the students
A dedicated notice board is present in the college for posting placement-related information.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The college has started remedial classes for students who are at the risk of failure so that it leads to better performance of the students in the University exams.
The faculty members of the respective department counsel students who are at the risk of dropout and faculty members also talk to the parents of such students.

5.3   Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The list of sports, games and cultural activities is as mentioned below:

Items	2010-11	2011-12	2012-13	2013-14
Death Anniversary of Surendranath Banerjea	6th August	6th August	6th August	6th August
Number of participants	75	75	80	80
Independence Day Celebration	15th August	15th August	15th August	15th August
Number of participants	125	125	140	150
Fresher"s Welcome	August/ September	August/ September	August/ September	August/ September
Number of participants	1600	1750	1775	1675
Teachers Day Celebration by students	5th September	5th September	5th September	5th September
Number of participants	475	450	525	525
Birth Anniversary of Surendranath Banerjea	10th November	10th November	10th November	10th November
Number of participants	75	75	85	85

Annual Social	December	December	December	December
Number of participants	750	1850	1850	2150
Celebration of Birth Anniversary of Vivekananda	12th January	12th January	12th January	12th January
Number of participants	250	250	275	275
Republic Day Celebration	26th January	26th January	26th January	26th January
Number of participants	80	80	85	90
Annual Sports	February	February	February	February
Number of participants	350	425	450	475
Celebration of the Return-Day of Vivekananda from Chicago	19th February	19th February	19th February	19th February
Number of participants	250	300	350	350

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Participated in inter colleges football meet organised by Govt. of West Bengal.

Participated in inter colleges football meet organised by C.U.

Participated in inter colleges cricket meet organised by C.U.

Details are given in Annexure 12.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college has a link where the employers, alumni can provide feedback.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Some of the departments have wall magazines. Students also get to showcase their literary skills by publishing articles in the college magazine.
The details are available with the respective departments

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college has a functional Students' Union whose members are elected democratically using parliamentary method.

Constitution of Student Union:

Office Bearers	
President	Rockey Hala
Vice-President	Irfan Ahmed Khan
General Secretary	Ehsan Ghani
Asst. General Secretary	Vikash Kumar Thakur
Treasurer	MD. Shanawaz
Sub-Committees	
Finance Sub-Committee	1. Prof. Debasis Manna(in charge) 2. MD. Shanawaz
Athletic Sub-Committee	1. Sheram Sajid 2. Kabir Hossain Laskar
Magazine Sub-Committee	1. Ajay Kr Jaiswara 2. Bholan Sharma

Student Aid Fund Sub-Committee	1. Md. Zeeshan 2. Bikky Sharma
Cultural Sub-Committee	1. Arnab Dey 2. Md. Faiyaz Alam
Common Room Sub-Committee	1. Md. Tauseef 2. Moni Chouhan
Canteen Sub-Committee	1. Sheram Sajid 2. Kabir Hossain Laskar
Academic Sub-Committee	1. Prof. Debasis Manna(in charge) 2. MD. Shanawaz
College Hygiene Sub-Committee	1. Rehan Rasid 2. Rajda Khatoon

Activities of Student Union:
- ❖ Union organise mega annual sports for students, teachers and staff.

Union organise gala annual social- ―Lakshya‖ at Netaji Indoor Stadium with reputed artists from mumbi
2012- Avijit
2013-Krishna Kant (KK)
2014-Arijit Singh
- ❖ Union publish annual magazine
- ❖ Union give support to financialy compromised students by-
1. Books and stationary at low cost/ recommendation for freeship
2. Direct financial support
- ❖ Union celebrates mega teachers' day every year
- ❖ Union organise saraswati puja every year

Funding of Student Union:

Rs. 300/- per student per year – collected as activities fees
Rs. 300/- per student per year – collected as annual social fees. After that if required college provides necessary funding from general fund

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

These are the various bodies with student's representatives in them.
- ❖ Governing Body
- ❖ Admission Committee.
- ❖ IQAC
- ❖ Grievance Redressal Cell
- ❖ Anti ragging cell
- ❖ Student Welfare Committee.
- ❖ Magazine sub-committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The college has an association of Alumni. The alumni take part in meetings organized by the alumni association of the college. The college also maintains healthy relationship with former faculty members by inviting them for various functions. Some departments invite former faculty members as guest faculty members to handle part of the curriculum. They are also consulted informally for suggestions regarding administration, teaching etc.

Any other relevant information regarding Student Support and Progression which the college would like to include.

Nothing Significant.

FCRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1. Institutional Vision and Leadership

6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

VISION

Keeping with the legacy of our founder Sir Surendranath Banerjea, a noted social reformer and educationist, the College is committed to imparting, sustaining and for steering all-round holistic and quality education to the students coming from every stratum of the society so that they gather knowledge as well as employable expertise and grow up as responsible global citizens of tomorrow. Our college improves and upgrades itself with modern outlook which makes the college a centre of excellence for higher education and research.

The following strategies/mechanisms defines how the institution tries to implement its missions and addresses the needs of the society, students, the institution's traditions value orientations and future vision:

- ❖ Mandatory reservations has been made by the institution for admission to various courses in respect of castes, tribes and backward communities to ensure inclusive growth
- ❖ Mechanism to offer free-ship / concessions to the economically needy students
- ❖ Mechanisms to adopt modern teaching-learning aids, application of ICT, and also introduction of innovative evaluation processes to facilitate learner-centric and effective education
- ❖ Mechanism to upgrade the infrastructure, subject to resource constraints to maintain / uplift the level of quality education
- ❖ Mechanism to launch skill oriented and other courses to promote social, cultural as well as competitive skills of the students to face the open global challenge

Mechanism to promote research, publications and other professional activities of the faculty to keep aloft the banner of academic progress and research outcome

- ❖ To promote participatory community services and Nation building by revival of NCC and introduction of NSS

❖ To promote cultural and sporting activities of the students for their holistic personality development

❖ Mechanisms to facilitate future progression and removal of obstacles whatsoever through Career Counselling cell, Grievance Redressal Cell, Sexual harassment cell, Tutorial classes, Remedial classes for the needy and other welfare measures, weak students

❖ The institution also views to achieve sustainable development through inclusive growth

MISSION

The mission of the college is to inculcate love for knowledge and provide holistic education to the student coming from every stratum of the society, so that they emerge as true human beings who can make significant contribution as responsible citizens of tomorrow. In order to achieve this, the college coordinates the activities of the teachers, students and other staff members to ensure smooth functioning and all round development of academic as well as other curricular activities.

Our mission:-

❖ To become a centre of excellence in higher education.

❖ To excel in all areas of teaching learning, research and consultancy.

❖ To be a bridge between the rural-urban divisions, taking the benefits of value-based quality education to the poor and marginalized, aiming at their empowerment.

❖ To promote and practice inclusive growth.

❖ To provide equal opportunities to the deserving and meritorious students irrespective of Caste and Creed and gender.

❖ To promote cultural and communal harmony.

❖ To make our institution a significant knowledge contributor in transforming our nation from a developing to a developed one by acting as responsible and concerned citizens and to make this world a better place for living.

Future vision of the institution includes expansion of infrastructure through a new campus, introduction of Post Graduate and other Skill oriented courses and progress towards proposal of a Deemed University with Surendranath Group of Colleges', subject to approval of the regulatory authority.

6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The design and implementation of quality policy and plan of the institution rests on the efficient management and co-ordination of its internal system under the leadership of the Principal. The Governing Body, the Principal, IQAC along with all faculty and staff members create a

participatory environment for policy design and implementation. The Governing Body with the Executive authority of the Principal creates several committees either by itself like the Finance Committee and the Academic Committee (statutory committees) or on recommendation of the Teachers' Council / non-teaching staffs. Some of the committees are Admission Committee, Examination Committee, Service Book Committee, PF Committee etc. There are numerous such committees under the convenor-ship of a teacher which fits into some aspect or other of the college to maintain a healthy academic campus life and inculcate the spirit of National Integrity as well. There is a two way flow of ideas and decisions that finally give shape to the policy design and implementation:

Governing Body	→ ←	Principal	→ ←	Committees and Stakeholders
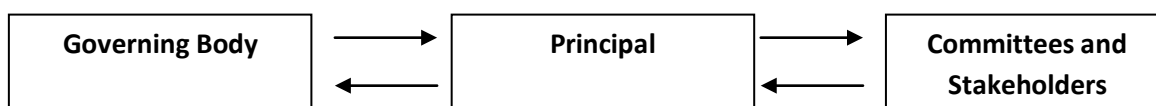
The final policy requires approval of the Governing Body. Review meetings are held periodically by different committees and reported to the Principal. Feedback from different stakeholders are analyzed and reported to the authority. Depending upon the nature of severity of the issue, matters are referred to Governing Body, else settled amicably by the respective committees under guidance of the Principal.

6.1.3. What is the role of the leadership in ensuring?

The policy statements and action plans for fulfilment of the stated mission:

The college has a small orientation programme that is conducted during the starting of the session.

The college has a management that has the head of the institution at the apex, the decisions are taken after the meeting with the Governing Body. The Governing Body plays a very vital role in the management of the college. The principal/ Head of the institution makes sure that the plans of the institution are implemented within the decided time frame. Any deviation from the actual plan must be taken care by him as and when necessary. He also makes sure that transparency is maintained in the college functions. The vision and mission of the college is also communicated to the faculty members and made sure that they are achieved.

The college takes input from the stakeholders such as parents, students, alumni etc. on ways to improve the process in the college. These inputs are taken into consideration and discussed in the Governing body and decisions are taken accordingly.

The college has a system of 360 degree feedback. The feedback is analysed to make sure the process in the college are made better. The outcome of this feedback is also shared with the faculty members so that they are told about the ways of improvement if needed. This way the college is making sure the policy statements and action plans are implemented for achievement of the stated mission

Below are some of the policies that are followed by the college.

❖ Quality Policy – See Annexure 13

❖ Academic policy – See Annexure 13

❖ Computer Usage Policy – See Annexure 13

❖ Email usage policy – See Annexure 13

❖ Harassment Policy – See Annexure 13

❖ Inclusiveness Policy – See Annexure 13

❖ Green Policy – See Annexure 13

The policies are reviewed periodically. Audits are also conducted each year for these policies and their effective operation.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The IQAC follows a standard procedure to monitor and evaluate policies and plans for effective implementation. There is importance given to participative management. All the plans and strategies are formulated with the concurrence of the Governing body and involvement of IQAC and other faculty and staff members. Inputs are also taken from the students and other stakeholders.

The bellow diagram also depicts how the plan is formulated and implemented

ACT	PLAN
❖ Corrective actions based on analysis on implementation and monitoring ❖ Chalking outline for next plan	❖ Policy decisions and planning for teaching - learning, research and administration taken

STUDY	DO
❖ Study of results and outcomes and necessary analysis of execution of plans and monitoring	❖ Effective implementation of policy and plans and monitoring

Plan-Do-Study-Act

- ❖ Under the Plan-Do-Study-Act cycle. Periodical review meetings are held regarding this matter.

- ❖ HODs conduct departmental meetings for formulating, analyzing and implementation of the policies. Each departmental ID represented in the Academic Committee where IQAC along with Principal reviews the situations and suggests necessary improvements. Meetings are held regularly. Decisions taken are communicated to the Governing Body at regular intervals for approval.
- ❖ There is also regular review of these plans of action for better and more effective implementation of policies.

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

The Principal holds regular contacts with the faculty members of all the departments. The management tries its best to have a healthy environment for the faculty members to work so that they feel encouraged to make the best use of what is made available in the college and also make sure that quality process is followed. The HOD of different departments motivate the faculty members to take part in seminars, conferences etc. The faculty members are also encouraged to present papers in the conferences etc. The faculty members are also asked to make sure that the students also gain practical knowledge on the subject. This will help the students to understand the subject clearly.

The following diagram also depicts the broad architecture of academic leadership provided to college by the faculty members.

```
        ┌─────────────────────┐
        │    Departmental     │
        │      Autonomy       │
        │                     │
        │    Co-ordination    │
        │ between facult & HOD │
        └─────────────────────┘
                  │
     ┌────────────┼────────────┐
┌─────────────┐ ┌─────────────┐ ┌─────────────┐
│  Academic   │ │   Add on    │ │Infrastructural│
│ decisions   │ │ activities  │ │development and│
│taken by     │ │             │ │ upgradation  │
│management   │ │             │ │              │
└─────────────┘ └─────────────┘ └─────────────┘
```
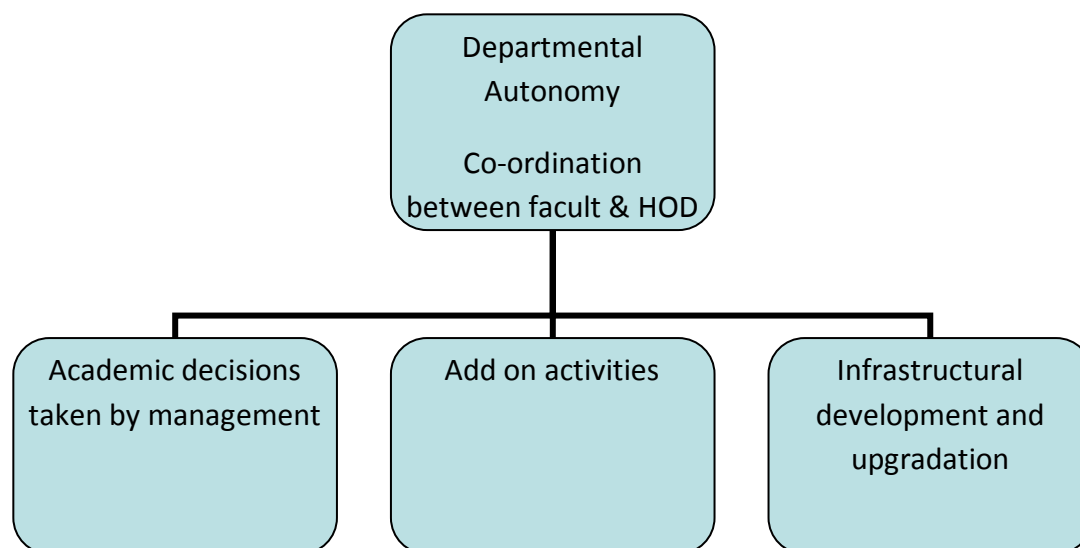
The institution promotes leadership at multiple levels for the faculty members. The faculty members work under the broad structure of academic calendar, but they can take independent decisions on the session planning, mode of internal examination such as MCQ, incorporation of ICT technologies etc. The departments make their own academic calendar based on the central academic calendar of the institution, which, in turn is based upon the academic calendar provided by the University of Calcutta.

Any add-on activities such as study tours etc. are also planned by the department independently. In addition, often, up to a certain level, departments take independent decision on infrastructure upgradation or maintenance.

6.1.6   How does the college groom leadership at various levels?

The college follows the following model to improve leadership at various levels.

Execute
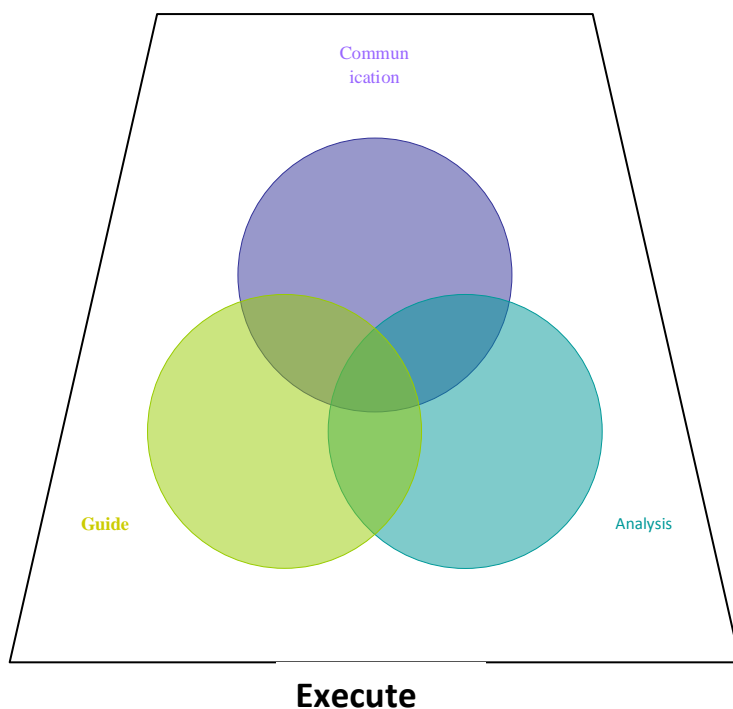
In order to groom and develop leadership at various levels the College makes sincere efforts to encourage free and frank communication between all stakeholders. Mentoring forms an essential part for ensuring continuity in academic endeavours. Reflection and analyses of decision taken in the past and the results of their outcomes are continuously discussed to develop confidence in decision making an essential ingredient for the development of leadership skills. The communicate-guide-analyse-execute model is followed for the purpose.

The college believes in giving everyone a chance to provide input and involve them in decision making for the betterment of the college processes. This will help groom leadership among different stakeholders as well. The decentralisation of the total administrative system is followed in the college. The college also has different committees in place so that different sections of the administration like admission, exam duties, extension activities of NCC, student management, research etc. are well taken care of.

6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The departments are provided with autonomy in curriculum delivery, planning of add-on activities and infrastructure maintenance or upgrade subject to finance-committee recommendation.

Autonomy is provided at multiple levels to promote decentralized governance system at the institution.

For example, departments are encouraged to design academic calendar in conformity with Academic Calendar of CU, create course plans, use teaching aids, design add-on courses or arrange for extra classes when necessary.

The committees and clubs are encouraged to take decisions on projects and work items at a limited level, beyond which they would need to take approval from the management.

Type	Details
Academic autonomy	Academic autonomy - Session planning - Mode of internal examination
Add on activities	- Study tours
Infrastructure	Maintenance/Upgrade/Procure of equipment's as per departmental requisition followed by finance committee recommendation

6.1.8. Does the college promote a culture of participative management? If „yes", indicate the levels of participative management?

The College is managed by Governing Body formed under Calcutta University First Statute, 1979 Clause 93. The Governing Body is the highest authority in the management system. All decisions regarding different matters are taken after the Governing body.

The governing body of the college consists of the following members:

1. Dr. Korak Kumar Chaki   CU Nominee and President
2. Dr. Iqbal Jaweed   Principal and Secretary
3. Dr. Supti Saha Roy   Teachers' Representative
4. Dr. Barendranath Roy   Teachers' Representative
5. Prof. Debasis Manna   Teachers' Representative
6. Dr. Samit Bhowal   Teachers' Representative
7. Sri Kamalakanta Das   Non-teaching Representative

8. Sri Bhakti Narayan Haldar   Non-teaching Representative
9. Dr. Nilangshu Das   Govt. Nominee
10. Prof. Mrinmoyee Sarker   Govt. Nominee
11. Dr. Ramanuj Ganguly   CU Nominee
12. Smt. Aparajita Dasgupta   Local Councilor
13. Sri Ehsan Ghani   General Secretary, Students' Union

6.2.   Strategy Development and Deployment

6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The institution has stated its quality policy. The IQAC Cell functioned quality policy taken over by management. Please refer to Annexure 13.

6.2.2. Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan?

Yes, the college does have a perspective plan for development. This plan consists of future plans for infrastructure, introduction of new courses, facilities for students etc. The college also has several committees in place that takes care of different aspects of the perspective plan. This plan is created also keeping in mind the economic factors of the college, necessity of the students and faculty members, place and availability, changing education factors etc. These are taken into consideration before creating the perspective plan.

6.2.3. Describe the internal organizational structure and decision making processes.

Usually plans for the development of the college are discussed in the governing body meetings and teacher council meetings. Many issues are resolved in the Teachers' Council meetings and the matter is forwarded to the Governing body that has the final say in the decision.
Smaller decisions are usually taken by the principal himself who takes the help of the administrative body

```
                    GOVERNING BODY

                  PRINCIPAL  & SECRETARY

                                              IQAC

    ACADEMIC        VARIOUS COMMITTEES      OFFICE    STUDENTS'
    DEPARTMENTS                                        UNION
                    TEACHERS' COUNCIL
                    ACADEMIC COMMITTEE
                    FINANCE COMMITTEE
                    BUILDING SUB COMMITTEE
                    PURCHASE SUB COMMITTEE
                    ADMISSION SUB COMMITTEE
                    LIBRARY SUBCOMMITTEE
                    OTHER SUB COMMITTEES
```
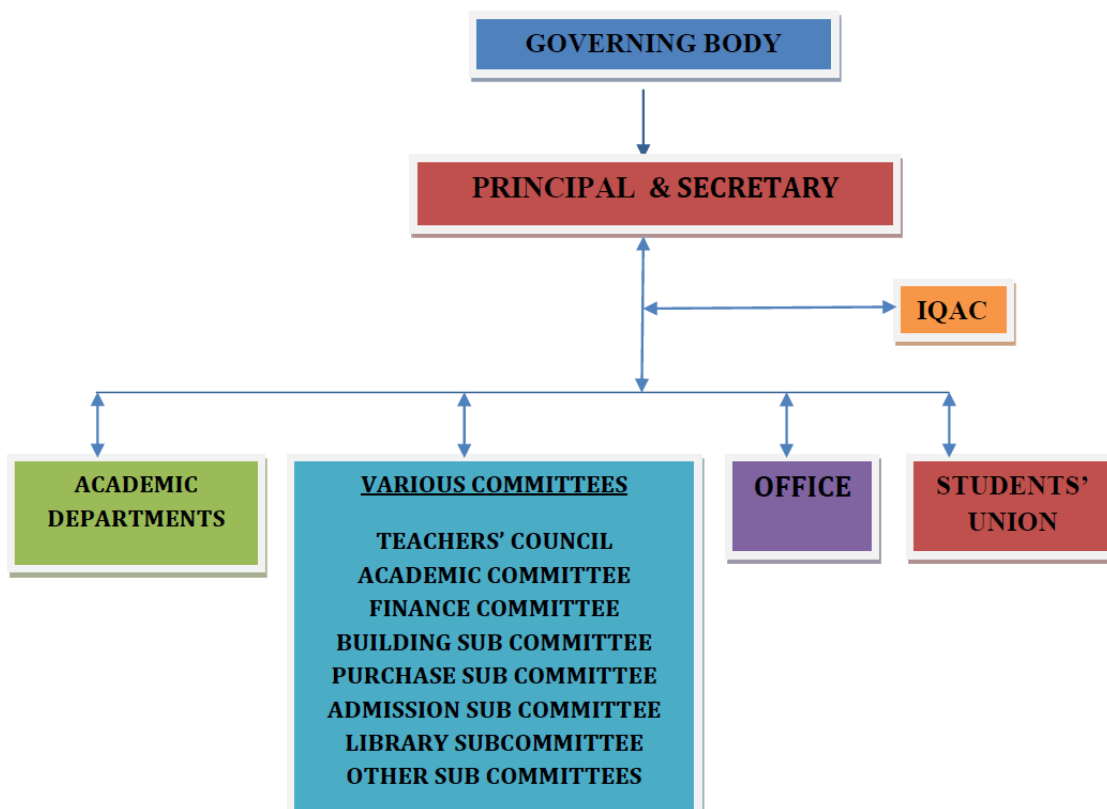
6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following

❖ **In Teaching & Learning:**

The faculty members are asked to attend the orientation, refresher courses and other course & workshops which will help them to gain more knowledge, latest developments, and skills required for teaching.

❖ **Research & Development:**

The college encourages the faculty members to apply for the UGC faculty development programmes to complete their Ph.D and be involved in active research. The institute also encourages post-doctoral research for the faculty members and grant leave for the same. It also encourages faculty to attend various National and International seminars/conferences and grants leave for participation as a presenter. The faculty members are also encouraged to take up UGC major and minor research projects.

❖ **Community engagement:**

The NCC wing and Eco club of the college conducts extension activities that can be used as a booster for the students to become a responsible citizen.

❖ **Industry Interaction:**

The college is a little lagging behind in this particular field. However the college has setup career counselling cell and placement cell which the students can make use of for any guidance required for applying for jobs and any guidance on career.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The college has a feedback mechanism where the different stakeholders like parents, students, alumni etc are asked to give their valuable inputs on different aspects of the process in the college like teaching-learning, admission and infrastructure etc. The inputs given are discussed and the decisions are taken after that. The new policies are also structured in the same way after taking inputs from all the stakeholders.

6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The college is very keen in the involvement of the staff members in the institutional process by taking their inputs. The staff members are also members of various sub committees as well as the governing body which involves them in the decision making process related to administration, extracurricular and curricular development of the college. Their suggestions and opinions are seriously taken into consideration prior to decision making.

6.2.7. Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

In the financial year 2013-14, no IQAC was formed. Eventually, IQAC was formed on 11.08.2014 in G.B. meeting as per Resolution No. 65 dated 11.08.2014. There after IQAC starts its function. Besides, in G.B. meeting dated 11.08.2014 various sub-committees was formed as per University statute.

Meeting Date: 11.08.2014
1. Formation of Sub-committees:-
(i) Finance Sub-committee formed.
Members: -Dr. Iqbal Jaweed (Principal, Chairman) Dr. P.C.Maity (Bursar, Convenor), Dr. Nilangshu Das, Dr. Samit Bhowal, Prof. Debasis Manna, Dr. S. P. Majhi, Sri B. N. Halder
(ii) Purchase committee

Members: - Dr. P.C.Maity (Bursar), Dr. Supti Saha Roy (Convenor), Dr. Samit Bhowal, Sri B. N. Halder, K. K. Das

(iii) Academic Sub-committee

Members: - Dr. Barendranath Roy, Prof. Urmila Sen, Prof. Debasis Manna, Secretary T.C., All Head of the Dept., G.S. Students' Union, T. C. Sen Sharma, Milan Mukherjee

2. Reconstitution of IQAC as per UGC and NAAC Guide Line:-

(a) Head of the Educational Institution- Principal as Chairman.

(b) Senior Teachers – Dr. P.C.Maity, Dr. Nilangshu Das, Prof. Debasis Manna, Prof. Mrinmoyee sarker, Dr. Supti Saha Roy, Prof. Urmila Sen, Dr. Souvik Dutta, Dr. Abhijit Poddar, Aparajita Dasgupta,.

(c) Senior Administrative Official – Sri T. C. Sen Sharma, Sri Ashok Chatterjee

(d) External Expert on Quality Management – Mr. Prakash Kumar Pandey

(e) Co-ordinator of the IQAC – Dr. Barendranath Roy

3. NAAC Sub-committee

Dr. Barendranath Roy, Dr. Supti Saha Roy, Prof. Debasis Manna, Prof. Debapriya Sannyal, Prof. Urmila Sen, Dr. Manabendra Saha

On accounting of non performing of AQAR sub-committee again was reformed on 28.05.2015 and new committee was formed by G.B. vide Resolution No. 70 dated 28.05.2015

1. Dr. Iqbal Jaweed (Chairperson)
2. Prof. Mrinmoyee Sarker (External member)
3. Sri Nanda Dulal Sen (Non teaching member)
4. Sri Ashok Chatterjee (Non teaching member)
5. Prof. Debasis Manna (Teaching member)
6. Dr. Samit Bhowal (Teaching member)
7. Prof. Urmila Sen (Teaching member)
8. Prof. Debapriya Sannyal (Teaching member)
9. Dr. Nilangshu Das (External member)
10. Dr. Supti Saha Roy (Teaching member)
11. Dr. Purna Chandra Maity (Co-ordinator)
12. Debasis Banerjee (Local Society)
13. Ehsan Ghani (GS Student' Union)
14. Sri Prakash Kumar Pandey (Industrialist)

On 11.06.2015, IQAC meets a meeting and recommended the following items which will be placed in forthcoming GB meeting to be held on 13.06.2015. The following decisions were adopted:

(i) Recommended for buying books and equipment Rs. 2 lakhs for newly sanctioned chemistry Hons. course by Higher Educational Council of Calcutta University

(ii) Recommended for teaching and non teaching staff salary to be made directly from PNB Sealdah branch in their individual accounts.

(iii) Recommended for sending SSR, AQAR and LOI as early as possible before 31.12.2015 obeying Govt. circular.

6.2.8. Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, the affiliating university does not make provision for according the status of autonomy to the institution.

6.2.9. How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The institution always pays heed to the grievances that turn up in the college. It has a grievance redressal cell for this purpose. There has been a grievance box kept in the college which can be used by the students to tell the college about their grievances. These grievances are taken seriously, analysed and then redressed after a grievance redressal meeting with the principal and its members. The college also has given the authority to the HOD of the respective departments to solve any minor problems that the students report to him directly or to the fellow faculty members of that department.

Members – Grievance Redressal Cell

1. Dr. Jahar Sen Majumder, Convener,Faculty

2. Dr. Supti Saha Roy,Faculty

3. Dr. Manabendra Saha, faculty

4. Dr. Tapas Kumar Paira

5. Prof. Nityananda Thakur,Facluty

6. Prof. Manjari Chakraborty,Faculty

7. Prof. Debasis Manna,Faculty

8. Sri Ashok Kr. Chatterjee, Office Staff

9. Sri Nanda Dulal Sen, Office Staff

10. General Secretary, Student Union

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

Nil

6.2.11. Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the college does have a questionnaire mechanism for analysing student feedback on institutional performance. These feedbacks are later analysed and actions are taken accordingly. The faculty members for whom the feedback is not as expected are told about it so that they can improve themselves in the areas they lag and perform better in the future.

6.3. Faculty Empowerment Strategies

6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The institution has asked the faculty members to participate in the seminars and conferences as much as possible. This might help them develop their skill sets on the latest trends in technology for teaching and learning.

The college also encourages research culture in the college. The faculty members are asked to take up minor and major research projects. The college has also provided infrastructure for this like internet facilities and a laptop for each department. The faculty members are also motivated to take participate in FDPs, refresher courses, orientation programs, etc. This will help in the professional development of the teaching staff.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The institution encourages the faculty members to take part in seminars, orientations and refreshers courses and other faculty development programmes. Special leaves are also granted for joining in such programme. Besides, the college provides necessary infrastructure like internet, computer, Wi-Fi etc. so that the faculty members can be able to develop themselves. The faculty members also are encouraged to take part in seminars/conferences and workshops etc in other Universities or states also for which special leave is granted for them.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The institution has adapted the UGC CAS framework to evaluate the faculty members. This framework makes sure that as many details are collected about the faculty members so that this information can be used for the appraisal of a particular faculty. Along with this the college also practices the method called 360 degree feedback for the faculty members.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The outcomes of the review of the performance appraisal reports are:

❖ Advanced methods for quality teaching and learning are adapted.

❖ Infrastructural support for quality teaching and learning has also been given.

❖ This support for better teaching and learning has resulted in the improvement in the scores of the students during their course period.

❖

6.3.5. What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Teaching Staff	Group insurance, Ac staff room, credit society, Wall TV entertainment, inside cantten
Non-teaching	Group insurance, AC office room, credit society, inside cantten

All staff appointed under substantive vacancy have group insurance policy, all staff may become member of credit society

6.3.6. What are the measures taken by the Institution for attracting and retaining eminent faculty?

As of now the college does not have the autonomy for retaining and in selecting the faculty members. The recruitment of faculty members happens through the College Service

Commission centrally, a central recruiting authority in West Bengal who recommend the names of teachers subject wise to each college.

6.4. Financial Management and Resource Mobilization

6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The college in order to check the proper utilisation and use of the available financial resources has appointed a Bursar. He keeps regularly and keeps balances on the resources and makes sure it is optimally used in cooperation with the accounts department. To make the mechanism more effective there is a Finance Sub. committee to supervise the financial aspects.

There is a systematic process followed while purchasing of equipment's and purchases for the college. The purchase committee takes care of this process.

6.4.2. What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Internal audit is carried by college appointed auditors. The external audit is carried out by Government appointed auditors as per provisions of West Bengal Government rules and University of Calcutta Act every year.

The last external audit was done in 15.01.2013 for the session 2011-12 and the report is attached in **Annexure** 14.

Audit work for the session 2012-13 and 2013-14 is in the hand Govt. appointed auditor LUHARIWALA SHIV & ASSOCIATES which will be completed very soon. A copy of such process is attached in Annexure-15.

Audit report for the session 2014-15 will also be made by same auditor as per Govt. appointment order memo no. 35(220/CA/2013). The copy of the same is also annexed in Annexure-14.

6.4.3. What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of institutional receipts are the fee collected from students and also the UGC and the State Government grants.

Please refer to the Annexure 15 for last four years audit reports.

6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Nil

6**.5. Internal Quality Assurance System (IQAS)**

6.5.1. Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If „yes‟, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The institution has an Internal Quality Assurance Cell to look after and ensure quality teaching and learning. This cell is trying its best for the advancement in the field of teaching and learning. The cell also is used to give importance to research and development function.

The IQAC encourages faculty members and staff to reorient and refresh themselves by arranging/attending seminars/conferences/workshops.

The IQAC expects the faculty members to follow the academic calendar outlined at the beginning of the session. If there is any divergence from the plan outlined in the academic calendar like incomplete syllabus, incomplete practical classes etc., then the faculty members are advised to take extra classes and make it up so that the students are not deprived. The IQAC also directs faculty to take remedial classes to complete syllabus and practical experiment if any.

The IQAC also has setup a research committee that record the developments of research if any in the college and report this to the IQAC. There is also a provision of leave for faculty members who want to involve themselves in research activities.

The IQAC team

1. Dr. Iqbal Jaweed (Chairperson)
2. Prof. Mrinmoyee Sarker (External member)
3. Sri Nanda Dulal Sen (Non teaching member)
4. Sri Ashok Chatterjee (Non teaching member)
5. Prof. Debasis Manna (Teaching member)
6. Dr. Samit Bhowal (Teaching member)
7. Prof. Urmila Sen (Teaching member)
8. Prof. Debapriya Sannyal (Teaching member)
9. Dr. Nilangshu Das (External member)
10. Dr. Supti Saha Roy (Teaching member)
11. Dr. Purna Chandra Maity (Co-ordinator)
12. Debasis Banerjee (Local Society)
13. Ehsan Ghani (GS Students' Union)
14. Sri Prakash Kumar Pandey (Industrialist)

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

(i) Recommended for buying books and equipment Rs. 2 lakhs for newly sanctioned chemistry Hons. course by Higher Educational Council of Calcutta University
(ii) Recommended for teaching and non teaching staff salary to be made directly from PNB Sealdah branch in their individual accounts.
(iii) Recommended for sending SSR, AQAR and LOI as early as possible before 31.12.2015 obeying Govt. circular.
(iv) NCC wing will be reopened appointing new A.N.O.
(v) ICT classroom will be constructed at the top floor of main building.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC has external members like alumni, retired teachers, and external quality expert. Feedback given by them is considered and actions are taken accordingly.

Planned to get the feedback through the college website linkage.

d. How do students and alumni contribute to the effective functioning of the IQAC?

There is a student representative and an alumni member of the college in the IQAC. They contribute towards the effective functioning of the IQAC by providing feedback about teaching-learning, examination process, services in the library and other processes in the college, they are also asked to deliver guest lecturers during orientation sessions etc. They also collect grievances form students and take steps to solve the problem shortly.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC trusts in the motto of participative management. This initiative of the IQAC has given way for the faculty members to engage themselves in the process of improvement in quality. These suggestions are sent to the IQAC for further revision and approval. The various committees present in the college also provide their suggestion that are also sent to the Governing Body for review and then get approval if it is appropriate.

When it comes to taking decisions like conducting seminars, training programs etc. then suggestions are taken from faculty members and other staff members.

6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the institution has an integrated framework for Quality assurance of the academic and administrative activities. The following operation made by IQAC

- ❖ Arrangement for ICT classroom
- ❖ Arrangement for conference hall
- ❖ Arrangement for math lab
- ❖ Arrangement for forming sexual harassment cell
- ❖ Arrangement for teaching and non teaching staff salary through the PNB bank
- ❖ Arrangement for funding to start chemistry Hons.
- ❖ Arrangement for space to open new chemistry lab for Hons.
- ❖ Arrangement for classroom for math Hons.
- ❖ Arrangement for six classroom through mutual arrangement with Surendranath Collegiate school

❖ Arrangement for biometric attendance for both teachers and staff

❖ Arrangement for supplying purified water

❖ Arrangement for generator

❖ Arrangement for special bathroom for staff only.

❖ Arrangement for forming eco-club.

6.5.3. Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The IQAC has made it an important point to promote teachers by encouraging them to attend various training programs conducted by UGC or other organisations in line with the quality policy. They are also encouraged to take up and pursue research programs and end up with quality publications to enhance the quality as a whole.

The Non-teaching staffs of the college are trained in the use of various softwares that has been installed for respective purposes by the college provided by the respective service providers.

6.5.4. Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, the institution undertakes Academic Audit conducted by an external agency called Skillhut and at the end of each academic year an external review of the academic provisions are provided by them.

The college also has conducted Gender audit for the girl students so that any issues related to gender discrimination etc. are eradicated. The college also has conducted green audit for preventing decay of environment. These audits help in improving the quality of the processes in the college and to achieve the goals and objectives of the college.

Based on these audit reports the academic committee and the IQAC take necessary steps and recommend the same to the Principal for implementation.

6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The policies of the college are in line with the external policies.

The Green policy is based on ISO14001, the computer data security policy is based on ISO14001, Gender policy is based on UGC Sakhsham framework.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The college does have a mechanism for the review of the teaching process continuously. Students feedback are taken at the end of each academic session and the feedbacks are later analysed to get students perspective of the teaching learning process.

Based on these reports, the academic committee and IQAC meet each department to complete the review of the teaching learning process and take necessary recommendations if any.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The college clearly communicates the quality assurance policies to the internal and external stakeholders through the college website

However the college follows an informal way by which the internal stakeholders are informed about the policies, mechanisms and outcomes through meetings and notifications

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1. Environment Consciousness

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

The college conducts green audit every year. It is generally made by Surendranath College. We share the college premises during evening session.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- ❖ The college arranges for dustbin throughout the campus.
- ❖ The college campus has made plastic free zone.
- ❖ The college has initiated for plantation.
- ❖ Mass awareness among staff and students for degradation of environment.
- ❖ Eco-club established recently.
- ❖ Project work made by students based on environmental issues.

7.2. Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- ❖ The College has adapted to a new method called 360 degree feedback. Arrangement has made for manual feedback to online feedback recently.
- ❖ Usage of ICT in teaching and learning to develop quality teaching and learning.
- ❖ Student mentoring both offline and online for proper feedback
- ❖ The College has a dedicated mathematics laboratory
- ❖ The college has arranged a conference room to develop to communication skill and faculty empowerment.
- ❖ Psychological survey for identifying the rate of drop out and the causes of drop out with the help of the Department of Psychology, Surendranath College on the basis of mutual arrangement.

7.3. Best Practices

7.3.1. Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Practice

Title: Green and clean environment.

Goal: The College also focuses on bringing about an awareness among the fellow staff and students about keeping the environment and college campus green and clean.

The Context

The actual socio economic situation of the people and less exposure to modern ways to keep the eco system clean is a reason for the lack of environmental awareness.

The Practice

The college has decided to create mass awareness among the staff and students on the pros of environmental safe keeping. For this reason the college has a plastic free zone policy in and around the campus. The college also promotes the Plantation of trees with the help of earthen tubs with various plants. The college arranges dustbin in each corner to make the clean and fresh. The college also arranges purified drinking water throughout the campus

Evidence of Success

The college is now greener compared to earlier days. The concept of plastic free zone has also been implemented successfully. The college lawn is fully green with various plants at the earthen tubs.

Problems Encountered and Resources Required

As of now there is no funding to invite external experts and peers to talk on the environment and the benefits of keeping it clean.

Contact Details

Name of the Institution: **SURENDRANATH EVENING COLLEGE**

City/Town: Kolkata

Pin Code: 700009

Accredited Status: C++ (Validity till March 2012)

Work Phone: (033) 235020261

Fax:

Website: www.surendranatheveningcollege.com

E-mail: snevening@ymail.com

Mobile: 09433628810

3. EVALUATIVE REPORT OF THE DEPARTMENTS

EVALUATIVE REPORT OF THE DEPARTMENT OF BENGALI

1. Name of the department: **BENGALI**
2. Year of Establishment: **1961**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG (Honours & General)**
4. Names of Interdisciplinary courses and the departments/units involved: **NONE**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **NONE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**.
8. Details of courses/programmes discontinued (if any) with reasons: **NONE**
9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		01
Asst. Professors	04	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Jahar Sen Majumder	**M.A., Ph.D.**	**Associate Professor**	**Modern Poetry**	**27**	**03**
Sankar Prasad Majhi	**M.A., Mphil, Ph.D.**	**Assistant Professor**	**Rabindra Sahitya**	**10**	**00**
Satyajit Biswas	**M.A., MPhil**	**Assistant Professor**	**Linguistic**	**01**	**00**
Alam Gir Molla	**M.A., Ph.D.**	**Guest**	**Rabindra Sahitya**	**02**	**00**
Md. Rafique	**M.A.**	**Guest**	**Katha Sahitya**	**02**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)
Honours	**09**
General	**08**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	**14:1**
General	**129:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**03**	**02**	**00**	**05**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	a	b₁	b₂	c	d	e	f	g	h	i	j	K	L
Jahar Sen Majumder						**03**		**02**					
Sankar Prasad Majhi	**02**	**02**				**01**	**01**						
Satyajit Biswas	**01**	**01**				**01**							
Alam Gir Molla	**02**	**02**											

Name of Faculty	Books Name	ISBN	Publishers Name
Jahar Sen Majumder	**Hillekh Bijh**	**9788192298955**	**Book Space**
	Samay samaj sankat	**9788192298917**	**Book Space**

Other Publication:

a) Publication in conference/ seminar proceedings (a₁: National / a₂: International)

b) Other(Magazine & News paper)

Name of Faculty	a₁	a₂	B
Jahar Sen Majumder			**04**
Sankar Prasad Majhi	**02**		**02**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees: **NIL**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students:

Ph.D. awarded to

Name	Subject	Title of Thesis	University	year
Sankar Prasad Majhi	**Bengali**	**Rabindranather Chithi Patra**	**Ranchi University**	**2014**

Others:

Name	Award	Year
Jahar Sen Majumder	**Bija Bhattacharya Samman Puraskar**	**2010**
	Prabjya Sahitya Puraskar	**2012**
	Banglar Mukh Sahitya Purskar	**2014**

24. List of eminent academicians and scientists / visitors to the department: 01

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
Bengali Honours(Part I)	**45**	**20**	**18**	**02**	**NA**
Bengali Honours(Part II)	**13**	**13**	**11**	**02**	**NA**
Bengali Honours(Part III)	**31**	**31**	**28**	**3**	**100**
B.A. General(Part I)	**70**	**61**	**46**	**15**	**NA**
B.A. General(Part II)	**49**	**49**	**41**	**08**	**NA**
B.A. General(Part III)	**35**	**35**	**28**	**7**	**81.82**

*M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
Honours	**100**	**00**	**00**
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**40**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**6**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:

   • **Student and staff can access internet facility in college campus.**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	08	0	03	0

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

   • **Arranging group discussion**
   • **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **Well qualified and dedicated faculty. Some of the teachers are internationally renowned as resource person.**
Opportunities	• **To introduce post graduation in Bengali**

Weakness	• **Maximum students come from weak families** • **Shortage of room**
Challenges	• **Not satisfactory attendance of the students as most of them come from village and they are very much dependent on train**
Future plans	• **To organize a national level seminar**

EVALUATIVE REPORT OF THE DEPARTMENT OF ENGLISH

1. Name of the department: **ENGLISH**

2. Year of Establishment: **1961**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**UG (Honours & General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NIL**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NONE**

9. Number of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		
Asst. Professors	**02**	**02**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Debapriya Sanyal	**M.A.**	**Assistant Professor**	**Modern European Literature**	**16**	**00**
Saubhik Dutta	**M.A., Ph.D.**	**Assistant Professor**	**Linguistic**	**14**	**00**
Sairam Nishat	**M.A.**	**Guest**	**Indian Writing in English**	**01**	**00**
Ishita Bhattacharjee	**M.A.**	**Guest**	**Linguistics**	**01**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by

temporary faculty

	Theory (%)
Honours	**15**
General	**8**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	27:1
General	148:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**01**	**00**	**00**	**04**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	a	b_1	b_2	c	D	e	f	g	h	I	j	k	L
Saubhik Datta					01								

Other Publication:

    a.   Publication in conference/ seminar proceedings (a_1: National / a_2: International)

    b.   Other(Magazine & News paper)

Name of Faculty	a_1	a_2	B
Saubhik Datta	05		04

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees: **NIL**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter
departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in
Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students:

Ph.D. awarded to

Name	Subject	Title of Thesis	University	Year
Saubhik Datta	**English**	**Shakespeare and the Bengali Drama**	**University of Calcutta**	**2012**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
English Honours(Part I)	**96**	**66**	**49**	**17**	**NA**
English Honours(Part II)	**26**	**26**	**14**	**12**	**NA**

English Honours(Part III)	17	17	11	6	100
B.A. General(Part I)	112	64	50	14	NA
B.A. General(Part II)	83	83	57	26	NA
B.A. General(Part III)	44	44	30	14	79.55

*M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
Honours	**100**	**00**	**00**
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**10**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**11**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:

- **Student and staff can access internet facility in college campus.**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	08	**0**	07	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:
  - **Power point presentation**
  - **Arranging group discussion**
  - **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**Coming predominantly from humble middle class families they learn to communicate in English**
Opportunities	**Students have the opportunity to serve in academic institutions** **They also appear in various national and state level competitive examinations**
Weakness	**Paucity of teachers and lack of infrastructure**
Challenges	**To motivate the students to attend classes regularly.**
Future plans	**Organizing departmental seminars.** **Inspiring current and ex-students to publish in departmental magazine.**

EVALUATIVE REPORT OF THE DEPARTMENT OF HINDI

1. Name of the department : **HINDI**
2. Year of Establishment: **1961**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(Honours & General)**
4. Names of Interdisciplinary courses and the departments/units involved: **NONE**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **NONE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**
8. Details of courses/programmes discontinued (if any) with reasons: **NONE**
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	**01**	**00**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Ashoke Kumar Singh	**M.A.,Ph.D.**	**CWTT**	**Patrakarita & Kathasahitya**	**08**	**00**
Vineeta Singh	**M.A.**	**Guest**	**Anuvad,Dalit Sahitya**	**01**	**00**
Sima Kumari Singh	**M.A.,MPhil**	**Guest**	**Premchand**	**01**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)
Honours	**19**
General	**18**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	22:1
General	87:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**01**	**01**	**00**	**03**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication: **NIL**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees: **NIL**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Hindi Honours(Part I)	35	26	20	6	NA
Hindi Honours(Part II)	23	23	18	5	NA
Hindi Honours(Part III)	15	15	9	6	93.33
B.A. General(Part I)	97	73	46	27	NA
B.A. General(Part II)	31	31	21	10	NA
B.A. General(Part III)	13	13	9	4	92.31

 *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
Honours	**95**	**05**	**00**
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**10**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities
a) Library:

- **One departmental seminar library for reference purpose.**

b) Internet facilities for Staff & Students:

- **Student and staff can access internet facility in college campus..**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**08**	**0**	**00**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:
   - **Arranging group discussion**
   - **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **To promote the National Language and Hindi Literature**
Opportunities	• **There is opportunity to carry out research work**
Weakness	• **Insufficient faculty strength** • **Insufficient infrastructure**
Challenges	• **Creating at least one more post**
Future plans	• **To bring retired national academician and scholars as Guest Faculty**

EVALUATIVE REPORT OF THE DEPARTMENT OF URDU

1. Name of the department: **URDU**
2. Year of Establishment: **1961**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**UG(Honours & General)**
4. Names of Interdisciplinary courses and the departments/units involved: **NONE**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **NONE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**
8. Details of courses/programmes discontinued (if any) with reasons: **NONE**
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	**01**	**01**

10. Faculty profile with name, qualification, designation, specialization,
(D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Nusrat Jahan	**Ph.D.**	**Assistant Professor**	**Bengal Paper**	**15**	**00**
Sufia Shireen	**MA**	**PTT**	**Iqbal**	**08**	**00**
MD. Parvez Taher	**MA**	**PTT**	**Iqbal**	**06**	**00**
Shabana Afrin javed	**MA, MPhil, Ph.D.**	**GUEST**	**Romanticism in Prose**	**01**	**00**

11. List of senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)
Honours	**07**
General	**08**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	7:1
General	61:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**02**	**01**	**00**	**04**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	a	b_1	b_2	c	D	e	f	g	h	i	j	k	L
Nusrat Jahan						**04**		**01**					
Sufia Shireen	**01**	**01**											

Other Publication:

    a. Publication in conference/ seminar proceedings (a_1: National / a_2: International)

    b. Other(Magazine & News paper)

Name of Faculty	a_1	a_2	B
Nusrat Jahan	**02**		**03**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees

Nusrat Jahan	**Member of Screen committee of AIR Kolkata** **Members of Editorial Board in NCERT** **Members of Editorial Board in West Bengal Primary Board of Education**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National: NIL

b) International:NIL

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Urdu Honours(Part I)	**25**	**15**	**11**	**4**	**NA**
Urdu Honours(Part II)	**3**	**3**	**0**	**3**	**NA**
Urdu Honours(Part III)	**9**	**9**	**7**	**2**	**100**
B.A. General(Part I)	**187**	**159**	**125**	**34**	**NA**
B.A. General(Part II)	**49**	**49**	**31**	**18**	**NA**
B.A. General(Part III)	**35**	**35**	**18**	**17**	**80**

  *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from abord
Honours	**100**	**00**	**00**
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**20**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library:

- **One departmental seminar library for reference purpose.**

b) Internet facilities for Staff & Students:

Student and staff can access internet facility in college campus.

c) Class rooms with ICT facility: **01(common)**

d) Laboratories**: NIL**

31. Number of students receiving financial assistance from college, university, government or

other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**00**	**00**	**06**	**00**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:
   - **Arranging group discussion**
   - **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **Positive attitude and amicable relation between staff and student**
Opportunities	• **Pursuing research work**
Weakness	• **Shortage of room** • **Students are of average quality and come from financially weak families**
Challenges	• **To motivate students to come regularly in college**
Future plans	• **To open Post Graduation**

EVALUATIVE REPORT OF THE DEPARTMENT OF COMMERCE

1. Name of the department : **COMMERCE**
2. Year of Establishment: **1961**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**UG(Honours & General)**
4. Names of Interdisciplinary courses and the departments/units involved: **NONE**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **NONE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**
8. Details of courses/programmes discontinued (if any) with reasons: NONE
9. Number of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		**03**
Asst. Professors	**05**	**01**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Umasankar Saha	**MPhil, Ph.D.**	**Associate Professor**	**Accounting and Finance**	**31**	**00**
Barendranath Roy	**Ph.D.**	**Associate Professor**	**Accounting and Finance**	**31**	**00**
Purna Chandra Maity	**MPhil, Ph.D.**	**Associate Professor**	**Accounting and Finance**	**21**	**00**
Amit Das	**M. Com.**	**Assistant Professor**	**Accounting and Finance**	**01**	**00**
Madhab Chandra Samanta	**MIT**	**PTT**	**IT**	**10**	**00**
Shyamal Kumar Pathak	**M. Com.**	**PTT**	**Accounting and Finance**	**13**	**00**
Moumita Kundu	**M. Com.**	**Guest**	**Accounting**	**02**	**00**

			and Finance		
Uday Bhanu Dhol	**M. Com.**	**Guest**	**Accounting and Finance**	03	00
Dipankar Bera	**M. Com.**	**Guest**	**Accounting and Finance**	12	00

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)	Practical (%)
Honours	**10**	**00**
General	**08**	**00**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	**54:1**
General	**80:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**01**	**01**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**03**	**02**	**00**	**09**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	a	b_1	b_2	c	d	e	f	g	h	i	j	k	L
Umasankar Saha								03					
Amit Das	08		08										

Name of Faculty	Books Name	ISBN/ISSN	Publisher Name
Umasankar Saha	**Essence of Venture Capital for software Entrepreners for the development of software enterprise in Kolkata**	**97814700 57275**	**Charleston ,Sc**
	Essence of Management by value-added	**97814699 99821**	**Charleston, Sc**
	Essence of Management by value-added(MBVA) with an impact of Value-Adding multiplier (VAM) in all-India Manufacturing sector with a specific focus to the state of West Bengal	**97814700 61180**	**Charleston ,Sc**
Purna Chandra Maity	**An Anatomy of Project Work-theory and Practices**		**Dey Book Concern**

Other Publication: **NIL**

a) Publication in conference/ seminar proceedings (a_1: National / a_2: International)

b) Other(Magazine & News paper)

c)

	a$_1$	a$_2$	B
Purna Chandra Maity	**01**		

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees

Umasankar Saha	• **Life member of commerce Alumini of Calcutta University**
Purna Chandra Maity	• **Member of selection board & examination board of West Bengal school Service Commission** • **Member of P.S. Advisory Comitte** • **Life member of commerce Alumini of Calcutta University** • **Member of India International Society, New Delhi**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **Project of 100 marks for B.Com. (Honours) Part III students**

a) Percentage of students who have done in-house projects including inter departmental/programme: **100%**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **6%**

23. Awards / Recognitions received by faculty and students:

Ph.D. awarded to

Name	Subject	Title of Thesis	University	Year
Purna Chandra Maity	**Commerce**	**Evaluation of Prawn culture for development and potential in coastal districts of West Bengal, a critical inquest**	**Mahatma Jyotiba Phule Rohilkhand University**	**2013**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding:

a) National

- **Financial Planning For Young Investor, Funding agency: College**

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Com. Honours(Part I)	**534**	**378**	**340**	**38**	**NA**
B.com. Honours(Part II)	**286**	**286**	**265**	**21**	**NA**
B.com. Honours(Part III)	**140**	**140**	**116**	**24**	**65.7**
B.Com. General(Part I)	**768**	**560**	**501**	**59**	**NA**
B.Com. General(Part II)	**283**	**283**	**250**	**33**	**NA**
B.Com. General(Part III)	**345**	**345**	**322**	**23**	**57.97**

*M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from abord
Honours	**87**	**13**	**00**
General	**84**	**16**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**20**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection	**5%**

• Other than campus recruitment	
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **01**

b) Internet facilities for Staff & Students:

- **Student and staff can access internet facility in college campus.**

c) Class rooms with ICT facility: 0**1(Common)**

- **One class room with speaker and sound system**

d) Laboratories: **01**

- **One Computer Laboratory**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**21**	**0**	**16**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **One Special Lectures Conducted**

33. Teaching methods adopted to improve student learning:

- **Power point presentation**
- **Arranging group discussion**
- **Case Method**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **Departmental unity and renowned resource person.** • **Ambiguous student pressure to admit in B.Com. Honours**
Opportunities	• **Management support**
Weakness	• **Space limitation**
Challenges	• **Quality education** • **Proper monitoring 2nd and 3rd year student cannot be ensured on account of long delay in publication of result.**
Future plans	• **To be opened P.G. Department soon** • **To be organize National and Students level seminars** • **Purchase of more computers to satisfy students need** • **Plan to enter minor/ major research project**

EVALUATIVE REPORT OF THE DEPARTMENT OF SANSKRIT

1. Name of the department : SANSKRIT
2. Year of Establishment: **1963**
3. Names of   Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters;
Integrated Ph.D., etc.) :**UG(General)**
4. Names of Interdisciplinary courses and the departments/units involved: **None**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **NONE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	**00**	**00**

10. Faculty profile with name, qualification, designation, specialization,
(D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Namita Bhattacharya	**M.A.**	**PTT**	**Mahakabya**	**10**	**00**
Sharmila Das	**M.A.**	**Guest**	**Samkhya-yoga**	**01**	**00**

11. List of senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (programme wise) by
temporary faculty

	Theory (%)
General	**30**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**30:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**00**	**00**	**00**	**02**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication: **NIL**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees : **NIL**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General(Part I)	**45**	**28**	**27**	**1**	**NA**
B.A. General(Part II)	**12**	**12**	**8**	**4**	**NA**
B.A. General(Part III)	**19**	**19**	**18**	**1**	**89.47**

  *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from abord
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**NA**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection	**NIL**

• Other than campus recruitment	
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students

   • **Staff and Students have internet access in college premises.**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**0**	**0**	**04**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

   • **Arranging group discussion**

   • **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**Punctuality of staff**
Opportunities	**To increase the intake**
Weakness	**Shortage of room**
Challenges	**Writing of Sanskrit in Devanagari**
Future plans	**Organizing the seminar**

EVALUATIVE REPORT OF THE DEPARTMENT OF PHILOSOPHY

1. Name of the department: **PHILOSOPHY**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG(General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		
Asst. Professors	**01**	**00**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Sunon Nandi	**Ph.D.**	**PTT**	**Feminism**	**07**	**00**
Lopa De	**M.A.**	**PTT**	**Psychology**	**07**	**00**
Amita De	**M.A.**	**PTT**	**Comparative Religion**	**10**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NA**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**60:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**01**	**00**	**00**	**03**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication: **NIL**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees: **NIL**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students:

Ph.D. awarded to

Name	Subject	Title of Thesis	University	Year
Sunon Nandi	**Philosophy**	**Paribesher bharsamyar samparke darshanik dikshya: bikalpa chinta**	**Jadavpur University**	**2015**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
B.A. General(Part I)	**143**	**113**	**98**	**15**	**NA**
B.A. General(Part II)	**41**	**41**	**21**	**20**	**NA**
B.A. General(Part III)	**28**	**28**	**23**	**05**	**82.21**

 *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	**Against % enrolled**
UG to PG	**NA**
PG to M.Phil.	**NA**

PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:

   • **Staff and Students have internet access in college premises..**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	07	**0**	06	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

   • **Arranging group discussion**

   • **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**Most of the teachers are very energetic and young having good academic qualification.**
Opportunities	**All the teaching and non teaching staffs are very co-operative.**
Weakness	**Lack of quality and meritorious students.**
Future plans	**To introduce honours course in the department**

EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

1. Name of the department : **HISTORY**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(Honours & General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		01
Asst. Professors	01	

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Manjari Chakraborty	**M.A.**	**Associate Professor**	**History of U.S.A**	**20**	**00**
Sudipa Chowdhuri	**M.A.**	**PTT**	**Modern India**	**20**	**00**
Moumita Majumder	**M.A., MPhil**	**PTT**	**Socio-economic & cultural History of Medieval India**	**07**	**00**
Amlan Mondal	**M.A.**	**Guest**	**Regional History**	**03**	**00**
Sadia Zareen	**M.A., MPhil**	**Guest**	**History Of Europe**	**02**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)
Honours	**10**
General	**12**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	**20:1**
General	**152:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**00**	**02**	**00**	**05**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory,

EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication:**NIL**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees : **NIL**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
History Honours(Part I)	45	26	20	06	NA
History Honours(Part II)	03	03	2	1	NA
History Honours(Part III)	8	8	7	1	100
B.A. General(Part I)	498	447	366	81	NA
B.A. General(Part II)	224	224	155	69	NA
B.A. General(Part III)	124	124	91	33	62.9

*M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
Honours	**95**	**5**	**00**
General	**96**	**4**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**10**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:

- **Staff and students can access internet in the college premises.**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**4**	**0**	**5**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

- **Arranging group discussion**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **As the college is centrally located, we have quite a good department**
Opportunities	• **As history is a popular subject there is immense scope to produce genuine scholars**
Weakness	• **Being the only full time teacher in the department, the student-teacher ratio is very poor**
Challenges	• **As most of the students come from the poor section of the society, it is very difficult to explain to them the significance of the subject**
Future plans	• **To have a few more full-time teachers for the department to flourish properly**

EVALUATIVE REPORT OF THE DEPARTMENT OF POLITICAL SCIENCE

1. Name of the department : **POLITICAL SCIENCE**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		
Asst. Professors	**00**	**00**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Jhuma Mukherjee	**M.A.**	**PTT**	**Local Self Government**	**06**	**00**
Moumita Marik	**M.A.**	**Guest**	**Public Administration**	**03**	**00**
Nousheen Baba Khan	**MPhil**	**Guest**	**Research Methodology**	**01**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)
General	**50**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**148:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**00**	**01**	**00**	**03**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication: **NIL**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees: NIL

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
B.A. General(Part I)	**456**	**427**	**334**	**93**	**NA**
B.A. General(Part II)	**163**	**163**	**116**	**47**	**NA**
B.A. General(Part III)	**153**	**153**	**120**	**33**	**51.52**

   *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
General	**93**	**7**	**0**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- **The Department does not have any machinery to keep trac of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**NA**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection	**NIL**

• Other than campus recruitment	
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:

Student and staff can access internet facility in college campus.

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	11	0	8	0

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

- **Arranging group discussion**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **Almost large number of BA students take up the subject at the General Level**
Opportunities	• **Those who take up the subject has an advantage at the National and State Level competitive examinations**
Weakness	• **With no full-time posts the department is dependent on PTT and Guest Lecturers**
Challenges	• **To keep the attention of so many students in class**
Future plans	• **Organizing departmental seminars**

EVALUATIVE REPORT OF THE DEPARTMENT OF ECONOMICS

1. Name of the department : **ECONOMICS**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **Commerce**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		**02**
Asst. Professors	**02**	

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Asit Munshi	**Ph.D.**	**Associate Professor**	**Agricultural Economics & Econometric**	**29**	**00**
Urmila Chowdhury(Sen)	**M.Sc.**	**Associate Professor**	**Econometric & Statistic**	**17**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NIL**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**34:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**01**	**00**	**00**	**02**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	A	b_1	b_2	c	d	E	f	g	h	i	j	k	L
Asit Munshi	**01**	**01**					**01**						

Other Publication:

    a. Publication in conference/ seminar proceedings (a_1: National / a_2: International)

    b. Other(Magazine & News paper)

Name of Faculty	a_1	a_2	b
Asit Munshi			**19**
Urmila Chowdhury(Sen)			**05**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees

Asit Munshi	**Member of Editorial Board of the journal SADHAN**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter

departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in

Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M	*F	Pass percentage
B.A General(Part I)	**55**	**44**	**37**	**7**	**NA**
B.A. General(Part II)	**20**	**20**	**13**	**7**	**NA**
B.A. General(Part III)	**3**	**3**	**3**	**-**	**33.33**

   *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
General	**92**	**8**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**NA**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students: **NIL**

   • **Student and staff can access internet facility in college campus..**

c) Class rooms with ICT facility: **1(Common)**

d) Laboratories: **NIL**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**9**	**0**	**3**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

   • **Case Study**
   • **Arranging group discussion**
   • **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**We are two associate professors in our department but we take classes covering arts, science and commerce.**
Opportunities	**We are energetic teachers and our students are also cooperative.**
Weakness	**We have to cover huge students for**

	teaching and examining answer scripts.
Challenges	**To motivate students to study this difficult subject diligently.**
Future plans	**We are aspiring to introduce honours course in Economics provided the department is enabled with two additional teachers.**

EVALUATIVE REPORT OF THE DEPARTMENT OF PHYSICS

1. Name of the department : **PHYSICS**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(Honours & General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	**05**	**04**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Samit Bhowal	**M.Sc., Ph.D.**	**Assistant Professor**	**Solid State Physics**	**15**	**00**
Sanjit Sarkar	**M.Sc., Ph.D.**	**Assistant Professor**	**Plasma Physics**	**01**	**00**
Anupam Debangshi	**M.Sc.**	**Assistant Professor**	**Bio Physics**	**01**	**00**
Abdul Lahil Safi	**M.Sc., M.Tech**	**Assistant Professor**	**Solid State Physics**	**02**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NA**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	**19:1**
General	**21:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
3	**2**	**0**	**0**	**0**	**0**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	M.Phil	M.Tech.	PG
No. of faculty	**0**	**0**	**2**	**0**	**1**	**4**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**:**

UGC Minor Research Project					
Name of the PI	**Duration**	**Funding Agency**	**Allocated**	**Received**	**Status**
Samit Bhowal	**2014-16**	**UGC**	**1,40,000**	**1,10,000**	**Ongoing**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	A	b$_1$	b$_2$	c	d	e	f	g	h	I	j	k	l
Samit Bhowal	5		5									2.875	
Sanjit Sarkar	11		11									3.75	
Anupam Debangshi	4		4										

Other Publication:

    c. Publication in conference/ seminar proceedings (a$_1$: National / a$_2$: International)

    d. Other(Magazine & News paper)

Name of Faculty	a$_1$	a$_2$	b
Samit Bhowal	2		
Sanjit Sarkar		1	

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees: **NIL**

b) International committees: **NIL**

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter

departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in

Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students:

Ph.D. awarded to

Name	Subject	University	year
Samit Bhowal	**Physics**	**University of Calcutta**	**2013**
Sanjit Sarkar	**Physics**	**Jadavpur University**	**2015**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Physics Honours(Part I)	**85**	**64**	**62**	**02**	**NA**
Physics Honours(Part II)	**10**	**10**	**08**	**02**	**NA**
Physics Honours(Part III)	**01**	**01**	**01**	**00**	**100**
B.Sc. General(Part I)	**72**	**57**	**57**	**00**	**NA**
B.Sc. General(Part II)	**14**	**14**	**12**	**02**	**NA**
B.Sc. General(Part III)	**14**	**14**	**14**	**00**	**92.86**

*M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
Honours	**100**	**00**	**00**
General	**97**	**03**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- **The Department does not have any machinery to keep trac of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**10**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library:

- **One departmental library for reference purpose.**

b) Internet facilities for Staff & Students:

- **Staff and students access internet facility in the college compound.**

c) Class rooms with ICT facility: **01**

d) Laboratories: 02

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**8**	**0**	**4**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

- **Power point presentation**
- **One-to-one interaction to solve individual problems**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **The department is now in full strength after a long period of time with 2 full time teachers joining in 2015**
Opportunities	• **Three of the 4 teachers are under 35 years of age. So it is an active department now**
Weakness	• **Insufficient laboratory space and short working hours**
Challenges	• **With Honours course being just introduced, the department aspires to produce good students who would aspire for higher studies**
Future plans	• **To enrich the department with various research projects and national seminar so that the students are encouraged in research area in the future.**

EVALUATIVE REPORT OF THE DEPARTMENT OF CHEMISTRY

1. Name of the department : **CHEMISTRY**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(Honours & General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: NIL

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		1
Asst. Professors	5	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Supti Saha Roy	**M.Sc., PhD**	**Associate Professor**	**Organic Chemistry**	**26 years**	**NIL**
Manabendra Saha	**M.Sc., PhD**	**Assistant Professor**	**Organic Chemistry**	**07 years**	**NIL**
Averi Guha	**M.Sc., PhD**	**Assistant Professor**	**Inorganic Chemistry**	**03 years**	**NIL**
Tapas Kumar Paira	**M.Sc., PhD**	**Assistant Professor**	**Organic Chemistry**	**01 years**	**NIL**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NA**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**34:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
2	**2**	**1**	**0**	**0**	**0**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**0**	**0**	**4**	**0**	**0**	**4**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	A	b_1	b_2	c	d	e	f	g	h	i	j	k	l
Manabendra Saha	**08**		**08**										
Averi Guha	**18**		**17**										
Tapas Kumar Paira	**17**		**16**										**08**

Other Publication: **NIL**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees : **NIL**

b) International committees

c) Editorial Boards : **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students:

Ph.D. awarded to

Name	Subject	Title of Thesis	University	year
Manabendra Saha	**Chemistry**	**Development of Novel Methods for Organic Synthesis**	**Jadavpur University**	**2010**
Tapas Kumar Paira	**Chemistry**	**Synthesis of Peptide-Polymer Bioconjugates via Controlled Polymerization and Their Self-assembly**	**Jadavpur University**	**2012**
Averi Guha	**Chemistry**	**Syntheses and Characterization of Schiff- base complexes of some 3d metal ions and studies of their bio-relevant reactivity**	**Calcutta University**	**2013**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Chemistry Honours(Part I)	NA	NA	NA	NA	NA
Chemistry Honours(Part II)	NA	NA	NA	NA	NA
Chemistry Honours(Part III)	NA	NA	NA	NA	NA
B.Sc. General(Part I)	135	102	100	02	NA
B.Sc. General(Part II)	22	22	19	03	NA
B.Sc. General(Part III)	13	13	13	00	92.31

  *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
General	98	02	00

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep trac of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**NA**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**NIL**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library:

- **One departmental library for reference purpose.**

b) Internet facilities for Staff & Students:

- **Staff and students access internet facility in the college compound.**

c) Class rooms with ICT facility**: 01**

d) Laboratories: **04**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**6**	**0**	**4**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

- **Power point presentation**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**Very good coordination of work between the teaching and non teaching staffs. Three of four teachers are below 35 years of age.**
Opportunities	**There is opportunity of improving the teaching-learning standards by continuous monitoring**
Weakness	**Shortage of rooms and laboratories. Most of the students come from financially weak family.**
Challenges	**To motivate the students to come to college regularly.**
Future plans	**To enrich the department with several research projects and to organize seminars on recent trends of chemistry.**

EVALUATIVE REPORT OF THE DEPARTMENT OF MATHEMATICS

1. Name of the department : **MATHEMATICS**

2. Year of Establishment: **1963**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(Honours & General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **Commerce**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	**02**	**02**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Debasis Manna	**M.Sc.**	**Assistant Professor**	**Mathematical Biology**	**13**	**00**
Nityananda Thakur	**M.Sc,M.Phil.**	**Assistant Professor**	**Solid Mechanics**	**01**	**00**
Atanu Mandal	**M.Sc.**	**Guest**	**Biological Mathematics**	**08**	**00**
Debasis Halder	**M.Sc.**	**Guest**	**Complex analysis**	**01**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)
Honours	**10**
General	**11**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	**09:1**
General	**32:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**00**	**00**	**01**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**00**	**01**	**00**	**04**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	a	b_1	b_2	c	d	e	f	g	H	i	j	k	l
Debasis Manna	**01**		**01**										
Nityananda Thakur	**02**		**02**										

Other Publication:

a. aPublication in conference/ seminar proceedings (a_1: National / a_2: International)

b. Other(Magazine & News paper)

Name of Faculty	a_1	a_2	b
Nityananda Thakur		**01**	

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees

Debasis Manna	**Life Member of Operation Research Society of India**

b) International committees

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Mathematics Honours(Part I)	**49**	**27**	**26**	**01**	**NA**

Mathematics Honours(Part II)	06	06	04	02	NA
Mathematics Honours(Part III)	02	02	02	00	NA
B.Sc. General(Part I)	122	95	93	02	NA
B.Sc. General(Part II)	18	18	17	01	NA
B.Sc. General(Part III)	14	14	14	00	71.43

 *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from abord
Honours	99	01	NIL
General	98	02	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?
 - **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**NA**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed - Campus selection - Other than campus recruitment	**04**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:
 - **Staffs and students access internet facility in the college compound.**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **01**
 - **One computer laboratory**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**5**	**0**	**2**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:
- **Power point presentation**
- **Question-answer session**
- **One-to-one interaction to solve individual problems**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **Both the sanctioned posts are filled up after 10 years** • **Good relations between and staffs students** • **Personal attention provided after regular classes is given for extra guidance**
Opportunities	• **There is opportunity of improving the teaching-learning standards by continuous monitoring**
Weakness	• **Minority students come from financially weak families.** • **Students are of mediocre quality**
Challenges	• **Motivating students to attend second and third year classes due to late publication of university results** • **Monitoring the performance of**

	students of Part III is a challenge
Future plans	• **To start research activities in the department.** • **Organize National Level Seminar and Student Level Seminar** • **Purchase more computer to satisfy the need of students**

EVALUATIVE REPORT OF THE DEPARTMENT OF ELECTRONICS

1. Name of the department : **ELECTRONICS**

2. Year of Establishment: **1996**

3. Names of   Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(Honours & General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NONE**

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	**01**	**01**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Abhijit Poddar	**M.SC.,Ph.D.**	**Assistant Professor**	**Electronics**	**14**	**00**
Debasis Singha	**M.Tech.**	**PTT**	**Opto Electronics**	**08**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: NIL

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
Honours	**3:1**
General	**3:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**01**	**01**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**01**	**00**	**01**	**01**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**:**

UGC Minor Research Project					
Name of the PI	**Duration**	**Funding Agency**	**Allocated**	**Received**	**Status**
Abhijit Poddar	**2007-2008 to 2010-2011**	**UGC**	**NA**	**60,000**	**completed**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Name of Faculty	a	b_1	b_2	c	d	e	f	g	H	i	j	k	l
Abhijit Poddar			01										

Other Publication:

    a. Publication in conference/ seminar proceedings (a_1: National / a_2: International)

    b. Other(Magazine & News paper)

Name of Faculty	a_1	a_2	b
Abhijit Poddar	02	02	
Debasis singha	01		

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees : **NIL**

b) International committees : **NIL**

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Electronics Honours(Part I)	12	06	06	00	NA
Electronics Honours(Part II)	00	00	00	00	NA
Electronics Honours(Part III)	00	00	00	00	NA
B.Sc. General(Part I)	05	03	03	00	NA
B.Sc. General(Part II)	01	01	01	00	NA
B.Sc. General(Part III)	01	01	01	00	100

  *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
Honours	**100**	**00**	**00**
General	**100**	**00**	**00**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
- **The Department does not have any machinery to keep trac of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**20**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**10**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities
a) Library:
- **One departmental library for reference purpose.**

b) Internet facilities for Staff & Students:
- **No such facility available.**

c) Class rooms with ICT facility: **01(Common)**

d) Laboratories: **02**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**2**	**0**	**1**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:
- **Two special lecture taken**

33. Teaching methods adopted to improve student learning:

- **Power point presentation**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**Good Teacher Student ratio.**
Opportunities	**There is opportunity of improving the teaching-learning standards by continuous monitoring**
Weakness	**Lack of awareness of the possibilities of job in various industries after completion of the course**
Challenges	**To increase the student strength in the department.**
Future plans	**To increase research activity along with teaching**

EVALUATIVE REPORT OF THE DEPARTMENT OF COMPUTER SCIENCE

1. Name of the department : **COMPUTER SCIENCE**

2. Year of Establishment: **1997**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(General)**

4. Names of Interdisciplinary courses and the departments/units involved:**NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Nutmber of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		
Asst. Professors	**01**	**00**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Shukdeb Paul	**MCA,M.Tech**	**PTT**	**Advanced Database**	**08**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NIL**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**11:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**01**	**01**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**00**	**00**	**01**	**01**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication: **NIL**

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees : **NIL**

b) International committees :**NIL**

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter
departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in
Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc. General(Part I)	**19**	**10**	**10**	**00**	**NA**
B.Sc. General(Part II)	**01**	**01**	**01**	**00**	**NA**
B.Sc. General(Part III)	**00**	**00**	**00**	**00**	**NA**

 *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from aboard
General	**100**	**0**	**00**

28. How many students have cleared national and state competitive examinations such as NET,
SLET, GATE, Civil services, Defence services, etc.?

- **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	**NA**
PG to M.Phil.	**NA**
PG to Ph.D.	**NA**
Ph.D. to Post-Doctoral	**NA**
Employed • Campus selection • Other than campus recruitment	**10**
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: **NIL**

b) Internet facilities for Staff & Students:

Student and staff can access internet facility in college campus.

c) Class rooms with ICT facility: **1(Common)**

d) Laboratories: **01**

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**2**	**0**	**1**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

- **Power point presentation**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	• **It serves as an easy and progressive Elective Subject for Honours students**
Opportunities	• **Opening Honours course**
Weakness	• **No full-time posts in the department**
Challenges	• **To motivate and improve student quality for better result**
Future plans	• **To convince University to sanction at least one full-time teacher to the vacant post**

EVALUATIVE REPORT OF THE DEPARTMENT OF GEOGRAPHY

1. Name of the department : GEOGRAPHY

2. Year of Establishment: 2006

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**UG(General)**

4. Names of Interdisciplinary courses and the departments/units involved: **NONE**

5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**

6. Participation of the department in the courses offered by other departments: **NONE**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NONE**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts

	Sanctioned	**Filled**
Professors		
Associate Professors		
Asst. Professors	**00**	**00**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil. etc.,

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided for the last 4 years
Dhiman Roy Mandal	**M.Sc**	**Guest**	**population**	**08**	**00**
Peula Sinha Roy	**M.Sc.**	**PTT**	**Geography of health**	**6**	**00**

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

	Theory (%)	Practical (%)
Honours	**12**	**10**
General	**15**	**10**

13. Student -Teacher Ratio (programme wise):

	Student-teacher ratio
General	**49:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic Support Staff					
Technical			Administrative		
Sanctioned	Filled		Sanctioned	Filled	
Govt.	Govt.	College	Govt.	Govt.	College
00	**00**	**00**	**01**	**01**	**00**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification of teaching faculty	DSc	D.Litt	Ph.D	MPhil	M.Tech.	PG
No. of faculty	**00**	**00**	**00**	**00**	**00**	**02**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **July, 2009 onwards**

NIL

a) Publication per faculty

b) Number of papers published in peer reviewed journals (b_1: national / b_2: international) by faculty and students

c) Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d) Monographs

e) Chapter in Books

f) Books Edited

g) Books with ISBN / ISSN numbers with details of publishers

h) Citation Index

i) SNIP

j) SJR

k) Impact factor

l) h-index

Other Publication: NIL

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in

a) National committees : **NIL**

b) International committees **: NIL**

c) Editorial Boards: **NIL**

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter

departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in

Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department: **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

a) National

b) International

26. Student profile programme/course wise: **2014-15**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass
			*M	*F	percentage
B.Sc. Part I General	**67**	**52**	**47**	**05**	**NA**
B.Sc. Part I General	**37**	**37**	**26**	**11**	**NA**
B.Sc. Part I General	**08**	**08**	**06**	**02**	**25**

 *M=Male, *F= Female

27. Diversity of Students

Name of the course	% of students from the same state	% of students from the other states	% of students from abord
General	**100**	**0**	**0**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

 • **The Department does not have any machinery to keep track of such records.**

29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	**NIL**

• Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	**NA**

30. Details of Infrastructural facilities

a) Library: 01

b) Internet facilities for Staff & Students:

- **Staffs and students access internet facility in the college compound.**

c) Class rooms with ICT facility: 0**1(common)**

d) Laboratories: 1

31. Number of students receiving financial assistance from college, university, government or other agencies

financial assistance received	from college	from university	From government (Minority + Merit-cum-Means)	From other agencies
Number of student	**2**	**0**	**1**	**0**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

- **Arranging group discussion**
- **Question-answer session**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and Future plans:

Strength	**Young and energetic teacher.**
Opportunities	**There is opportunity of improving the teaching-learning standards by continuous monitoring**
Weakness	**No honours course.**
Challenges	**To motivate the students.**
Future plans	**To bring honours course**

4. POST ACCREDITATION SUMMARY:

SL No.	Recommendation made in the 1st cycle	Implementation carried out by the college
1.	Efforts made by the college in providing meaningful and quality education to students particularly the students coming from economically backward and weaker section of the society in spite of its infrastructural and other constraints	1. The college has arranged ICT classroom, conference room both for students and teachers at top floor with modern amenities for teaching and learning. 2. The college has given 75 students for free studentship and 210 students for half concession in the session 2014-15. Besides the college has given priority on remedial coaching for the backward students.
2.	Efforts of the college to offer some employment oriented courses like computer science, electronics science and electronics equipment and maintenance (Vocational type)	The college is a general college and has no scope to give direct employment facilities. The college already has electronics science subject as Hons. But on account of becoming an evening college students are not interested at all. Only 4 students took admission in Hons. and 5 students took admission in general courses. The college had already equipment and maintenance course under Calcutta University. But on account huge growing of engineering colleges the students took admission there for better opportunity. The college has stopped the course for lack of students.
3.	Introducing the study of centre of NSOU for promoting open learning system.	The college has already a study center of NSOU having bachelor in 4 different subjects, PG in 10 subjects and one year bachelor programme (BLIS) after graduation. The NSOU study centre has 113 BDP students, 91 PG students and 12 BLIS students in the year 2014-15. The study centre has almost 95% to 100% success record year after year having no dropout.

4.	All sanctioned post of fulltime permanent teachers that are lying vacant should be filled up on priority basis. Some departments like Pol. Sc. are having no sanctioned full time post. Such drawback should be corrected by the authority concerned as early as possible.	The college has already appointed eight full time teachers through College Service Commission with the help of constant touch with the commission recently. For the full time less subjects, the college has already applied to the Govt. for new posts. But still is under consideration of Govt.
5.	No new course should be introduced by the college until and unless the accommodation problems are reasonably improved.	The college has arranges six class rooms at Surendranath Collegiate School on negotiation basis. The college has also build up to additional rooms at the top floor which has been used as ICT class room and conference room. Based on this facility the college has opened new Chemistry Hons. course from this session.
6.	Faculty members should be urged upon more research activity	The college authority has upon the research activity of faculty members. Five of our faculty member made Ph.D degree after 1st Cycle. Besides the college has given priority to take Minor/Major research project to the faculty member and they are allowed to take special leave for such research also.
7.	The college should adopt necessary corrective measures to minimize the dropout rate.	There are a number of reasons for the high dropout rate. The college has conducted a detailed dropout analysis and identified the possible reasons for the high dropout, many of which are beyond the control of the college. At the same time, feedback on institutional provisions, teaching learning and other aspects are collected from the students to identify specific areas that might need up gradation. Besides the college arranged for free studentship, Govt. scholarship, minority scholarship and Kanyashree grant to the students to stop dropout.
8.	Students should be given more	After 1st Cycle college has tried its best to

	computer facilities.	give more computer facilities to students. At present the computer lab has 13 computers and each lab based department has computer facility for the students. Library also has partially computer based for the students avoiding all financial constraints. The ICT classroom and conference room is also computer based service provided to the students.
9.	Management should try to have another separate campus	The college authority has applied to the Govt. for land to establish separate campus but it under consideration of Govt. The college authority has no financial strength to buy land privately for second campus.
10.	An advisory Cell should be there to promote students for placement an employment	The college has already formed an advisory placement cell for promoting students' placement.
11.	Library facilities should be modified.	The college has already increased library stock. Number of books at library is 18664. Besides the college has partially computerized the library. On account of lack of spaces optimum modification cannot be made.
12.	An advisory cell may be set up to monitor all parameters and radars for academic, research, governance and extension subsectors of the college.	The college authority formed IQAC Cell to monitor academic, research, governance and extension subsectors of the college. It is a lacuna in the college part to form such cell at late (11.08.2014) and again reestablished on 28.05.2015 for non-functioning of first cell. Authority must rectify this shortly.
13.	Due importance to be given by the GB for making the auditing of accounts as up to date as possible.	The GB has made pursue for audit for the session 2012-13 and 2013-14. In spite of the urgency the government auditor has not yet completed the same. Besides the government has given appointment for audit of 2014-15 to the same auditor. So the GB has nothing to do for completion the audit of accounts up to date.

14.	The college should organize workshops for students regularly to improve their communication skill and personality development.	The college has organized some workshops for students based on curriculum based subjects to develop their literal skill and personality. A special workshop was arranged on 31.01.2014 based on subject financial planning for young investors where a learned teacher of Calcutta University, Dr. Ramprahlad Choudhury delivered model lectures in presence of 75 students. Students also participated in interaction.
15.	Canteen and health service facilities for teachers, students and staff need improvement.	Canteen facility for students has already modernized. The teachers and staff canteen also improved.

5. DECLARATION BY THE HEAD OF THE INSTITUTION

I certified that the data included in this SSR are true and fair to the best of my knowledge, believe and record provided by office and information supplied by our faculty. This SSR is prepared by the institution after proper discussion among all members of IQAC including management. No part of this SSR has been outsourced.

I am aware that the peer team will revalidate based on our information provided in this SSR and will re-assess our activities and to give us light of way forwards for further improvements to ensure optimum quality during the peer team visit.

Yours sincerely

Principal

Enclosures

Annexure 1

23136361, 23233701, 23237721, 23234116
23238753, 23232317, 23236738, 23239437

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

F. 1-2/2004 (CPP-I)   May, 2007

18 MAY 2007

The Principal,
Surendernath Evening College,
24 Mahatma Gandhi Road,
Calcutta-700 009 (W.B).

Sub:- Recognition of Colleges under Section 2 (f) & 12 (B) of the UGC
     Act, 1956.

Sir,

     With reference to your letter No. 132/Even/2006-07 dated 13.02.2007 on
the above subject, I am directed to say that the name of **Surendernath Evening
College, 24 Mahatma Gandhi Road, Calcutta (W.B)** is included in the list of
Colleges maintained under Section 2 (f) of the UGC Act, 1956 under the head
Non-Government Colleges teaching upto Bachelor's Degree. The College is also
eligible to receive Central Assistance under Section 12 (B) of the UGC Act.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

INSPECTOR OF COLLEGES   SENATE HOUSE
             CALCUTTA-12

CC/1599/56 Affl.   2nd March, 1987.

Dated the.........................

To

     The Principal,
     Surendranath Evening College,
     24/2, Maharma Gandhi Road,
     Calcutta- 700009.

Sub :   Affiliation order of the University.

Sir,

     With reference to your letter no. 85/Even/86-87
dated 24. 2. 87 on the above subject, I am to forward herewith
a copy of letter no. C/2551/164(Affl.) dated 15. 6. 61 granting
affiliation to the college at the B.Com. Pass level along with
a copy of the inspection report dated 30. 12. 60.

                Yours faithfully,

                (N. B. Banerjee)
         Dy. Inspector of Colleges(Offg.)

Enclo: As above.

gm

UNIVERSITY OF CALCUTTA

SENATE HOUSE

87/1, College Street, Kolkata – 700 073

Prof. (Dr.) Soma Bandyopadhyay
Registrar (Acting)

Phone   :   2241-0071/4984
Fax   :   91-033-2241-3222
E-mail   :   somabando@yahoo.co.in

প্রফেসর (ডঃ) সোমা বন্দ্যোপাধ্যায়
কার্যনির্বাহী নিবন্ধক

TO WHOM IT MAY CONCERN

This is to certify that **Surendranath Evening College, 24/2, MG Road, Kolkata- 700009, West Bengal** is affiliated to the **University of Calcutta** and recognized by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval:

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three Year B.A. Honours Courses in English, Bengali, Hindi, Urdu, History	NA		Affiliation stands valid till date
2.	Three Year B.A. General in English, Bengali, Hindi, Urdu, History, Economics, Political Science, Philosophy, Sanskrit, Geography	NA		Do
3.	Three Year B.Sc. General Course in Physics, Chemistry, Mathematics, Electronics Science, Computer Science, Economics, Geography	NA		Do
4.	Three Year B.Sc. Honours Course in Physics, Chemistry, Mathematics, Electronics Science	NA		Do
5.	Three Year B.Com. General Course	NA		Do
6.	Three Year B.Com. Honours Course	NA		Do

Date: 02.02.2016
Place : Kolkata

Prof. (Dr.) S. Bandyopadhyay
Registrar (Acting)   02.02.16

ANNEXURE-02

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Surendranath Evening College
Mahatma Gandhi Road, Kolkata
affiliated to University of Calcutta, West Bengal as

Accredited

at the C^{++} *level.*

Date : March 31, 2007

Director

- This certification is valid for a period of *Five* years with effect from March 31, 2007
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C* grade, 65-70-C** grade, 70-75- B grade, 75-80- B* grade, 80-85-B** grade, 85-90- A grade, 90-95-A* grade, 95-100-A** grade (upper limits exclusive)

March 31, 2007/080

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : **Surendranath Evening College**

Place : **Mahatma Gandhi Road, Kolkata, West Bengal**

Criterion	Weightage (W_i)	Criterion Score (C_i)
I. Curricular Aspects	100	74
II. Teaching-Learning and Evaluation	400	309
III. Research, Consultancy and Extension	50	24
IV. Infrastructure and Learning Resources	150	92
V. Student Support and Progression	100	55
VI. Organization and Management	100	72
VII. Healthy Practices	100	65
Total	$\Sigma W_i = 1000$	$\Sigma C_i = 691$

$$Institutional\ Score = \frac{\Sigma C_i}{\Sigma W_i} \times 100 = \frac{691}{1000} \times 100 = 69.10$$

Director

Date : *March 31, 2007*

March 31, 2007/080

Draft Report
on
Institutional Assessment & Accreditation

of

SURENDRANATH EVENING COLLEGE
24/2 Mahatma Gandhi Road

Kolkata – 700 009
West Bengal

VISIT DATES

28th February & 1st March 2007

National Assessment and Accreditation Council
Bangalore

Report of the Peer Team
On
Institutional Assessment & Accreditation
of
Surendranath Evening College

24 / 2, M.G. Road, Kolkata , West Bengal – 700 009

February 28 & March 1 , 2007

SECTION I : INTRODUCTION

With an objective to provide access to the eligible, meritorious and needy students of economically underprivileged background to higher education Surendranath Evening College was established in the year 1961 with four most essential subjects – Bengali, English, Hindi and Commerce. In 1963 some more subjects were added as Political Science, History, Economics, Sanskrit, Urdu, Mathematics, Chemistry and Physics. The only aim was to fulfill the ambition of higher education of those youth of Sealdah and suburban area of Kolkata who had to stop their studies after schooling to get any job immediately to sustain the needs of their family. But their desire for higher education could not be nipped in the bud as Surendranath Evening College was there getting affiliation gradually in almost all those subjects which were relevant and need based .

Affiliated to the University of Calcutta under the category of grant-in-aid colleges Surendranath Evening College was recognized by UGC under 2 (f) category. In 2005-2006 1156 students were enrolled in this college and in 2006-2007 1014 have been enrolled for three year's BA, B Sc & B Com Degree Courses with annual system of each year. Including two year's enrolment ie 2170 including self financed course 119 girls (only 5.48 %) and 2051 boys (94.5 %) prefer studying in Evening College. At present altogether 17 subjects are taught in this college including Computer Science and Electronics Science.

There are 33 sanctioned posts for permanent teachers against which only 27 are working – 22 male teachers and 5 female teachers. Out of 2 full-time temporary teachers 1 is male and 1 female. Out of 33 part-time temporary teachers 29 are male and 4 female. Total 62 teachers (52 male and 10 female) are working here out of which 18 have obtained Ph D Degree, 6.5 % have M Phil as highest Degree and 14.5% have competed for NET and SLET. Out of 18 sanctioned posts of Non Teaching Staff 17 are filled with working hands. 6 persons are working as against 6 sanctioned Technical Posts.

On request of Surendranath Evening College, Kolkata to NAAC, Bangalore to assess and accredit this college Prof. K. M. Pathak (Former Vice Chancellor, Tezpur University, Assam) as Chairman , Dr Kabindra Prasad Singh, Rtd. University Professor of History, B. R. Ambedkar Bihar University, Muzaffarpur, Bihar, and Dr. Manju Sinha, Principal, Ranchi Women's College, Ranchi University, Jharkhand visited this college as Peer Team Members deputed by NAAC , Bangalore and Dr. M.S. Shyamasunder, Deputy Adviser, NAAC acted as Coordinating Officer.

The Peer Team visited the College on February 28th & March 1, 2007 for the validation of Self-Study Report. After interactions with the Principal, Members of Governing Body, Teaching and Non-Teaching Staff members, Students, Parents, Alumni and visits to different Departments, Laboratory, Library and other support systems and perusal of documents, records and files, the Peer Team has prepared the criterion-wise report on the functioning of college.

SECTION II : CRITERION-WISE ANALYSIS
CRITERION I : CURRICULAR ASPECTS

Surendranath Evening College has multy-faculty programme options for students willing to opt either Arts , Science or Commerce at 3 Year Degree level with Annual System of 1 year in each part. The students have to appear in and pass the Annual University Exams after the completion of each Session for being promoted to next year.

There are 17 Subjects with various combinations at 5 Honours & Pass course level. Commerce (358 Students) , Political Science (367 Students), Economics (324 Students), History (383 Students), English (751

NAAC for Quality and Excellence

{including Compulsory Language} Students), Bengali (644 {including Compulsory Language} Students) are the popular subjects here opted by most of the students. But the success rate is highest in Physics (98%), History (95%), Electronics Science (95%), Political Science (90%) and Computer Science (90%) compared to other subjects. The lowest success rate is in Sanskrit department ie 71 % and then in Urdu ie 75 % .

Beginning with Commerce, English ,Hindi and Bengali in 1961 the college got affiliation for Political Science, History, Economics, Sanskrit, Urdu , Mathematics, Chemistry & Physics in 1963 for better options to students. To cater to the need based subjects and more job-oriented opportunities the College started UGC sponsored course in Electronic Equipments and Maintenance in 1996 with grant of Rs 7 lakhs, Electronic Science in 1996 & Computer Science in 1997. After a gap of about 9 years the college has given one more option to the students for Geography since 2006.

There are 10 formal degree courses and one self-financing course providing elective options to students. 3 new programmes have been introduced during last 5 years. Some major revisions have been made in old syllabi during last 5 years to cope with new global attitude and job-orientation approach as suggested and designed by UGC also adopted by University of Calcutta. New Courses are designed or old courses changed / altered to achieve the goal of contemporary, relevance and need-based opportunities in the global market of work-force.

CRITERION II. TEACHING, LEARNING AND EVALUATION

The college follows a transparent admission policy which is adequately high lighted in the college prospectus. The admission process is managed by an Admission Committee specially constituted by the institute. The norms are set after taking into account the minimum norms set by the University and the results of Higher Secondary examinations. Some seats are reserved, as per the Govt. norms, for SC/ST/ OBC, physically challenged and sports personnel.

In the last academic year, the number of working days of the college was 230, while the number of teaching days was 205.

NAAC for Quality and Excellence

4

The college promotes teachers development by sanctioning study leave for research, allowing participation in orientation/ refresher courses, and by organizing seminars etc.

During the last 5 years only 6 teachers attended UGC sponsored Orientation Course, 6 teachers attended Refreshers course and five teachers participated in seminars, three teachers presented research papers in national seminars, while 2 faculty members presented papers in international seminars.

The theoretical papers in all the departments are lecture based. The learning is chiefly student centric. The participatory learning activities adopted by the college are mainly based on questions answer sessions with the faculty at the class rooms. The modern teaching aids such as computers, internet access in limited scale are also in use. Tutorial classes are arranged after preparatory test examinations. The departments of Physics and Electronics Science take tutorial classes in Lab-practical also.

Full-time permanent teachers are appointed on the basis of recommendation of West Bengal College Service Commission, whereas the part-time teachers are appointed on the basis of guidelines framed by the University on the matter. The institution evaluates the teaching performance of the faculty on the basis of their self appraisal reports.

The teaching methodologies are mostly conventional type, without significant innovations. The college does not conduct any academic audit of the departments.

The college monitors the performance of the students through regular class tests, annual examinations and preparatory class tests. The evaluation process communicated to the students through prospectus are transparent and any grievance regarding evaluation of college exams are addressed by review of the answer scripts.

CRITERION III. RESEARCH, CONSULTANCY & EXTENSION

NAAC for Quality and Excellence

The college has a Research Committee to facilitate and monitor Research activities of the faculty. This committee encourages faculty members to (i) apply for UGC funded minor/ major research projects, (ii) enroll for Ph. D programmes of the University and (iii) to write for research journals.

At present out of 27 total permanent teachers, 18 have Ph.D degree as their highest qualification. The college does not have any recognized Ph.D/ M.Phil research guide amongst the faculty members. Recently one more teacher has registered for Ph.D. There are 3 on-going research projects—two in the Department of Urdu, and one in the department of Electronics Science, with total outlay of Rupees 2.5 lakhs.

During the last 5 years, the members of the faculty have published altogether 28 Research papers. Some faculty member of the Urdu, Hindi and Bengali Department has published a large number of books.

A few of the teachers has also acted as Resource persons.

No consultancy services have been provided by the college during the last 5 years.

Students and faculty are encouraged to participate in extension activities of NCC, Blood Donation Camp etc.

At present the college has no significant linkages with research institution/ industries NGOs for research and extension.

CRITERION IV. INFRASTRUCTURE AND LEARNING RESOURCES

Both the colleges i.e. Surendranath Evening College & Surendranath College shares the same campus and common infrastructures. This is really stumbling-block for the growth of the college. The institute has not been able to augment the infrastructure growth due to lack of adequate space. The working hours for the students of this college are from 5 to 9 pm. The library is kept open for 7 hours in working days. In the last academic year, the library was kept open for 230 days. There are altogether 15254 number of books in the library out of which 15214 are text books and 40 reference books. 25 no.

NAAC for Quality and Excellence

of Magazines, and 55 (donated) Indian journals. The Library services are yet to be computerized. The library has no archives. There is no on-line and internet services in the library. The college does not provide Book Bank facilities for needy students. Some of the departments have departmental libraries.

There are altogether 20 computers in the college, of which 08 are in the Computer Science Department, 05 are in the Commerce department, and one each in the departments of Physics, Chemistry, Electronic Science & Electronics Equipment Maintenance, 03 are in the office. The departments having computers use them as teaching aids. There is no central computing facility in the college. There is no hostel run by college. The institute has no health centre.

There is canteen facility, and cheap stores in the campus. There are separate common rooms for both boys and girls. The common room for boys is large enough to play some indoor games like Caroms, Table Tennis etc. The college does not have a separate sport ground. The NCC room and Auditorium (of Surendranath College) are also used for co-curricular activities of the students. There is Broad-band Internet facility in the IT Commerce Department.

CRITERION –V. STUDENTS' SUPPORT AND PROGRESSION

The total number of students admitted in the year 2006 -07 is 1014 and in 2005 -06 it was 1156. Of the total no. of students, only about 05% are female.

The average drop out rate in the last two batches is about 45% which is quite high, the pass percentage being 89.

The college provides several support services to SC/ST students. The institution also provides financial aid to the poor and meritorious students. Last year 46 students were given financial aids by way of free studentship from Poor welfare fund. Very recently an Alumni Association has been

NAAC for Quality and Excellence

formed, but the association is yet to contribute for the development of the college. The college does not have a student counselling centre.

The institution publishes its updated prospectus annually. The prospectus contains inter-alia programmes offered, fees structure, profile of teachers, admission procedures, student amenities, college examinations etc. There is neither an Employment Cell nor a Placement officer in the college.

CRITERION - VI. ORGANIZATION AND MANAGEMENT

The institution is a Grant-in aid college under the State Govt. of West Bengal. The college is administered in accordance with the Rules and Regulations of the Department of Higher Education, Govt. of West Bengal.

The unit cost of education is as follows :

Including   (i) Salary Component = Rs. 9750/-

           (ii) Excluding Salary Component = Rs. 355/-

The college has a Governing Body constituted as per the Calcutta University First Statues. The Principal is the ex-officio secretary of the G.B. The administration is decentralized. There are several sub-committees e.g. the Finance Sub-Committee, Academic Sub-Committee etc. The Principal presides over the sub-committees as well as the Teachers' Council meetings. A Bursar is appointed from amongst the senior permanent teachers to look after the financial matters. Two members elected to G B from teachers are also members of the Finance Sub-Committee.

The institution has no perspective plan as such; however, the GB, the Principal and others make sincere efforts for its the development. The college follows an academic calendar which is effectively prepared by taking into account the various academic functions of the college, their timings, holidays and vacations, university guidelines etc. The tuition fees and other fee structure are fixed as per the directives of the State Govt.

8

The vacancy in full-time permanent posts of teachers is filled up by the GB only on the recommendations of the West Bengal College Service Commission.

The college has adopted a mechanism for internal as well as external audits. The accounts have been audited regularly up to 2003-04. The auditing of accounts for the year 2004-05 is in process.

The Peer Team Committee has been informed by the principal that the college extend facilities for conducting several competitive examinations like Railways, SSC, Banks etc.

CRITERION - VII. HEALTHY PRACTICES

The college is following some healthy practices which are note worthy. A few of them are :

- The college has adopted a principle of participatory management in all affairs.

- Opening of a study centre of Netaji Subhas Open University and offering UG and PG courses through distance learning and contact class mode.

- Self Appraisal by teachers as per the state Govt. and University norms and feedback from the students.

- The college encourages the teachers to participate and present their research findings/ papers in seminars, conferences and workshops.

- The college inculcates civic responsibilities with the help of the NCC unit.

- Publication of Large number of books by faculty.

- The Institute has been fairly successful in transacting its goals and visions.

9

SECTION III. OVERALL ANALYSIS

The Peer Team studied carefully the SSR, the self-analysis and other documents supplied by the college. During its visit to the college, the team went through other relevant documents and visited all the departments – academic, administrative and support services available in the college. The Peer Team also interacted with the Principal, GB, Faculty, Administrative staff, Students, Alumni and Parents.

The Peer Team would like to command the institution on the following aspects :

- Efforts made by the college in providing meaningful and quality education to students, particularly the students coming from economically backward and weaker sections of the society in spite of its infrastructural and other constraints.
- Efforts of the college to offer some employment oriented courses like Computer Science, Electronic Science and Electronics Equipment & Maintenance (Vocational type)
- Introducing the study centre of NSOU for promoting open-learning system.

While commending the good features and healthy practices of the institution, the Peer Team would like to make the following suggestions for its academic growth and development.

- All the sanctioned posts of full time permanent teachers that are lying vacant should be filled up on priority basis. Some departments like Political Science are having no sanctioned full-time posts. Such drawbacks should be corrected by the authority concerned as early as possible.
- No new courses should be introduced by the college until and unless the accommodation problems are reasonably improved.
- Faculty members should be urged upon to take up more research activities.
- The college should adopt necessary corrective measures to minimize the dropout rates.
- Students should be given more computer facilities.
- Management should try to have another separate campus for the future development of College.

NAAC for Quality and Excellence

ANNEXURE-03

भारतीय गैर न्यायिक

बीस रुपये
रु.20

भारत

INDIA

सत्यमेव जयते

Rs.20

TWENTY RUPEES

INDIA NON JUDICIAL

पश्चिम बंगाल WEST BENGAL   19AA 140789

This Memorandum of understanding entered on this ____ day of _____, 2015;

BETWEEN

Surendranath College, having its office at 24/2 Mahatma Gandhi Road, Kolkata – 700 009, represented through its Principal, Dr. Indranil Kaur (herein after referred to as the FIRST PARTY)

AND

Surendranath Law College, having its office at 24/2, Mahatma Gandhi Road, Kolkata – 700 009, represented through its Teacher-in-Charge, Dr. Mohammadi Tarranum, (herein after referred to as the SECOND PARTY)

AND

Surendranath Evening College, having its office at 24/2 Mahatma Gandhi Road, Kolkata – 700 009, represented through its Principal, Dr. Iqbal Javeed (herein after referred to as the THIRD PARTY)

WHEREAS the below mentioned Certificate Courses are being proposed to be conduct jointly by First Party, Second party and Third Party : -

1. Communicative English
2. Performing Art
3. Photography
4. Computer

AND WHEREAS all the parties had a discussion and resolved in a meeting dated 2nd September 2015 that they will jointly conduct the certificate courses for the benefit of the college, whereby the Non Teaching Staffs will be fully well equipped in proper maintenance and smooth functioning of the day to day affairs of the college.

Now it has been agreed by and between the First, Second Party, Third Party as follows: -

(1) That the students of First Party, Second Party and Third Party who are interested in the aforesaid certificate courses will be entitled to take admission in the above certificate courses and on successfully completion of the said course the students of all party will be entitled to get certificates.

(2) That the fees so charged form the students of First Party, Second Party and Third Party shall be collected by First Party and the First Party shall be at liberty to utilise the same to defray the expenses of certificate courses.

(3) That the Second Party and Third Party shall not bear any expenses as to the aforesaid course.

(4) That the following persons of Second Party and Third Party shall also be member of the Advisory Committee for the purpose of smooth conduct of the above courses in addition to the members nominated by the First Party:-

1) Dr. Iqbal Javeed (Principal, Surendranath Evening College)
2) Dr. Mohammadi Tarannum (Teacher-in-Charge, Surendranath Law College)

(5) That at all material time the necessary formalities and requisite permission where necessary shall be obtained by the First Party.

(6) It has been mutually agreed by and between the parties that in no way the Second Party and Third Party will be involved in collection of

money from the intending persons who are interested in the aforesaid course. The First Party will be engaged in collection of money towards fees and defray all expenses of certificate course and will be also liable to produce the account as and when required by the committee.

(7) The Second Party will also be responsible for maintaining the computers and other things for running the smooth functioning of the aforesaid course and disbursing salary to the concerned person / persons who will be teaching for the aforesaid course and will maintain a proper account of the same.

IN WITNESS where of the parties here to have executed these presents on 17 day of December 2015 the day, month and year first above written.

Witnesses:

1) *Asis Basu*

2) *Goutam Sinha*

(FIRST PARTY)

1) *Dipanwita Datta*

2) *Mousumi Banerjee*

(SECOND PARTY)

1) *Sristi Saha Roy*

2) *Purna Chandra Maity*

(THIRD PARTY)

Government of India
Ministry of Human Resource Development
Department of Higher Education
Statistics Division
New Delhi

Certificate

Reference No. C-11900-2014

This is to certify that BARENDRA NATH RAY of Surendranath Evening College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2014-2015.

Principal 16/02/16.
Surendranath Evening College
Kolkata - 700 009

(B N Tiwari)
Deputy Director General

Dated: 16/02/2016

ANNEXURE-06

GUEST FACULTY

SURENDRANATH EVENING COLLEGE
24/2 M.G. ROAD KOL-9
Tel Ph. No. 033-23500261

SI No	Name	GUEST LEC.	
1	MOUMITA MARIK		
2	SHARMILA DAS		
3	SADIA ZAREEN		
4	DHIMAN RAY MANDAL		
5	MAUMITA KUNDU		
6	SHABANA AFRIN JAVED		
7	UDAY BHANU DHOLE		
8	AMLAN MANDAL		
9	ATANU KUMAR MANDAL		
10	ALOMGIR MOLLA		
11	NOUSHEEN BABA KHAN		
12	VEENETA SINGH		
13	SIMA KUMARI SINGH		
14	MD RAFIQE		
15	DEBASISH HALDER		
16	ISHITA BHATTACHARYA		
17	SAIRAM NISHAT		
18	DIPANKAR BERA		

ANNEXURE 13

ANTI-HARASSMENT & ANTI-SEXUAL POLICY

Our college is a co-educational institution situated in a very core area of Sealdah nearby railway station and Vidyapati Setu. Here, there is every possibility inside and outside the college to harass our students at present on account of change of social structure and outlook. Keeping in mind, the college authority has formed recently an **ANTI-HARASSMENT & ANTI-SEXUAL CELL** to prevent future possibility of such harassment of students, teachers and staff. The cell used to functions at chemistry staff lab. under the care of Dr. Supti Saha Roy due to the shortage of space.

Members of this cell are:

1. Dr. Supti Saha Roy, Teacher –in -charge
2. Prof. Urmila Sen, Convener,Faculty
3. Dr. Uma Sankar Saha,Faculty
4. Dr. Manabendra Saha, Faculty
5. Prof. Amit Das, Faculty
6. Prof. Nityananda Thakur,Facluty
7. Prof. Manjari Chakraborty,Faculty
8. Dr. Sankar Prasad Majhi,Faculty
9. Sri Ashok Kr. Chatterjee, Office Staff
10. Sri Nanda Dulal Sen, Office Staff
11. General Secretary, Students' Union

Contact to CELL: 033-23500261

The authority has adopted the following anti-harassment policy to settle the matter regarding such harassment in future**.**

The college is committed to equal opportunities and to providing an environment in which all Faculties, staff and students are treated with dignity and respect and in which they can work and study free from any type of discrimination, harassment, or victimization. All members of College are responsible for upholding this policy and should act in accordance with the policy guidance in the course of their day-to-day work. Offensive behaviour will not be tolerated. Harassment is a serious offence which is punishable under the College's disciplinary

procedure.

This Policy, and the Code of Practice which accompanies it, apply to the academic and office staff of the College, and all others for whom the College is responsible. References to 'academic staff' include Principal / Teacher-in-Charge, Full time and Part time teachers and Guest lecturers, who teach the students of the College.

The College is committed to making all staff and students aware of this policy and the accompanying guidance and to providing effective guidance and briefing on it. The College takes steps to ensure that both the policy and guidance are fully understood and implemented. The policy and guidance will be brought to the attention of all staff and students and are available on the College web-site.

Management of the College and all including students who fall into these categories, have specific responsibilities. These include setting a good personal example, making it clear that harassment will not be tolerated, being familiar with, explaining, and offering guidance on this policy and the consequences of breaching it, investigating reports of harassment, taking corrective action if appropriate, and ensuring that victimisation does not occur as a result of a complaint.

1. **Definition of Harassment**

Harassment is unwanted conduct on the grounds of sex, marital status, gender reassignment, race, disability, religion/belief, sexual orientation or age that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment on grounds of sex, race, religion, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence. Harassment may occur through the use of internet, email, or telephone.

The other person's motives are not the main factor in deciding if behaviour amounts to harassment. Just because certain behaviour may be acceptable to the alleged harasser or another person does not mean it is not harassment. Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature. Bullying may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. It includes any behaviour which makes someone else feel threatened, frightened, humiliated or taken advantage of. Some common forms of verbal abuse include verbal abuse; taunting; setting impossible deadlines or objectives; withholding key

information or giving false information.

Victimisation occurs specifically when a person is treated less favourably because he/she has asserted his/her rights under this guidance, either in making a complaint or in assisting a

complainant in an investigation. The College will protect any member of staff, student, or visitor from victimisation for bringing a complaint or assisting in an investigation.

Victimisation is a form of misconduct which may itself result in a disciplinary process, regardless of the outcome of the original complaint of harassment.

Sexual harassment has been characterised as a particularly degrading and unacceptable form of treatment, and is unacceptable to the College, as well as a unlawful, such that a victim may bring legal proceedings. If the conduct amounts to assault it may also constitute a criminal offence. All those to whom this Policy and the accompanying Code of Practice apply are under a duty not to engage in sexual harassment. Complaints that sexual harassment has occurred between persons to whom this Policy and the accompanying Code of Practice apply will be taken seriously by the College, and where appropriate may result in disciplinary proceedings. The College will monitor the incidence of sexual harassment in the College, and the resolution of complaints, by means of an annual statistical report to Governing Body from the appointed Advisors.

Sexual harassment is a form of sex discrimination. Direct sex discrimination is less favourable treatment on the grounds of sex. Sexual harassment is direct sex discrimination by way of uninvited conduct based on the sex of the recipient which is intimidating, hostile or offensive to the recipient. It can include harassment which has not been directed at them specifically, but that they have witnessed and which violated their dignity. It may include unwelcome behaviour of a sexual nature which the recipient finds intimidating, hostile or offensive, ranging from unwelcome sexual advances, unpleasant or denigratory remarks, to the display of offensive material of an explicitly sexual nature. Such conduct may be physical, verbal or nonverbal. An aggravating feature of some cases of sexual harassment may be the abuse of a position of authority or trust. In general, the starting point for the determination of what is intimidating, hostile or offensive to the recipient will be the perceptions of the recipient of the alleged conduct. The College's policy dictates that the provisions of the Sex Discrimination Act and the Equality Act cover homosexual as well as heterosexual harassment.

Reasonable and proper management instructions administered in a fair and proper way, or reasonable and proper review of a member of staff's or a student's work and/or performance will not constitute harassment. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

In summary, examples of behaviour that may constitute harassment are:

❖ verbal or physical threats;

❖ insulting, abusive, embarrassing or patronising behaviour or comments;

❖ offensive gestures, language, rumours, gossip or jokes;

❖ humiliating, intimidating, demeaning and/or persistent criticism;

❖ open hostility;

❖ suggestive comments or body language;

❖ isolation or exclusion from normal work or study place,

❖ publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;

❖ unwanted physical contact, ranging from an invasion of space to a serious assault
(The above list is not intended to be exhaustive.)

2. Advice to individuals who may be suffering one or more forms of harassment

Individuals may be unsure whether certain behaviour amounts to harassment. The first step may be to discuss the matter in confidence with a friend or colleague who is familiar with the College setting. Faculties or staff may want to discuss the matter with immediate superiors, College Management or colleagues. Students may want to discuss the matter with the teacher or any other college officials with pastoral responsibilities.

3. Written Complaints

3.1 Format of Complaints

Written complaints may take the form of a letter or memorandum describing the conduct on which the complaint is based. It should include:

the date(s) and place(s) on which the offensive conduct occurred,
the names of any witnesses, and the name of the respondent
any efforts to resolve the complaint and the results of these effortsif appropriate, the specific outcome the complainant seeks

3.2 Filling of Complaints

Students: As noted above, complaints against another student should be filed to the

Principal or the Head of the Department.

Employees: Complaints against employees should be filed to the principal.

4. Notification of Respondent

Within fifteen (15) working days of the receipt of the complaint, Principal will ask the Harassment committee to investigate into the matter. The co-ordinator of the committee will notify the respondent in writing, advise the respondent of the name of the complainant, the nature of the allegations, refer the respondent to this policy, and provide a copy of the complaint. The Harassment Coordinator will receive a copy of this correspondence, and, upon its receipt, will confer with the complainant and the respondent independently to review options for resolution of the complaint. The complainant, with the assistance of the Harassment Coordinator, will choose the option he or she prefers, subject to the right of the respondent to request mediation or the right of the respondent or the G.B. Authorised signatories to request the appointment of a Harassment Hearing Committee (see Hearing Committee, below). The respondent will also be advised that any speech or conduct threatening or constituting retaliation against the complainant will be regarded as a serious and separate infraction options for Resolving Written Complaints Mediation

Either the complainant or the respondent may request the Harassment Coordinator to attempt resolution of the complaint through mediation. Either party may decline to participate, or the Harassment Coordinator/Principal reserves the right to decline mediation if the Harassment Coordinator deems that it is not appropriate as to the particular complaint. If the parties agree to mediate and good faith efforts to mediate the complaint are ongoing, the Harassment Coordinator may suspend other complaint resolution options. If, through mediation, a settlement is agreed to by both parties and approved by the Harassment Coordinator, no further option for resolution will be available. The case will be recorded in the institutional tally and institutional memory file.

If no settlement is reached, the complainant may choose either the Administrative Resolution or the Hearing Committee option.

5. Administrative Resolution

The complainant has the exclusive prerogative of choosing the administrative resolution option, subject to the right of the Harassment Coordinator to determine that administrative resolution is not appropriate in the given case or the right of the respondent or the Teacher- in-Charge / Principal to request the appointment of a Harassment Hearing Committee (see Hearing Committee, below).

In an Administrative Resolution, the Teacher-in-Charge / Principal with whom the complaint is filed will review the complaint with the Harassment Coordinator and the complainant and will also meet with the respondent. The Coordinator will then seek to resolve any factual disputes by interviewing witnesses and reviewing documents in order to establish the credibility of the parties. The Coordinator will ordinarily complete this investigation within fourteen (14) working days of notification of the respondent and

determine whether the preponderance of evidence indicates that harassment occurred.

After completing the investigation, the Teacher-in-Charge / Principal will meet with the complainant and respondent, either together or separately, to discuss an appropriate resolution of the complaint. After this meeting(s), the Teacher-in-Charge / Principal will prepare a statement of the facts and a conclusion.

6. Possible Findings

If harassment is the finding, the Harassment Coordinator will find any prior history of infractions in the institutional memory file. The Harassment Coordinator will then recommend a resolution in writing and deliver the recommendation to the Teacher-in- Charge / Principal.

Teacher-in-Charge / Principal will review and accept or reject the Coordinator's recommendation. Decision is ordinarily made within fifteen (15) working days of the receipt of the coordinator's recommendation. The decision will be intimated in writing to the complainant, the respondent and the Harassment Coordinator. If it is determined that there are insufficient grounds to support the claim of harassment, the parties will be so informed in writing and the complaint will be dismissed.

7. ICC or Internal Complain Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Principal / Teacher-in-Charge will decide whether the whole matter and the proceedings are forwarded to the Internal Complain Committee under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

❖ The Committee is required to complete the inquiry within a time period of 90 days.

❖ On completion of the inquiry, the report will be sent to the employer or the District Officer, as the case may be, they are mandated to take action on the report within 60 days. The college is required to constitute an Internal Complaints Committee at each office or branch with 10 or more employees. The District Officer is required to constitute a Local Complaints Committee at each district, and if required at the block level.

❖ The Complaints Committees have the powers of civil courts for gathering evidence.

❖ The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainant.

❖ Penalties have been prescribed for employers. Non-compliance with the provisions of the Act shall be punishable with a fine of up to 50,000. Repeated violations may lead to higher penalties and cancellation of licence or registration to conduct business.

8. Process for Complaint and Inquiry

Please refer to the following flowchart which provides, in brief, the process to be followed by the aggrieved employee to make the complaint and by the employer to inquire into the complaint. The law allows female employees to request for conciliation in order to settle the matter although a monetary settlement should not be made as a basis of conciliation.

9. Action against Frivolous Complaints

So as to ensure that the protections contemplated under the Sexual Harassment Act do not get misused, provisions for action against "false or malicious" complainants have been made.

Before appealing to the court, if the situation demands college authority can refer the case to the Women's commission.

India: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

© Nishith Desai Associates, 2013
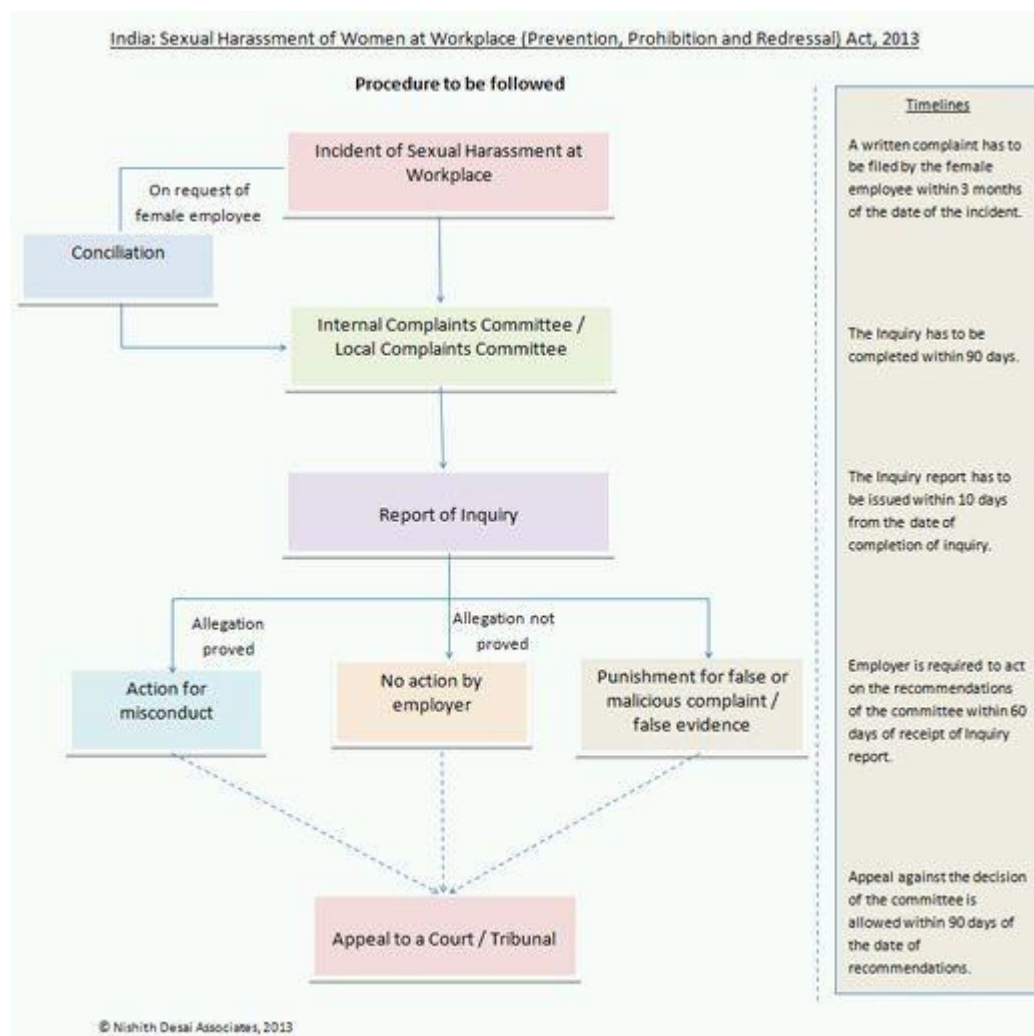
10. **Employer's Obligations**

In addition to ensuring compliance with the other provisions stipulated, the Sexual Harassment Act casts certain obligations upon the employer to, inter alia,

❖ provide a safe working environment
❖ display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee
❖ organize workshops and awareness programmes at regular intervals for sensitizing
❖ employees on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Complaints Committee
❖ treat sexual harassment as a misconduct under the service rules and initiate action for
❖ misconduct.

11.   Hearing Committee

If the Principal / Teacher-in-Charge decides that the situation is not so grave to forward to the Internal Complain Committee, principal / Teacher-in-Charge will appoint a Harassment Hearing Committee to review the case and, after determining the facts, to make a recommendation.

11.1 Composition of Hearing Committee

The Principal /Teacher-in-Charge will appoint a five-member committee to hear the case. The members will be Principal /Teacher-in-Charge, the harassment coordinator and three members selected from the Governing body members (Preferably external members).

11.2 Committee Procedures

❖ The Harassment Coordinator will provide Committee members with copies of the complete policy on Discriminatory Harassment; deliver to the Chairperson of the Hearing Committee a complete set of documents in the case; assist the Chairperson in scheduling a hearing, ordinarily within fourteen (14) days of the request for a hearing; assist the Chairperson in identifying the witnesses whom the complainant and respondent intend to call; and identify other persons who might assist the Committee.

❖ The hearing will be held, if possible, on consecutive working days and will be closed to persons other than those participating. However, either party may be accompanied by an advisor and/or legal coordinator, with whom he or she may consult, upon request, at reasonable times during the hearing. The intention to be accompanied by legal counsel or an advisor must be communicated to the Chairperson at least two (2) days prior to the hearing.

❖ Advisors and legal counsel may neither address the Committee nor question witnesses.

❖ The hearing will begin with the presentation of the complainant's case and be followed by the respondent's response. The Committee will then question both parties and give the parties an opportunity to question each other, provided, however, that upon the request of the complainant, the Committee shall establish an alternative questioning procedure if the complainant elects not to directly confront the respondent

❖ Witnesses will not be present except during their testimony. Witnesses, beginning with those of the complainant, will relate their knowledge of relevant facts through questions posed both by the Committee and by both parties. Once the Committee is satisfied that all relevant information has been presented, both parties may present summary statements and/or briefs to the Committee

11.3   The Committee will meet privately to determine the facts and the extent to which they constitute discriminatory harassment under a preponderance of evidence standard.Possible Findings

If the Committee determines that discriminatory harassment has occurred, the will be given access to the record of any prior infractions by the respondent. The Committee will then assess the seriousness of the case based on the severity of the harassment, the extent to which it was a single or repeated incident, and any record of past infractions.

The Committee will communicate its report and recommendation to the Governing Body.

If the Governing Body accepts the report, it will determine and impose the sanctions. Where appropriate, the necessary steps will also be taken to reverse actions which the respondent may have taken in the harassment of the complainant (e.g., restoration of rights or privileges, review of academic or personnel evaluations). The Principal / Teacher-in-Charge will send written notice of the resolution of the complaint to the respondent, within ten (10) working days after the decision of Governing Body.

If it is determined that there are insufficient grounds to support the claim of harassment, the parties will be so informed in writing and the complaint will be dismissed. If it is determined that a claim of harassment is knowingly false, the Hearing Committee will recommend appropriate sanctions to the complainant's area and a notation will be made in the complainant's file.

12. Procedures for Appeal

Respondent or complainant can appeal to the Governing Body in the following grounds

- ❖ The decision lacked a factual basis

- ❖ it did not conform to the procedural requirements of this policy

- ❖ it was based on bias

- ❖ it violated the respondent's academic freedom

A formal appeal must be filed in writing within fourteen (14) working days after the respondent is informed of the decision.

Students: Students may appeal to the Harassment coordinator who will either sustain or

reverse the decision, or refer the case back to the Principal/Governing Body.

Faculty: For a sanction other than dismissal, faculty may appeal to the Principal. If the sanction

is dismissal by the Principal during the term of a contract, faculty may appeal to the Governing Body.

Non-Teaching Staff: Employees may appeal to the Principal, who will either sustain or reverse the decision, or refer the case back to the Governing Body for further review and resubmission.
.

ANTIRAGGING POLICY

Our college located at heart of the cosmopolitan city just in the vicinity of Sealdah railway station and very close to the Howrah railway station and Calcutta University just at the end of Vidyapati Setu on M.G. Road where students used to come from different states, city, urban and rural areas with different caste and languages. Due to change of social atmosphere and wide spread of audio-visual media, the students used to learn regarding ragging practices specially in engineering colleges and medical colleges. Anticipating such evil practices of our students, the college authority has recently adopted **ANTIRAGGING POLICY** to prevent our students from such practice and made the following ANTIRAGGING Squad.

1. Prof. Urmila Sen, Convener,Faculty
2. Dr. Uma Sankar Saha,Faculty
3. Dr. Manabendra Saha, Faculty
4. Dr. Averi Guha, Faculty
5. Prof. Amit Das, Faculty
6. Dr. Nusrat Jahan,Facluty
7. Dr. Barendranath Ray,Faculty
8. Dr. Sankar Prasad Majhi,Faculty
9. Sri Milan Mukherjee, Office Staff
10. Sri Nanda Dulal Sen, Office Staff
11. General Secretary, Student Union

Contact to CELL: 033-23500261

ANTIRAGGING POLICY

College Campus is a ragging free campus. Number of anti-ragging measures are in place to ensure strict compliance. Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the College initially for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging may result in their dismissal from the College. The attention of the students is also drawn to the judgment of the Hon'ble Supreme Court of India wherein it is mandatory for the institution to file a complaint with the Police Authority, and with all resulting consequences as per The Circular of the Directorate of Higher Education, Government of West Bengal Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof :

1. What Constitutes Ragging?
Ragging constitutes one or more of any of the following acts:

 • Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

 • Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

 • Asking any student to do any act which such student will not in the ordinary course do and

which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

• Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

• Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

• Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

• Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

• Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

• Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

13. The Immediate Consequences according to the level of incident

❖ Expulsion from the college
❖ Suspension from the classes

14. Allied Punishment for the incidence of Ragging

❖ Entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career.

❖ No placement assistance to students found guilty of ragging.

❖ Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).

15.   Disciplinary Procedure

The Anti-Ragging Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and report it to the Governing body which will take action according to the due process of law.

The affected student is required to submit an anti-ragging affidavit as per the UGC notification.

Continuous watch and vigil over ragging by College and the College will promptly deal with the incidents of ragging brought to its notice.

The University will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.

Students are encouraged to report any ragging act witnessed or experienced by them to the College administrators, faculty, Anti-Ragging Committee and Grievance Redressal Cell or any other staff member with whom the student may feel comfortable. The College ensures the confidentiality of such a disclosure by the student.

COMPUTER AND DATA USE POLICY

Members:

1. Prof. Madhab Samanta
2. Dr. Tapas Kumar Paira
3. Prof. Nityananda Thakur
4. Dr. Averi Guha
5. Dr. Sanjit Sarkar
6. Prof. Anupam Debangshi
7. Prof. Abdul Lahil Safi

Contact to CELL: 033-23500261

The Computing Systems and resources of College serve to support and enhance the academic mission of the College and its community. Access to the computing systems and resources at College is a privilege to be used in effective, ethical and lawful ways that support the values of the College. The College will endeavour to maintain an atmosphere which balances respect for individual users with respect for College facilities and for College and community standards.

16.   APPLICATION

This operating policy is applicable to the entire College community using any device connected to the College data network from any access point, internal or remote. In this context, the College community includes all registered students, all paid employees, full time, part time and casual; and all others associated with the College including Governing Body members.

17.   PRINCIPLES

❖   Computing resources are provided primarily to support the College mission.

❖   II. College community users are expected to comply with both the State Govt. and the Central Govt. laws and the College rules.

❖   III. Members of the College community are responsible and accountable for their

❖   actions and statements in the electronic working and learning environment,
according to the disciplinary policy of their respective jurisdiction.

❖   IV. Members are expected in the reasonable restraint in the consumption of these

❖   valuable shared resources, and to use them in ways that do not interfere with the study, work or working environment of other users.

❖   V. Generally, with respect to computing user accounts established for students,

❖   faculty and staff, there is a presumption of privacy.

However, if an infraction is suspected, the traffic and files will be investigated in accordance with the appropriate College processes.

3.   UNACCEPTABLE USE

The following sections outline computer user responsibilities and restrictions, together with procedures for policy violation and disciplinary measures. The State Govt. and the Central Govt. laws and rules are strictly enforced and College offers its full support and cooperation in the investigation, apprehension and prosecution of any person utilizing College computing resources in the commission of a crime or suspected illegal activity. This "Acceptable Use Policy for Computing Resources" will be posted prominently within College computing facilities and will be available in various publications distributed to students.

4. USER RESPONSIBILITIES

❖ Users are responsible for any and all use of their User Accounts. As such:

❖ Users should maintain secure passwords for any and all accounts assigned to them.

❖ Users should ensure and safeguard against others obtaining unauthorized access to their accounts.

❖ Users should not share passwords or any other access control information for their accounts.

❖ Users are responsible for ensuring the confidentiality of any restricted data or information

❖   they have been granted access to.

❖ Users should ensure that confidential information is not observed by others while working at a computer.

❖ Users should not leave their computers unattended while logged on to their accounts.

❖ Users should exercise discretion when printing confidential information which may be viewed or observed by unauthorized persons.

❖ Users may not copy, send, duplicate or transmit by any means, confidential data from College systems for any purpose other than performance of College related business.

❖ Users must not move, copy or transfer programs, files or other forms of software from one computing system to another without proper authorization to do so.

❖ Users must not distribute, sell or make available software to any person where prohibited

by copyright or license.

❖ Users must not access and use software belonging to or owned by College without proper authorization and license rights.

5. USER RESTRICTIONS

Users must use computing resources only for the purposes for which they were authorized. As such:

5.1   Users must not use College computing resources for private business use or any form of direct personal financial gain.

5.2   Users must not use College computing resources to build support for personal or political interest.

5.3   Users must not use College computing resources for the creation, transmission, storage, access or viewing of materials which in any way contribute, support or promote actions which are prohibited on the basis of harassment and/or discrimination including but not limited to the categories of:

❖ Harassment
❖ Sexual Harassment
❖ Racial/Ethnic/Cultural Harassment;
❖ DiscriminationPoisoned Environment
❖ Hate Literature
❖ Systemic Harassment/Discrimination
❖ Reprisal

5.4   Users must not use College computing resources for the creation, transmission, storage, access, or viewing of materials prohibited by Central and/or State govt. law, or which, in the sole opinion of the College, are offensive by community standards and values. These restrictions include, but are not limited to the following:

❖ Any form of material supporting or contributing to the harassment or discrimination.
❖ Any form of pornographic, obscene or sexually explicit material; or
❖ Any form of illegal trade, negotiation or conspiracy to conduct illegal acts.

5.5   Users must not use College computing resources for the creation, transmission, storage, access or viewing of materials which are deemed by the College to serve no useful academic or administrative purpose. These restrictions include, but are not limited to the following:

❖ On-line gaming such as multi-player internet or local area network games.
❖ Downloading, copying or transmittal of personal use software or any other form of electronic information and materials.
❖ E-mail communications which denigrate the objectives of the College. If the proposed communication is questionable, it should first be referred to College Computer Policy

5.6   Users must not attempt to interfere with the normal operation of College computing systems, facilities or resources. As such users must not:

❖ Attempt to encroach on others' use of computing facilities.
❖ Attempt to subvert the restrictions associated with their computer accounts.
❖ Attempt to gain access to systems both inside and outside of College for which they have no authorization.

5.7   Users must not utilize any College computing facilities for the purpose of creation, development, storage, replication or transmittal of any programme, code, subroutine or other means intended to disrupt, interfere, destroy or corrupt the normal operation of systems or data. (e.g., viruses, worms, hack utilities, net snooping utilities)

6. ADDITIONAL USER RULES FOR COMPUTER LABS

In addition to the Responsibilities and Restrictions as described in the Acceptable Use Policy for Computing the following User Rules Apply to all Academic or Public Access Computing Labs within College.

6.1   Academic computing labs (teaching or general access) serve to support the teaching and learning endeavours of the College community. Users of these facilities are expected to behave in an appropriate manner so as not to disrupt in any way users of these facilities.

6.2   In order to ensure the proper functioning of these labs, users must not in any way tamper, change, or disrupt the normal function of the hardware and software contained within these facilities. Examples include such things as changing operating system configurations, desktop attributes or software functions.

6.3   Lab users shall not download, store or install any software or other electronic file which does not support an approved academic purpose, which is for personal use or for which they do not have the explicit consent to do so by an authorized College official.

6.4   Lab users must not access, store or transmit any program, code, subroutine or other electronic file which is known or ought to have been known by them to contain destructive or interfering capabilities such as viruses.

6.5   Lab users shall not participate in any form of personal group messaging such as "chat lines", or other forms of synchronous or asynchronous group messaging unless specifically permitted as a program requirement.

6.6   Lab users must not use the printing services contained within these labs for any non-academic, personal use e.g., flyers, internet documents, manuals etc.

6.7   For Multi-copy printing concerned subject teacher's consent is necessary.

6.8   Lab users must in no way misrepresent their identity through impersonation, alias or anonymity so as to conduct or transmit any communication, data or other file.

6.9   Plagiarism, theft, cheating on tests, assignments or reports, misrepresentation of identity, or the falsification of data in any way constitutes "Academic Dishonesty". Academic Dishonesty, is a serious offense and extends to the users to the prohibition of computing lab facilities.

6.10   The Student Access Lab is considered a study area and as such, noise must be kept at an acceptable level.

6.11   Lab assistants also have a responsibility to enforce computer use policies.

- **PROCEDURE FOR POLICY VIOLATION**

The following guidelines outline the procedures and disciplinary measures which may be invoked in instances of policy violation. Progressive disciplinary measures are instituted in instances of minor violations. More serious offenses including but not limited to issues of harassment, discrimination, threats to personal safety, substantial risk to a College member (Faculty, staff and students) or major damage to College systems will result in immediate disciplinary measures aimed at safeguarding or protecting individuals or College resources. The process for addressing alleged violations of the Acceptable Use Policy for Computing is as follows:

7.1   A first violation (minor) will result in a warning to cease the alleged violation. Warnings may be issued by any College employee witnessing or suspecting a violation of this policy by any student of the College. Warnings may be issued by any College staff witnessing or suspecting a violation of this policy by any staff member.

A meeting may be set up to review the alleged violation, allow the individual an opportunity to respond, and to discuss the warning. In the case of a student, such meeting shall be attended by the staff member witnessing or suspecting the violation, the subject teachers in which the student is enrolled.

7.2   A second violation (minor) will result in a written warning from the Teacher-in-Charge / Principal.

At that point the alleged violation is considered to have become a disciplinary matter and will be referred to the appropriate disciplinary body or process. In issues of student committed violation, the college authority shall determine the course of disciplinary action. Matters of harassment or discrimination are governed by the College's Policy on Harassment.

7.3   Third and subsequent violations (minor) may, in the sole judgment of the Governing Body, result in restriction or complete suspension of access to computing facilities. Such sanctions will remain in effect until the investigation of the alleged violation is complete.

7.4   The College Governing Body may impose whatever measures are reasonably necessary to balance academic freedom against the prevention of a major violation or a reoccurrence of a major violation, including but not limited to immediate restriction or suspension of access by any person or persons to computing resources and services, whether before, during or after investigation of the matter has been completed.

GREEN POLICY

Environmental degradation is one of the basic problems throughout the world. Rapid industrialization and unethical destruction of nature cause intolerable biodegradation on environment. Rapid infrastructure development and destruction of forest for human need create very unscrupulous problem of environment at present and for the future generation too. Considering the need of improvement of our atmosphere and decrease of pollution nearest to our environment and to create public consciousness our college authority has taken different steps to form ECO-CLUB in our college and has taken a GREEN POLICY to make college environment clean and fresh. The ECO-CLUB consists of the following teacher members-

Members of ECO-CLUB
1. Prof. Urmila Sen
2. Dr. Sankar Prasad Majhi
3. Prof. Satyajit Biswas
4. Dr. Averi Guha
5. Prof. Nityananda Thakur
6. Dr. Tapas Kumar Paira
7. Dr. Manabendra Saha
8. Prof. Amit Das

Contact to CELL: 033-23500261

9. GREEN POLICY

College recognizes the need to function all year round in a manner which minimizes harmful environmental impact. The green policy of the College is based on:

❖ **Environmental sustainability:** The Green Policy must ensure sustainability of the environment.
❖ **Economic viability:** Economic viability options should be considered in the implementation of the Green Policy.
❖ **Social acceptance:** Social acceptance is a key to the success of the Green Policy

and therefore, the social context of the community, faculty and students must be taken into consideration in the Green Policy.

To this end College will:

17.1   Minimize the yield of no recyclable waste

College therefore commits to:
- ❖ Reduce the absolute amount of waste produced.
- ❖ Recycle or safely dispose of white goods, computers and electrical appliances.
- ❖ Use reusable resources and containers and avoid unnecessary packaging where possible.
- ❖ Make specific arrangements for events, such as cultural Events, internal and external seminars and conferences, where significant recyclable waste is likely to be produced, in order to both minimize the waste produced.
- ❖ Provide sufficient, accessible and well-publicized collection points for recyclable waste, with
- ❖ responsibility for recycling clearly allocated.
- ❖ Promote reuse of items and waste recycling among faculties, staff and students.
- ❖ Dispose all waste, whether solid or otherwise, in a scientific manner and ensure that it is not released directly to the environment.

- • **Reduce energy consumption, especially of energy derived from fossil fuels, in all college property.**

College therefore commits to:

- ❖ Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs.
- ❖ Provide energy efficient heating systems, with adjustable controls for individual heating appliances wherever possible, and ensure that comprehensible instructions are available to staff and students on the use of heating controls.
- ❖ Encourage faculties, staff and students to save energy through visible reminders, incentives and information to increase awareness. This particularly concerns turning off electrical appliances when not in use.
- ❖ Conduct switch off drills at regular intervals.
- ❖ Ensures that all electronic and electrical equipment, such as computers, are switched off when not in use, and is generally configured in power saving mode when such option is available.

- • **Ensure that improvements, purchases and developments are environmentally sound.**

College therefore commits to:

❖ Purchase efficient and environmentally sound appliances and consider replacing old stock with 'greener', more efficient alternatives.

• **Minimize consumption of water.**

College therefore commits to:

❖ Repair sources of water leakage, such as dripping taps and showers as quickly as possible.
❖ Install appliances which reduce water consumption.
❖ Encourage a decrease in water usage among faculty, staff and students.
❖ Use an efficient and hygienic water storage mechanism is to minimize the loss of water during storage.
❖ Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipment used for such usage, are regularly serviced.

• **Minimize the use of chemical pollutants both in college by faculty, staff and students**

College therefore commits to:

❖ Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment, i.e. are biodegradable and non-toxic.
❖ Dispose the chemical waste generated from the laboratories in a scientific manner.
❖ Stop of burning plastic and other material that emits harmful gas on burning is prevented in the campus.

• **Ensure that the students and faculties are encouraged to plant trees in the campus.**

College therefore commits to:

❖ Buy and maintain potted plants and decorate the entire available space of the college.
❖ Encourage faculty, staff and students to take acre of these plants.

• **Ensure that environmental awareness is created.**
College therefore commits to:

❖ Conduct environmental awareness workshops as a part of the program.
❖ Create awareness of environmental sustainability and takes actions to ensure environmental sustainability.
❖ Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service

- **Ensure that the buildings conform to green standards.**

College therefore commits to:

Review architecture of existing buildings and reviews ways, in consultation with experts, to reduce usage of energy for such buildings, offering greatest efficiency for energy and water usage, and reducing carbon emission.

- **Ensure that the Green Policy is enacted, enforced and reviewed.**

College therefore commits to:

- ❖ Establish a College Eco Club that will hold responsibility for the enactment, enforcement and review of the Green Policy. The Eco Club shall be the source of advice and guidance to staff and students on how to implement this Policy.
- ❖ Ensure that the Eco Club will review the Green Policy on an annual basis, and will monitor progress and set measurable targets wherever possible.
- ❖ Require that every staff and student member recognizes their responsibility to ensure that the commitments in the Green Policy are properly put into practice.
- ❖ Ensure that a Green audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.

POLICY TOWARD SOCIAL COMMITMENT

The college authority feels about the need of unprivileged section of the society without considering their caste, religion or races. The college authority tries their best to fulfil social commitment which is required to upgrade our students coming from various angle of society expecting to fulfil their optimum dream of learning to become a man of men in society. Keeping in view in mind, the authority always tries to fulfil the basic need of students in a very good and amicable manner. The college provides on an average 72% academic support with the help of departmental teachers and staff by providing special attention to the weaker student, arranging special classes before starting college hours, providing remedial classes etc., personal attention to the very weaker student and minority student are also provided during off periods and also in preparatory days of departmental faculties. On an average personal support is given 18% to the weaker students to develop their literal knowledge. On an average 10% students who are socially and mentally depressed and need physiological, psychological and social support are provided by some of our psychological expert teachers related with the department of psychology of our neighbouring colleges and Calcutta University.

The following members will have search-light as the members of SOCIAL COMMITMENT to the large number of students.

Members
1. Prof. Debasis Manna
2. Dr. Jahar Sen Majumdar
3. Dr. Sankar Prasad Majhi
4. Dr. Souvik Dutta
5. Prof. Amit Das
6. Dr. Tapas Kumar Paira
7. Dr. Sanjit Sarkar

Contact to CELL: 033-23500261

SOCIAL COMMITMENT POLICY

College recognizes its Social Commitment and intends to function in a manner which yields maximum benefit to all its stakeholders and finally to the entire society. College Policy toward Social Commitment is based on pillars.

Academic commitment: College must ensure equal access to learning opportunities for students coming from all academic backgrounds.

Economic commitment: Commitment Policy must provide the privilege of higher education to students from all economic backgrounds. Special measures are taken to prevent drop outs amongst the economically challenged sector of the society.

Social commitment: Commitment Policy must provide the privilege of higher education to students from all social backgrounds.

This policy is designed to ensure that the College develops a comprehensive approach to meeting the needs of all students, including those who may encounter barriers to learning in whatever form. It also aims at fostering amongst College students an appreciation of the differences between individuals be it through gender, race, disability or age and the notion of supporting each other, regardless of these differences through College life.

1. Scope

This policy will apply to the College management, faculties, staff, students and others associated with the college.

2. Principles

- ❖ The College is committed to providing appropriate access to learning opportunities for all those who are able to benefit from them. These opportunities must however be delivered within the constraints of available resources and meet any necessary statutory requirements.

- ❖ The College recognizes all learners as individuals and will as far as possible meet the specific needs of each individual through clear pre-entry guidance, on-going specific and general academic guidance, pre-exit guidance, and a range of other forms of support such as finance, accommodation and counselling.

- ❖ The College is committed to maximising skills for work and skills for life through implementation of curriculum for excellence and emphasizes on capacities of responsible citizen, effective contributor, successful learner and confident individual.

- ❖ The College shall try to develop individual's key or core skills such as IT,

Communication and Numeracy.

❖ The College recognizes that there are individuals with particular individual learning needs who require additional support or special arrangements, and is

committed wherever possible to providing the required support and arrangements, so that all individuals can be included as fully as possible in opportunities that the College can offer.

❖ To ensure smooth transition and effective articulation between the College and other providers, the College will maintain close liaison with external agencies involved in provision for, or representation of, students with additional learning requirements.

❖ The College recognizes its responsibility in terms of offering access to learning opportunities to fragile learners and those who would not normally engage with education, employment or training.

❖ The College recognizes its wider community role and will offer a portfolio of courses that meets the needs of students in their local area.

3. Implementation

❖ Strategic responsibility for commitment rests with the Principal.

❖ Responsibility for strategic planning for commitment across the curriculum and student support lies with the Principal

❖ Responsibility for the development of coherent curriculum pathways lies with the Principal.

❖ Responsibility for comprehensive arrangements for supporting students with additional support requirements rests with the Principal.

❖ Responsibility for ensuring staff to understand their duties with regard to students with disabilities, through appropriate training and development, rests with the IQAC Coordinator.

❖ Responsibility for overseeing provision and support services to ensure they are appropriate and effective rests with the teacher mentors.

4. Admissions

On-line Admission is provided exclusively on the basis of merit. The reservation policies of the government are strictly followed. All the notices, instructions, Admission forms, Merit Lists are

available in college website.

5. Physical Access to College Campuses

The college management will review, on an annual basis, physical access to and within the College, to ensure continued compliance with legislative requirements.

6. Students with Additional Support Requirements

As part of a wider commitment to equal opportunities the College is committed to promoting and improving opportunities for students and staff with disabilities to enable them to achieve their potential. This policy applies to any present or potential student or member of staff who has additional needs arising from a disability, for example, through sensory or physical impairment, medical or mental health conditions or specific learning difficulties.

7. Financial Support for Students

The application process for financial support will not discriminate against any students or groups. Decisions for the granting of the support will be made according to the relevant guidance received annually from the Finance Sub Committee and recommendation from the students' union.

8. Staff Recruitment

The actual Recruitment and Recruitment policy of the college is designed to prevent any discrimination of any groups. The College has a policy of open and fair recruitment.

9. Harassment, Discrimination and Bullying (HDB)

The college is committed to provide an environment free from harassment, discrimination or bullying and will ensure that policies exist to ensure that everyone is treated with respect and dignity. Such behavior will be dealt with through the Colleges disciplinary procedures and, in serious cases, may result in offenders being expelled or dismissed.

QUALITY ASSURANCE AND IMPROVEMENT POLICY

Members:

1. Dr. Iqbal Jaweed (Chairperson)

2. Prof. Mrinmoyee Sarker (External member)

3. Sri Nanda Dulal Sen (Non teaching member)

4. Sri Ashok Chatterjee (Non teaching member)

5. Prof. Debasis Manna (Teaching member)

6. Dr. Samit Bhowal (Teaching member)

7. Prof. Urmila Sen (Teaching member)

8. Prof. Debapriya Sannyal (Teaching member)

9. Dr. Nilangshu Das (External member)

10. Dr. Supti Saha Roy (Teaching member)

11. Dr. Purna Chandra Maity (Co-ordinator)

12. Debasis Banerjee (Local Society)

13. Ehsan Ghani (GS Student' Union)

14. Sri Prakash Kumar Pandey (Industrialist)

Contact to CELL: 033-23500261

The college is committed and liable to provide best possible education to the students to make them responsible socially conscious citizen of India. It has a clearly stated policy to monitor and to assess the procedures adapted for quality enhancement in imparting best teaching with the help of modern teaching aids. The college has a specific aim of all-round development through coherent and utmost services rendered by all the faculty members as well as the staff too for the sake of building sound human resources with an aim to attain the status of a model evening college in the Eastern region of India. We belief that higher education in diversified fields of studies is most fruitful when individual at every level of our society share it. This will be well reflected when our students be able to obtain huge placement in various fields of both

public and private sectors. We believe that knowledge imparts humility and develops quality. Keeping in minds, the college authority has adopted QUALITY ASSURANCE AND IMPROVEMENT POLICY for the greater interest of the society as a whole which always reminds the constant self assessment procedure.

This self-assessment procedure is validated through

18. Planning and surveillance of Governing Body & IQAC.
19. Advices from Teachers' Council and Staff Council.
20. Review meetings held by different sub committees.
21. Reports submitted by respective H.O.Ds
22. Involvement and suggestions made by Students' Union.
23. Suggestions made by members of Alumni.

- Devise action plans and financial provisions for the academic session.
- Inform all the staffs and faculty members through H.O.D.'s
- Analyse all self appraisal reports and feedback report.
- Share good practice and recognize outstanding performance.
- Rigorously monitor the achievements and failures with efforts to rectify.

- **POLICY SCOPE**

The purpose of this policy is to establish guidance regarding key aims and actions relating to College quality assurance procedures.

- **POLICY AIMS**

❖ The College aims to have robust and accurate self assessment which leads to improvement. To achieve this we must:

❖ Create staff confidence in the self assessment process

❖ Expect all staff and members of the College community, including Governing Body members and students, to contribute to self assessment and to quality improvement

❖ Operate within a coherent quality cycle.

3.1 The College aims to be outstanding in all areas of College business. This is

achieved through:

❖ Providing opportunities for all staff to develop outstanding practice. Analyse the capabilities of our staff and provide the appropriate professional development to ensure they have the skills necessary to deliver outstanding practice.

❖ Inspiring teachers to focus on the skills to deliver inspirational teaching and learning

❖ Analysing the SARs (Self-Appraisal Reports) of the faculties in order to form a year's programme to cater to the Career Advancement requirements of them.

❖ Sharing good practice across the College, in all areas of College business, through a variety of mechanisms

❖ Establishing the aspiration for outstanding teaching and learning

❖ Recognizing and celebrate outstanding performance of all staff

3.2   The College aims to enable outstanding success for all its learners.

3.3   The College aims to provide accurate and formative assessment and verification

3.4   The College aims to carry out rigorous action planning and monitoring. To achieve this we must:

❖ Devise action plans that will achieve year on year improvement

❖ Rigorously monitor quality improvement plans and targets through Review meetings

❖ Inform all staff, including senior management and governors on the ongoing monitoring of quality improvements

3.5   The College aims to achieve very high satisfaction for all of our learners, parents, staff and other stakeholders. This is achieved through:

❖ Learn from and act upon learners', parents, staff and other stakeholders comments in surveys and forums to improve their experience

❖ Ensure these surveys are available in alternative formats and on the College website as appropriate in order to maximise response rates.

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

ज्ञान-विज्ञान विमुक्तये

No. WC2-143/12-13   (ERO) ID No.   WC2-143   Date: 28-Mar-14

S.No. 222008

The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub : Release of Grant-in-Aid during the Current financial year (2013-14), during XIIth Plan, to
Surendranath Evening College

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs.   77000
towards the scheme   **XIIth Plan College Development**
to the Principal,   **Surendranath Evening College**
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant Undergraduate Plan Block Grant	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
Plan Block Grant-Head-31	418500	0	77000	77000
		Total	77000	

The College is requested to note:
A.   SC concentrated district: SC-15%, ST-7.5%, General (including Minorities)-77.5%
B.   ST concentrated district: ST-15%, SC-7.5%, General (including Minorities)-77.5%
C.   General district: General-77.5%, SC-15% and ST-7.5%
D.   No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

2.   The sanctioned amount is debitable to Head   1.B-(i)b   and valid for payment during the financial year 2013-14 only.
3.   The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:

(a) Details (Name & Address) of Account Holder:
Principal,
Surendranath Evening College
24/2 Mahatma Gandhi Road, Kolkata
West Bengal   700009

(b) Account No.: 1401000100058327

(c) Name & Address of Branch: Punjab National Bank, Sealdah Branch.4, Mahatma Gandhi Road

(d) MICR Code of Branch: 700024027

(e) IFSC Code : PUNB0140100

(f) Type of Account : SB/Current/Cash Credit.

4.   The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
5.   The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
6.   The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs,2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
7.   The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
8.   The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
9.   A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
10. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

GRANT-IN-AID BILL

Name of the Section: Accounts Department.

1. Name of the beneficiary Institution: Surendranath Evening College
   ID No. **WC2-143**   24/2 Mahatma Gandhi Road, Kolkata
   S. No. 222008   West Bengal 700009

(Under University)   Calcutta

2. Sanction number and date: F.   WC2-143/12-13   Date: 28-Mar-14

3. Amount sanctioned :   Rs.   77000

4. Purpose of the grant-in-aid : XIIth Plan College Developm   Undergraduate
                                  Plan Block Grant

5. Head of Account :   1.B-(i)b

6. Designation and address of Authorized Officer: Principal
7. Payment Details:
   (a) Name of the Bank : Punjab National Bank, Sealdah Branch.4, Mahatma Gandhi Road
   (b) Account No.: 1401000100058327
   (c) Type of Account: (SB/Current/Cash Credit)
   (d) IFSC Code: PUNB0140100
   (e) MICR Code Branch: 700024027
   (f) Whether bank branch is RTGS or NEFT enable :RTGS/NEFT/Both
   (g) Name & address of Account Holder:Principal,
      Surendranath Evening College
      24/2 Mahatma Gandhi Road, Kolkata
      West Bengal   700009

Received a sum of Rs. 77000
Rupees
being the amount sanctioned vide sanction No. F. WC2-143/12-13   Dated   28-Mar-14
(Copy enclosed) for disbursement to the Principal,
Surendranath Evening College
           Certified that the conditions of the grant have been accepted by the grantee.
           Necessary entries in GIA/Budget Control Register have been made.
**You are requested to confirm the receipt of the above amount in your account by
sending back the enclosed stamped receipt within 7 days.**

Signature with stamp of the Officer

Accounts Officer
University Grants Commission
Eastern Regional Office
Kolkata

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

11. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC,ST&OBC) and horizontal (for persons with disability etc.] in teaching and non-teaching posts.

12. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.

13. The sanction issues in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No.10-11/12(Admn.IA&B)] dated 28./5/2013.

14. The University/Institutions shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutes, 2009.

15. The University/Institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).

16. The accounts of the University/Institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.

17. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.

18. Funds to the extent of Rs._____ are available under the scheme.

19. This issue with the concurrence of UGC vide Diary No

(UGC) dated 3/28/2014

20. This issue with the approval of _____ vide Diary No. _____ dated _____
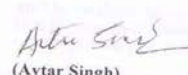
Yours faithfully,

(Dr. Mohammad. Arif)
Joint Secretary

Copy forwarded for information and necessary action to :

1. Principal,
   Surendranath Evening College
   24/2 Mahatma Gandhi Road, Kolkata
   West Bengal   700009

   He/She is requested to abide by these instructions/Guidelines of sanction order

2. Registrar/ Director, Co-ordinator, College Development Council, Calcutta   University

3. Auditor General, Govt. of West Bengal

4. The Secretary, Higher Education, Govt. of West Bengal

5. The Director of Public Instructions (Higher Education) Govt. of West Bengal

6. Undergraduate

Details of the amount is being released:

General component: Rs. _____
SC component: Rs. _____
ST component: Rs. _____
TOTAL: 77000

(Avtar Singh)
Under Secretary

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

No. PSW-079/13-14   (ERO) ID No. WC2-143   Date: 18-Mar-14

The Accounts Officer   S.No. 219638
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub : Release of Grant-in-Aid during the Current financial year (2013-14), during XIIth Plan, to
Surendranath Evening College

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. 111000
towards the scheme   **Minor Research Project in Science**
to the Principal,   **Surendranath Evening College**
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant Samit Bhowal, Physics Gen	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
MRP-Recurring	58000	0	29000	29000
MRP-Non-Recurring	82000	0	82000	82000
		Total	111000	

The College is requested to note:
  A.   SC concentrated district: SC-15%, ST-7.5%, General (including Minorities)-77.5%
  B.   ST concentrated district: ST-15%, SC-7.5%, General (including Minorities)-77. 5%
  C.   General district: General-77.5%, SC-15% and ST-7.5%
  D.   No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

2. The sanctioned amount is debitable to Head 4.(ii)b(S)   and valid for payment during the financial year 2013-14 only.
3. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:

    (a) Details (Name & Address) of Account Holder:
       Principal,
       Surendranath Evening College
       24/2 Mahatma Gandhi Road, Kolkata
       West Bengal   700009

    (b) Account No.: 1401000100058327

    (c) Name & Address of Branch: Punjab National Bank, Sealdah Branch, 4, Mahatma Gandhi Road

    (d) MICR Code of Branch: 700024027

    (e) IFSC Code : PUNB0140100

    (f) Type of Account : SB/Current/Cash Credit.

4.   The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
5.   The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
6.   The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs,2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.
7.   The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
8.   The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
9.   A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
10. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

11. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC,ST&OBC) and horizontal (for persons with disability etc.] in teaching and non-teaching posts.

12. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.

13. The sanction issues in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No.10-11/12(Admn.IA&B)] dated 28./5/2013.

14. The University/Institutions shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutes, 2009.

15. The University/Institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).

16. The accounts of the University/Institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.

17. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.

18. Funds to the extent of Rs._____ are available under the scheme.

19. This issue with the concurrence of UGC vide Diary No 325   (UGC) dated 14.03.2014

20. This issue with the approval of _____ vide Diary No. _____ dated _____

Yours faithfully,

(Dr. Mohammad. Arif)
Joint Secretary

. Copy forwarded for information and necessary action to :

1.   Principal,

   Surendranath Evening College
   24/2 Mahatma Gandhi Road, Kolkata
   West Bengal   700009

   He/She is requested to abide by these instructions/Guidelines of sanction order

2.   Registrar/ Director, Co-ordinator, College Development Council, Calcutta   University

3.   Auditor General, Govt. of West Bengal

4.   The Secretary, Higher Education, Govt. of West Bengal

5.   The Director of Public Instructions (Higher Education) Govt. of West Bengal

6.   Samit Bhowal.Physics

Details of the amount is being released:

General component: Rs.	111000
SC component:Rs.	
ST component: Rs.	
TOTAL:	111000

(Pooja Bhaumik)
Education Officer

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

ज्ञान-विज्ञान विमुक्तये

GRANT-IN-AID BILL

Name of the Section: Accounts Department.

1. Name of the beneficiary Institution: Surendranath Evening College
   ID No. **WC2-143**   24/2 Mahatma Gandhi Road, Kolkata
   S. No. **219638**   West Bengal 700009

(Under University)   Calcutta

2. Sanction number and date: F.   **PSW-079/13-14**   Date: 18-Mar-14

3. Amount sanctioned :   .   Rs.   111000

4. Purpose of the grant-in-aid : Minor Research Project in Sci Samit Bhowal, Physics
                                    Gen
5. Head of Account :   4.(ii)b(S)

6. Designation and address of Authorized Officer: Principal
7. Payment Details:
   (a) Name of the Bank : Punjab National Bank, Sealdah Branch.4, Mahatma Gandhi Road
   (b) Account No.: 1401000100058327
   (c) Type of Account: (SB/Current/Cash Credit)
   (d) IFSC Code: PUNB0140100
   (e) MICR Code Branch: 700024027
   (f) Whether bank branch is RTGS or NEFT enable :RTGS/NEFT/Both
   (g) Name & address of Account Holder:
       Surendranath Evening College
       24/2 Mahatma Gandhi Road, Kolkata
       West Bengal   700009

Received a sum of Rs. 111000
Rupees   one lakh eleven thousand only
being the amount sanctioned vide sanction No. F. PSW-079/13-14   Dated   18-Mar-14
(Copy enclosed) for disbursement to the Principal,
Surendranath Evening College
          Certified that the conditions of the grant have been accepted by the grantee.
          Necessary entries in GIA/Budget Control Register have been made.
**You are requested to confirm the receipt of the above amount in your account by
sending back the enclosed stamp receipt within 7 days.**

                                LCe
                  Signature with stamp of the Officer
                      Accounts Officer
                 University Grants Commission
                   Eastern Regional Office
                        Kolkata

All communications are to be addressed to the
Joint Secretary by designation and not by name

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone :   (033) 2335 4767
Fax   :   (033) 2335 0586

University Grants Commission

No. F. PSW-79/13-14(ERO)   Date: 18.03.2014

To

The Principal
Surendranath Evening College
West Bengal

Subject : Approval of Financial Assistance to Dr./Mr./Ms.Samit Bhowal, Physics, of your
College for Minor Research Project.

Sir/Madam,

1.   The University Grants Commission has approved the proposal of Minor Research Project, as
     above, of your College, as per the recommendations of the Expert Committee and has also
     approved an allocation of **Rs. 140000/-** for the project as per details given below :

1.	Non-Recurring Items :	Amount (in Rupees)
a.	Books and journals	30000
b.	Equipment	52000
2.	Recurring Items :	
c.	Travel and Field Work	30000
d.	Hiring Services	5000
e.	Chemicals and Consumables	0
f.	Contingency (including special needs)	23000
	Total :	140000

2.   The terms and conditions of the grant will be as per the Guidelines of the scheme.
3.   A sanction letter (100% of non-recurring and 50% of recurring grant) is enclosed herewith.
4.   The College is requested to submit 'Acceptance Certificate', duly signed by the Principal and
     the Principal Investigator.
5.   The date of implementation will be the date of receipt of the first demand draft by the College
     and may be intimated in the Acceptance Certificate. **The tenure of the Project will be twenty
     four months for all subjects.**

Yours faithfully,

(Dr. Mohammad Arif)
Joint Secretary

Copy forwarded for information & necessary action to:
1.   The Registrar, Calcutta University
2.   The Director of Public Instruction,(Higher Education), Government of West Bengal, Bikash
     Bhavan, Salt Lake, Kolkata- 700 091.
3.   Dr./Mr./Ms.Samit Bhowal, Physics
4.   Guard file

(Dr. Mohammad Arif)
Joint Secretary

All communications are to be addressed to the
Joint Secretary by designation and not by name

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone : (033) 2335 4767
Fax : (033) 2335 0586
E-mail : ugcero_Kolkata@yahoo.in

BY SPEED POST

No: F.IQAC-W-184/13-14 (ERO)   March, 2014

√ The Accounts Officer
Eastern Regional Office,
University Grants Commission,
Kolkata.

Sub: Release of Grant under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges
during XII Plan period.

Sir/Madam,
The UGC Head Office orders No.F.6-2/2014(IQAC)/ERO/RO) dated 13.03.2014.The Commission has decided to
release of grants under the scheme of Internal Quality Assurance Cells (IQAC) in Colleges during XII Plan period
Accordingly, I am directed to convey the approval of Chairman, UGC to allocate and sanction of **Rs.3,00,000/-** to
Surendranath Evening College, 24/2 Mahatma Gandhi Road, Kolkata, West Bengal 700009 for the XII Plan period as
detailed below:

Sl No.	Purpose of grant (Head of Account 4(xvi)	Amount allocated (Rs.)	Grant already sanctioned (Rs.)	Grant now being sanctioned (Rs.)	Total Grant (Rs.)	Balance grant (Rs.)
A	**Capital Head-35**					
1.	Office Equipment	60,000/-				
	Total:A	60000/-				
B	**General Head-31**					
1.	Honorarium to the Director/Coordinator, IQAC @Rs.1000 X 12 X 5	60,000/-				
2.	Hiring Services for Secretarial & Technical Services	60,000/-				
3.	ICTs Communication expenses	70,000/-				
4.	Contingencies	50,000/-				
	Total:B	2,40,000/-				
	Grand Total:A+B	**3,00,000/-**	**NIL**	**3,00,000/-**	**3,00,000/-**	**NIL**

2. The sanctioned amount is debitable to Head of Account as detailed below.

Amount sanctioned (Rs.)	For General (77.5%) (Rs.)	For SC 15% (Rs.)	For ST 7.5% (Rs.)
3,00,000/-	232500/-	45000/-	22500/-

3. The sanctioned amount is debitable to 4(xvi) and is valid for payment during the finacial year 2013-2014
only.

4. The XIIth plan guidelines available in the UGC website www.ugc.ac.in may be reffered by the college
for the composition of the committee, function and follow-up actions of IQAC. The college shall incurr
expenditure on items as given in the guidelines.

5. The amount of the grant shall be drawn by the Accounts Officer, UGC, ERO, Kolkata (Drawing and
Disbursing Officer), University Grants Commission, on the Grant-in-Aid bill and shall be disbursed to and
credited to grantee as above through Electronic mode as per the following detail
   (a) Details (Name & Address) of Account Holder:
      Principal,
   (b) Account No.: 1401000100058327
   (c) Name & Address of Branch: Punjab National Bank, Sealdah Branch.4, Mahatma Gandhi Road
   (d) MICR Code of Branch: 700024027
   (e) IFSC Code: PUNB0140100
   (f) Type of Account: SB/Current/Cash Credit.

6. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma
submitted by the College/Institution.

7. The University/College shall maintain proper accounts of the expenditure out of the grants which shall be
utilized only on approved items of expenditure and ensure proper labeling of the items purchased.

8. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to
amend Their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't

have their own approved manuals of financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.

9. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year. Balance grant will be released only on receipt of audit UC and Statement of Expenditure etc., signed by the Chartered Accountant.

10. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission and should, at any time the College ceased to function, such assets shall revert to the University Grants Commission.

11. The University/College/Institute shall maintain a Register of Assets acquired wholly or substantially out of the Grants in the prescribed form.

12. The grantee institution shall ensure the Utilization of grants-in –aid for which it is being sanction/paid. In case of non-Utilization/part utilization, or mis-utilization of grants sanctioned by the Commission for the purpose for which these were approved and in accordance with the terms and conditions of the approval or does not furnish the required documents or is disaffiliated from the University the entire amount paid by the Commission shall be refunded by the College with **simple interest @ 10% per annum** as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Government of India will be charged.

13. **The grants should not be used for Self-Financing/Unaided Courses.**

14. It may be noted that the accounts of the grant-in-aid institution shall be subject to inspection by Officers of the ERO, UGC, Kolkata.

15. **The interest earned by the University/College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institution.**

16. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.] in teaching and non-teaching posts.

17. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.

18 The sanction issues in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No.10-11/12(Admn.IA&B)] dated 28/5/2013.

19. The University/Institutions shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutes, 2009.

20. **The University/Institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).**

21. The accounts of the University/Institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.

22. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.

23. Funds to the extent of Rs._____ are available under the scheme.

24. This issue with the concurrence of UGC vide Diary No.346 (ERO) dated 18.03.2014

25. This issue with the approval of _____ vide Diary No. _____ dated _____

Yours faithfully,

(Dr. Mohammad. Arif)
Joint Secretary

Copy forwarded for information and necessary action to:

1. **Principal, Surendranath Evening College, 24/2 Mahatma Gandhi Road, Kolkata, West Bengal 700009.**
   He/She is requested to abide by these instructions/Guidelines of sanction order
2. Registrar/ Director, Co-ordinator, College Development Council, Calcutta University
3. Auditor General, Govt. of West Bengal
4. The Secretary, Higher Education, Govt. of West Bengal
5. The Director of Public Instructions (Higher Education) Govt. of West Bengal

(Avtar Singh)
Under Secretary

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

GRANT-IN-AID BILL

Name of the Section: Accounts Department.

1. Name of the beneficiary Institution: Surendranath Evening College
   ID No. **WC2-143**   24/2 Mahatma Gandhi Road, Kolkata
   S. No. **220901**   West Bengal 700009

(Under University)   Calcutta

2. Sanction number and date: F.   **IQAC-W-184/13-14**   Date: 19-Mar-14

3. Amount sanctioned :   Rs.   300000

4. Purpose of the grant-in-aid : Establishment and monotorin

5. Head of Account :   4.(xvi)

6. Designation and address of Authorized Officer: Principal
7. Payment Details:
   (a) Name of the Bank : Punjab National Bank, Sealdah Branch.4, Mahatma Gandhi Road
   (b) Account No.: 1401000100058327
   (c) Type of Account: (SB/Current/Cash Credit)
   (d) IFSC Code: PUNB0140100
   (e) MICR Code Branch: 700024027
   (f) Whether bank branch is RTGS or NEFT enable :RTGS/NEFT/Both
   (g) Name & address of Account Holder:Principal,
   Surendranath Evening College
   24/2 Mahatma Gandhi Road, Kolkata
   West Bengal   700009

Received a sum of Rs. 300000
Rupees   **Three lakh only**
being the amount sanctioned vide sanction No. F. IQAC-W-184/13-14   Dated   19-Mar-14
(Copy enclosed) for disbursement to the Principal,
Surendranath Evening College
              Certified that the conditions of the grant have been accepted by the grantee.
              Necessary entries in GIA/Budget Control Register have been made.
You are requested to confirm the receipt of the above amount in your account by
sending back the enclosed stamped receipt within 7 days.

Signature with stamp of the Officer

Accounts Officer
University Grants Commission
Eastern Regional Office
Kolkata

All communications are to be addressed to the
Joint Secretary by designation and not by name

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone: (033) 2335 4767
Fax :   (033) 2335 0586
Website: www.ugc.ac.in

No.F. MSWC2-143/12-13(ERO/XII Plan)   January 02, 2013

To

The Principal/Teacher-in-charge,
Surendranath Evening College,
24/2 Mahatma Gandhi Road, Kolkata,
West Bengal-700009.

Sub: Release of grant for College Development under all Schemes of Coaching for SC/ST &
Minorities and Scheme of Equal Opportunity Centre– Twelfth Plan.

Sir/Madam,

This has reference to the UGC, Head Office Memorandum No.F.7-1/2012 (CPP-II) dated 24th August, 2012 and note from the Secretary, UGC dated 27th August, 2012. An **"On account"** grant of 25% of Eleventh Plan allocation (**only for the recurring component**) has been released to Colleges under the Twelfth Plan, for the four Schemes mentioned below:

1. Remedial Coaching for SC/ST/OBC (non-creamy layer) & Minorities.
2. Coaching Classes for Entry in services for SC/ST/OBC (non-creamy layer) & Minorities.
3. Coaching for NET/SET for SC/ST/OBC (non-creamy layer) & Minorities.
4. Equal Opportunity Centre in Colleges.

Break-up of grant:

Name of the Scheme	SC Component (Rs.) (50%/35%/33.33)	ST Component (Rs.) (50%/35%/33.33)	General Component (Rs.) (15%/33.34%)	Total (Rs.)
Remedial Coaching	41662	41662	41676	125000
Coaching Classes for Entry in services	0	0	0	0
Coaching for NET/SET	0	0	0	0
Equal Opportunity Centre	0	0	0	0

The College may utilise this grant only for items allowed under the recurring component given in Eleventh Plan Guidelines.

Yours faithfully,

Calcutta

(Dr. Ratnabali Banerjee)
Joint Secretary

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone : (033) 2335 4767
Fax : (033) 2335 0586
Web: www.ugc.ac.in

All communications are to be addressed to the
Joint Secretary by designation and not by name

No.F.AGW-562/11-12(ERO)   November 01, 2012

To

The Principal/ Teacher-in-Charge,
Surendranath Evening College,
24/2 Mahatma Gandhi Road, Kolkata,
West Bengal-700009.

Sub: **Approval of additional assistance to Colleges already covered under Section 12B of the UGC Act, 1956.**

Sir/Madam,

The University Grants Commission has approved your proposal under the scheme of additional assistance to Colleges already covered under Section 12B of the UGC Act, 1956. As per the recommendations of the Expert Committee, an amount of ₹1050000/- has been allocated to your college.

Your proposal has been approved subject to the modifications enclosed as **Annexure-I.**

An amount of **₹525000/-** (50% of the allocation) is being sanctioned separately as the first instalment. **The College should follow its Detailed Project Report (DPR) strictly; however it must be read with the Remarks against specific items at Annexure-I. Expenditure on air conditioner and water cooling system are inadmissible.**

As per decision taken in a Meeting of the UGC held on 19th July, 2012, Colleges will be permitted to utilize the grant under the Scheme of Additional assistance to Colleges, **within a period of six months from the date of release of grant.**

Yours faithfully,

(Dr. Ratnabali Banerjee)
Joint Secretary

ISSUED
1 6 JAN 2013
O/C

Encl. As above.

Calcutta

All communications are to be addressed to the
Joint Secretary by designation and not by name

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone :   (033) 2335 4767
Fax   :   (033) 2335 0586
Web: www.ugc.ac.in

No.F. AGW-562/11-12(ERO)   November 01, 2012

To

The Principal/ Teacher-in-Charge,
Surendranath Evening College,
24/2 Mahatma Gandhi Road, Kolkata,
West Bengal-700009

Sub: Approval of additional assistance to Colleges already covered
       under Section 12B of the UGC Act, 1956.

Sir/Madam,

The University Grants Commission has approved your proposal under the scheme of additional assistance to Colleges already covered under Section 12B of the UGC Act, 1956. As per the recommendations of the Expert Committee, an amount of ₹1050000/- has been allocated to your college.

Your proposal has been approved subject to the modifications enclosed as **Annexure-I**.

An amount of ₹525000/- (50% of the allocation) is being sanctioned separately as the first instalment. **The College should follow its Detailed Project Report (DPR) strictly; however it must be read with the Remarks against specific items at Annexure-I. Expenditure on air conditioner and water cooling system are inadmissible.**

As per decision taken in a Meeting of the UGC held on 19th July, 2012, Colleges will be permitted to utilize the grant under the Scheme of Additional assistance to Colleges, **within a period of six months from the date of release of grant.**

Yours faithfully,

(Dr. Ratnabali Banerjee)
Joint Secretary

Encl. As above.

Calcutta

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

ज्ञान-विज्ञान विमुक्तये

No. MSWC2-143/12-13 (ERO)

Date: 3 0 MAR 2013

S.No. 215213

The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub : Release of Grant-in-Aid during the Current financial year, during XIIth Plan, to
Surendranath Evening College

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. 125000
towards the scheme Merged Scheme
to the Principal, Surendranath Evening College
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant Merged Schemes-XII Plan General District	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
Remedial-Non-Recurring	0	0	125000	125000
Total			125000	

The College is requested to note:

A. SC concentrated district: SC-50%, ST-35%, General (including Minorities)-15%
B. ST concentrated district: ST-50%, SC-35%, General (including Minorities)-15%
C. General district: Equal distribution amongst the three (SC,ST and General)
D. No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

1. The sanctioned amount is debitable to the major head 1.b-(i)c and valid for payment during the current financial year only.
2. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Demand Draft.
3. The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
4. The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
5. The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
6. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
7. A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
8. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
9. The University/College shall follow strictly all the instructions issued by the Government of India from time to time with regard to reservation of posts to Scheduled Castes and Scheduled Tribes.
10. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.
11. The sanction issues in exercise of the delegation of powers vide Commission Office Order No. 25/92 dated May 01,1992.
12. An amount of Rs.   out of the grant of Rs.   sanctioned vide letter No. F.   (ERO) dated..........
has been utilized by the College for the purpose for which it was sanctioned and noted in the Grant-in-Aid Register.
13. The funds to the extent are available under the Scheme.

Copy forwarded for information and necessary action to :

Yours faithfully,

1. Principal
   Surendranath Evening College
   24/2 Mahatma Gandhi Road, Kolkata
   West Bengal   700009
   He/She is requested to abide by these instructions/Guidelines of sanction order.

(Dr. Ratnabali Banerjee)
Joint Secretary

2. Registrar/ Director, Co-ordinator, College Development Council, Calcutta   University
3. Auditor General, Govt. of West Bengal
4. The Secretary, Higher Education, Govt. of West Bengal
5. The Director of Public Instructions (Higher Education) Govt. of West Bengal
6. Merged Schemes-XII Plan

(Dr. Ratnabali Banerjee)
Joint Secretary

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

ज्ञान-विज्ञान विमुक्तये

No. MSWC2-143/12-13 (ERO)

Date: 3 0 MAR 2013
S.No. 215213

The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Sub : Release of Grant-in-Aid during the Current financial year, during XIIth Plan, to
Surendranath Evening College

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. 125000
towards the scheme   Merged Scheme
to the Principal,   Surendranath Evening College
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant Merged Schemes-XII Plan General District	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
Remedial-Non-Recurring	0	0	125000	125000
		Total	125000	

The College is requested to note:

A. SC concentrated district: SC-50%, ST-35%, General (including Minorities)-15%
B. ST concentrated district: ST-50%, SC-35%, General (including Minorities)-15%
C. General district: Equal distribution amongst the three (SC,ST and General)
D. No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

1. The sanctioned amount is debitable to the major head 1.b-(i)c and valid for payment during the current financial year only.
2. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Demand Draft.
3. The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
4. The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure
5. The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
6. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
7. A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
8. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
9. The University/College shall follow strictly all the instructions issued by the Government of India from time to time with regard to reservation of posts to Scheduled Castes and Scheduled Tribes.
10. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.
11. The sanction issues in exercise of the delegation of powers vide Commission Office Order No. 25/92 dated May 01,1992.
12. An amount of Rs.   out of the grant of Rs.   sanctioned vide letter No. F.   (ERO) dated.......... has been utilized by the College for the purpose for which it was sanctioned and noted in the Grant-in-Aid Register.
13. The funds to the extent are available under the Scheme.

Copy forwarded for information and necessary action to :

Yours faithfully,

1. Principal
   Surendranath Evening College
   24/2 Mahatma Gandhi Road, Kolkata
   West Bengal   700009
   He/She is requested to abide by these instructions/Guidelines of sanction order.

(Dr. Ratnabali Banerjee)
Joint Secretary

2. Registrar/ Director, Co-ordinator, College Development Council, Calcutta   University
3. Auditor General, Govt. of West Bengal
4. The Secretary, Higher Education, Govt. of West Bengal
5. The Director of Public Instructions (Higher Education) Govt. of West Bengal
6. Merged Schemes-XII Plan

(Dr. Ratnabali Banerjee)
Joint Secretary

12 th

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098
Phone :   (033) 2335 4767
Fax   :   (033) 2335 0586
E-mail : ugcero_Kolkata@yahoo.in

All communications are to be addressed to the
Joint Secretary by designation and not by name

BY SPEED POST

No: F.WC2-143/12-13(ERO)
√ The Accounts Officer
Eastern Regional Office,
University Grants Commission,
Kolkata.

February, 2014
1 4 MAR 2014

Sanction No.218336

Sub: Release of 15% "Adhoc On account Grant" under the scheme of Under Graduate Development
Assistance during XII Plan period.

Sir/Madam,

As per the decision taken in the Commission meeting held on 19th July 2012, 25% of allocation of XI Plan College
Development Assistance was released as on account grant for XII Plan period. Now the Commission has decided to
release up to 40% of GDA allocated to the individual colleges during XI plan period, including 25% of grant already
released earlier to the colleges during XII Plan. Accordingly, I am directed to convey the sanction of the Commission
for payment of **Rs.285000/-** to **Surendranath Evening College, 24/2 Mahatma Gandhi Road, Kolkata, West
Bengal 700009** for the XII Plan period as detailed below

XI Plan Allocation under GDA (Rs.)	25% of GDA grant already released (Rs.)		15% of GDA grant being released (Rs.)		Total grant released for XII Plan (40% of XI Plan allocation) (Rs.)	
1900000/-	Books & Journals	237500/-	Books & Journals	142500/-	Books & Journals	380000/-
	Equipment	237500/-	Equipment	142500/-	Equipment	380000/-
	Total	475000/-	Total	285000/-	Total	760000/-

2.   The sanctioned amount is debitable to Head of Account as detailed below. **(Capital Assets 35)**

Amount sanctioned (Rs.)	For General (77.5%) (Rs.)	For SC 15% (Rs.)	For ST 7.5% (Rs.)
285000/-	220875/- 1.B(i)(b)	42750/- 1B(i)h(i)b	21375/- 1.B(i)h(ii)b

3.   The sanctioned grant may be treated as "Adhoc On account" grant for XII Plan. The allocation made
now is Provisional Allocation and the final allocation would be made on finalization of XII Plan
Guidelines. The grants sanctioned now would be adjusted against the XII Plan allocation to be made
subsequently on the basis of assessment.

4.   Further it may be noted that the college has to necessarily submit their XII Plan proposals claiming
not less than the sanctioned amount for Books & Journals & Equipment as detailed above in their 12th
plan proposals.

5.   The amount of the grant shall be drawn by the Accounts Officer, UGC, ERO, Kolkata (Drawing and
Disbursing Officer), University Grants Commission, on the Grant-in-Aid bill and shall be disbursed to and
credited to grantee as above through Electronic mode as per the following detail
    (a) Details (Name & Address) of Account Holder:
        Principal, **Surendranath Evening College, 24/2 Mahatma Gandhi Road, Kolkata, West Bengal
700009.**
    (b) Account No.:**1401000100058327**
    (c) Name & Address of Branch: **Punjab National Bank, Sealdah Branch.4, Mahatma Gandhi Road**
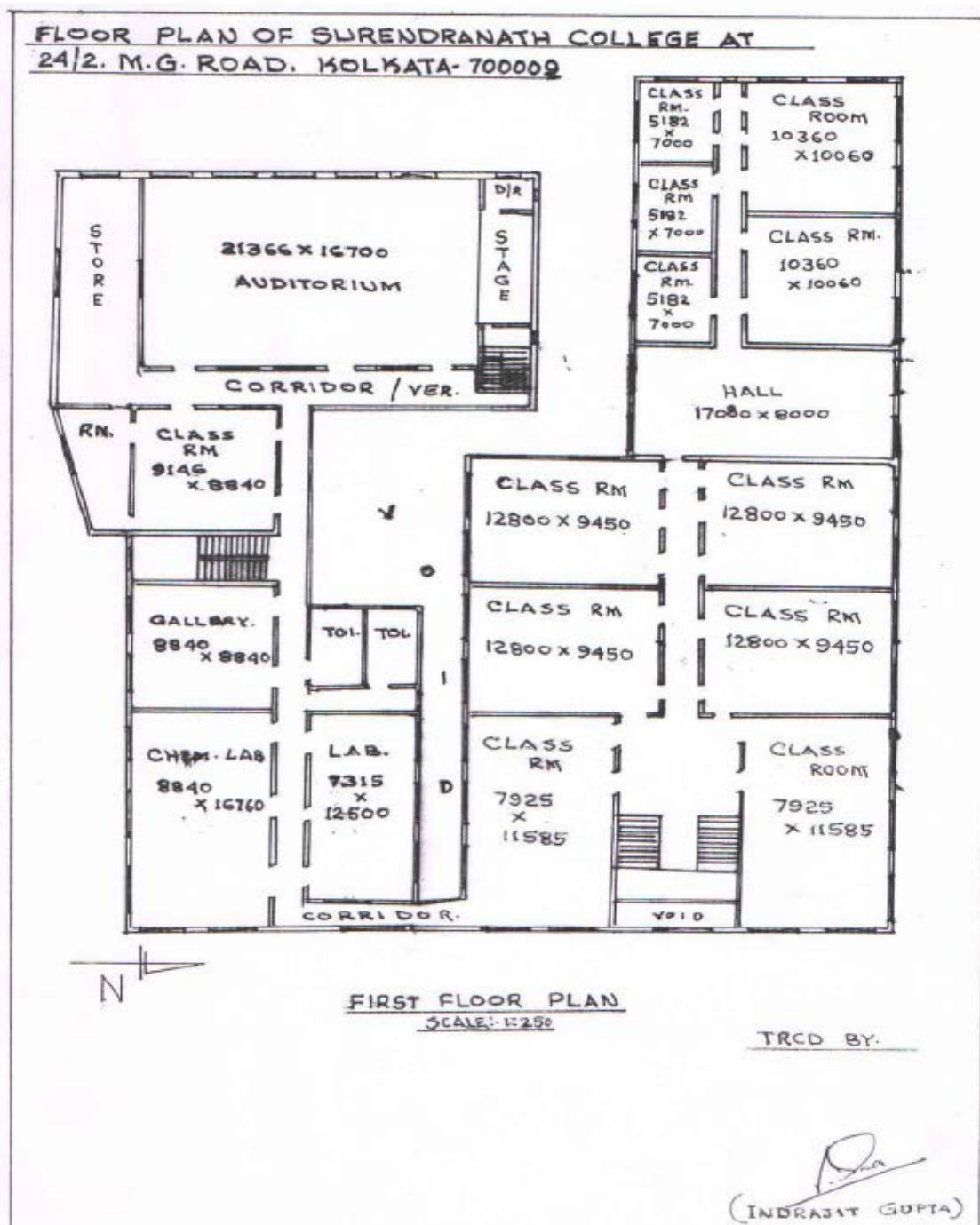   (d) MICR Code of Branch: **700024027**
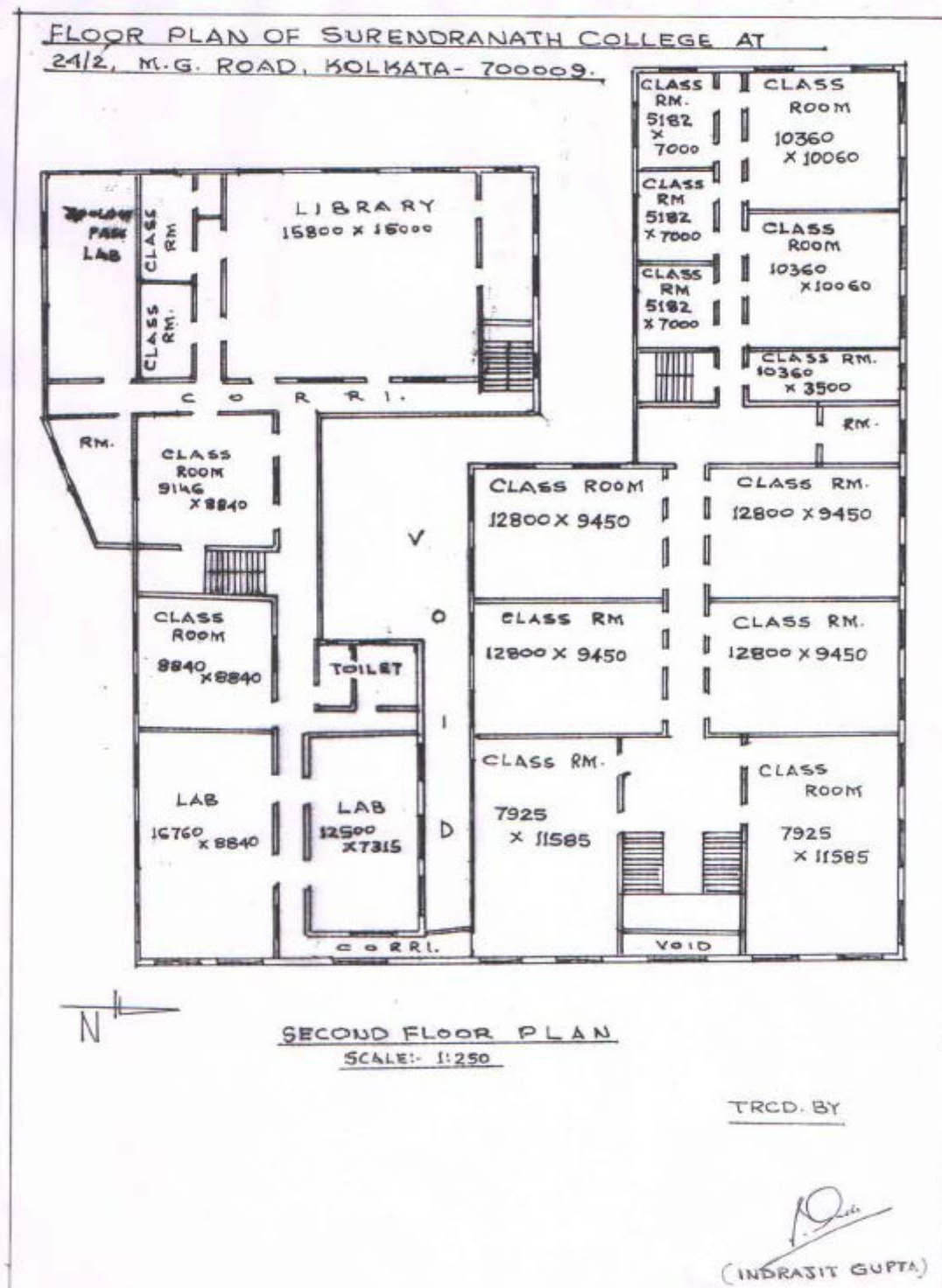   (e) IFSC Code:**PUNB0140100**
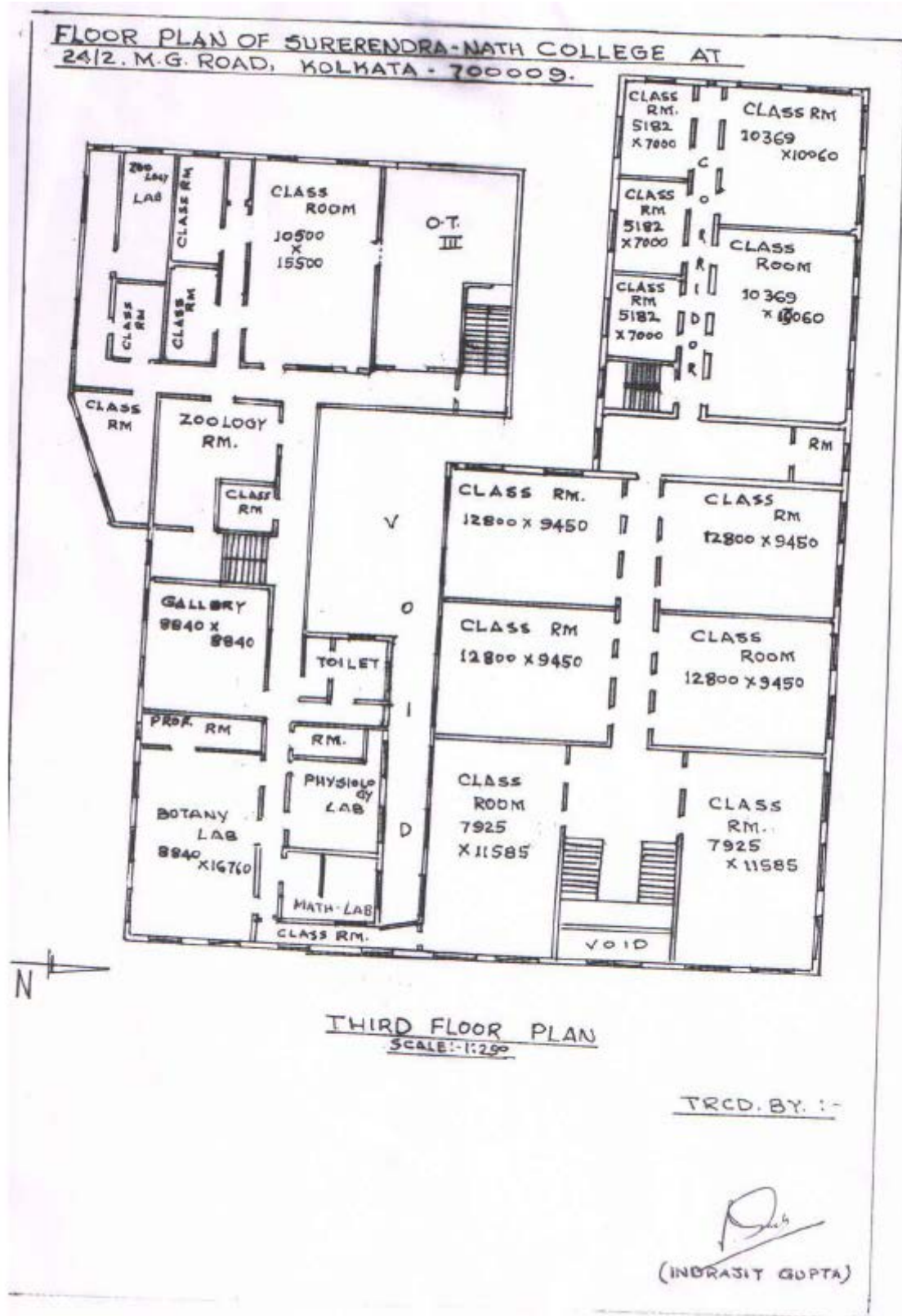   (f) Type of Account: SB/Current/Cash Credit.

6.   The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma
submitted by the College/Institution.

7.   The University/College shall maintain proper accounts of the expenditure out of the grants which shall be
utilized only on approved items of expenditure and ensure proper labeling of the items purchased.

8.   The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to
amend Their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't
have their own approved manuals of financial procedures may adopt the provisions of GFRs, 2005 and
instructions/Guidelines there under from time to time.

Buiding plan collcected from Surendranath Conllege

Building Plan:

FLOOR PLAN OF SURENDRANATH COLLEGE AT 24/2. M.G. ROAD, KOLKATA- 700009

FIRST FLOOR PLAN
SCALE:- 1:250

TRCD BY:

(INDRAJIT GUPTA)

FLOOR PLAN OF SURENDRANATH COLLEGE AT 24/2, M.G. ROAD, KOLKATA- 700009.

SECOND FLOOR PLAN
SCALE:- 1:250

TRCD. BY

(INDRAJIT GUPTA)

FLOOR PLAN OF SURERENDRA-NATH COLLEGE AT 24/2, M.G. ROAD, KOLKATA - 700009.

THIRD FLOOR PLAN
SCALE:- 1:200

TRCD. BY :-

(INDRAJIT GUPTA)

UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A., B.Sc., B.Com. and B.Mus. Courses of

Studies (under 1+1+1 System of Examinations) for the Academic Session 2014-2015

Course of Studies	Last Date of Admission*	Date of Commencement of Classes	Last date of change of Subject(s)/ Stream (including switching over from Hons. Course to Genl. & Vice-Versa)	Submission of Registration Form to C.U. by the College	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for Univ. Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)
									Theoretical	practical	
Part-I	09.8.2014	Last week of July'14	30.8.2014	15.9.2014 (without fine) (Application forms for Registration be submitted by the students to the college within 8.9.14 25.9.2014 (with fine)	Nov.' 14	2nd week of March 2015	1st week of April, 2015	2nd week of April, 2015	B.Com. 3.6.15-5.6.15(H) 3.6.15-12.6.15(G) B.A./B.Sc. (H & Major) & B.Com. (Major) 7.7.15-10.7.15 B.A./B.Sc.(Genl.) 13.7.15-25.7.15	B.A./B.Sc.(H & Major) & B.Com. (Major) 28.7.15-18.8.15	Within 90 days from the last date of Exam.
Part-II	————	within 7 days from the completion of Part-I Exam.	—————		Nov.' 14	2nd week of February 2015	1st week of March, 2015	2nd week of March 2015	B.Com. (G+H) 28.4.15-15.5.15 B.A./B.Sc. (H & Major) & B.Com. (Major) 19.5.15-22.5.15 B.A./B.Sc.(Genl.) 16.6.15-30.6.15	B.Com. (G+H) 2.4.15-17.4.15 B.A./B.Sc. (H & Major) & B.Com. (Major) 28.4.15-16.5.15 Genl. 23.5.13-12.6.15	-Do-
Part-III	————	within 7 days from the completion of Part-II Exam.	—————		Nov.' 14	2nd week of January 2015	last week of January 2015	1st week of Feb., 2015	BA/B.Sc./B.Com. (Hons. & Major) 7.4.15-17.4.15 (Genl.) 21.4.15-25.4.15	(H & Major) 13.3.15-1.4.15 Genl. 2.4.15-18.4.15	Within June, 2015
	Part-I Compulsory Language, 2015.								4.3.15-12.3.15	—————————	
	Part-I & II Supplementary Examination, 2014			Filling up of Form: 3rd week of December, 2014					3.2.15-12.2.15	18.2.15-28.2.15	

(S.K.Sarkar)

SURENDRANATH EVENING COLLEGE

B.COM/B.A/B.Sc (HONS./GEN) FEES AMOUNT PAYBLE AT THE TIME OF ADMISSION-2015

SL.NO		B.COM (H)	B.COM(G)	B.A(H)	B.AG	B.SC(G)	MATH(H)	PHYSICS(H)	ELECTRONICS	CHEMISTRY(H)
1	ADMISSION FEES	85	60	75	50	85	110	110	110	110
2	ANNUAL SOCIAL	300	300	300	300	300	300	300	300	300
3	BANK CHARGES	50	50	50	50	50	50	300	300	300
4	BUILDING REPAIR FUND	300	300	300	300	300	300	50	50	50
5	C.U.FORM	20	20	20	20	20	300	300	300	300
6	C.U.SPORTS FEES	60	60	60	60	60	20	20	20	20
7	C.U.REGISTRATION FEES	110	110	110	110	110	60	60	60	60
8	COLLEGE EXAM.FEES.	300	300	300	300	300	110	110	110	110
9	DEVELOPMENT FEES(50%)	200	200	200	200	300	300	300	300	300
10	ELECTRIC CHARGES(50%)	100	100	100	100	200	200	200	200	200
11	GENERATOR FEES	50	50	50	50	100	100	100	100	100
12	LIBRARY FEES	150	150	150	150	50	50	50	50	50
13	LAB. FEES	0	0	0	0	150	150	150	150	150
14	P.W.F	80	80	80	80	600	1000	1100	1100	2500
15	SESSION CHARGE	700	700	700	700	80	80	80	80	80
16	STUDENT ACTIVITY FEES	200	200	200	200	700	700	700	700	700
17	STUDENT HEALTH HOME	10	10	10	10	200	200	200	200	200
18	TUTION FEES.(3 MONTHS)	255	180	225	150	10	10	10	10	10
	TOTAL AMOUNT	**2520**	**2420**	**2480**	**2380**	**3120**	**4070**	**4170**	**4170**	**5570**

N.B:- IF ANY STUDENT WHO WILL TAKE FOLLOWING SUBJECT AS ELECTIVE (GENERAL LABORATORY FEES WILL BE AS PER FOLLOWING.

SUBJECT	LABORATORY FEES IN Rs.
GEOGRAPHY (GENERAL)	600
COMPUTER Sc. (GENERAL)	600
ELECTRONICS (GENERAL)	600

MIGRATION FEES(OTHER BOARD STUDENT)   RS.100/-

ANNEXURE-08

Proforma - B

Annexure

FINANCIAL EDUCATION PROGRAM REPORT FROM PARTICIPANTS

Target Group: FinancialPlanning for Young Investors

Date & Time: 31.01.2014 During 5:00 pm to 7:30 pm

Place and Venue: Surendranath Evening College, 24/2, Mahatma Gandhi Road, Kolkata - 700 009

Particulars of the Participants

Sl. No.	Name of the Participants	Contact Number	E-mail Id	Study material received	Remarks, if any	Like to receive info. through (tick) E-mail	SMS	Signature
1	DEBASIS MANNA	9433837716	debasismanna51@yahoo.in	yes		✓		Debasis Manna
2	MAUMITA KUNDU	9830015663	maumita.kundu3@gmail.com	yes.		✓	✓	Maumita Kund-
3	MOUMITA MAJUMDER	9836088047	—	—		—	✓	Moumita Majumdar
4	MADHAB SAMANTA	9830201051	—	—		—	—	M. Samanta
5	SWAPAN KR. BISWAS	7890635695		yes		—	✓	
6	DIPANKAR PERA	8443886435		yes.		—	—	
7	DR. ASIT MUNSHI	9432258481	asit.munshi@rediffmail.com			✓	✓	
8	DR. U.S. SAHA	9874310039	Umasankar Saha	Yes.		✓	✓	Saha
9	Nafis Hussain	9007640097		Yes		!	✓	Nafis Hussain.
10	Md. Omar Farooque	9681991244		Yes			✓	Farooque
11	krishna Gupta	8274961908		yes			✓	Krishna Gupta
12	Nadim Ahmad	8420871787	nadimahmad11@gmail.co	Yes		✓	✓	
13	Amit Kr. Rey.	8621993799		yes			✓	Amit Kr Rey.
14	Shahab Khan	8961248818	khan Shahab06@gmail.com	yes		✓	✓	
15	Md. Shahnavaz	8981717626		yes			✓	
16	Md. Saddam Hussain	9804428740		Yes			✓	M.S. Hussain
17	MD. ADNAN. KHAN	7890594925		yes	NIl		✓	Md. Adnan
18	Lalatendu Swain	8013144424	Lalatendu.swain8156@gmail	yes		✓	✓	Lalatendu Swain
19	Nishchoy kumar Yadav	8013992468	kingnitesh.ji@gmail.com	Yes		✓	✓	Nishchoy
20	Md. Iftekhar	8100737461		Yes		✓	✓	Md Iftekhar
21	Ghufran Ahmed khan	9830314048	Ghufran.Ahmed.khan@hindalco.com	Yes		—	✓	Ghufran Khan
22	Md. Zahid	8420373694	Mdzahid238@gmail.com	Yes		✓	✓	Md Zahid.
23	Ahmad Raza Rizwi	8100267546	ahmadrazarizwi786@gmail.com	Yes		✓	✓	
24	Shahbaz Alam	9681903793	Shahbazalam1072@gmail.com	Yes		✓	✓	Shahbaz Alam
25	Lawrence Gomes	8981742746	gomes1993.lawrence@gmail.com	Yes		✓		Lawrence Gomes
26	Ujjal Kr. Ram	7686017465					✓	Ujjal Ram
27	Sourav Biswas	8820605003						
28	Ajay chakraborty	9804084326						
29	FAISAL HUSAIN	9903584633	faisal-husain06@yahoo.co.in			✓		Faisal.

Sl. No.	Name of the Participants	Contact Number	E-mail Id	Study material received	Remarks, if any	Like to receive info. through (tick) E-mail	SMS	Signature
30	ANKIT SIKARIA	8100523269	Ankit.Sikaria@yahoo.Com	Yes			✓	Ankit Sikaria
31	SUNIL KUMAR GUPTA	9804437218	Sunil Kumar Gupta@sos gmail	''			✓	Sunil Kumar Gupta
32	Vikash Sah	7686086406	VKSah59@gmail.com	''			✓	Vikash Sah
33	MIJANUR RAHAMAN SARDAR	8101217030		y			✓	Mijanur Rahman Sardar
34	ANIL KUMAR	9038883019	aK42615@gmail.Com	Yes			✓	Anil kumar
35	Ankit Chaurasia	8961138114	ankit0004ever@gmail.com	Yes.			✓	Ankit Chaurasia
36	PRASHANT MISHRA	7439036440	Satishmishra0101@gmail.com	Yes		✓	✓	Prashant Mishra
37	Gopal Dalmia	8820302681	gopalgs25@gmail.com	yes		✓	✓	Gopal Dalmia
38	Devendra Dokania	09883022764	slambo2zca@gmail.com	Yes.		✓		Devendra Dokania
39	Ayan Kr. Lahe	9432108203		yes			✓	Ayan Kr. Lahe
40	BIKASH BHARTI	8961968095	bikashbharti9@gmail.com	yes		✓	✓	Bikash Bharti
41	MD. WASIM AKRAM	8961491946	Djwasim555@gmail.com	yes		✓	✓	Wasim Akram
42	ASHOK PANDIT	7278318947	Ashok69p@gmail.Com	Yes		✓	✓	A pandit
43	Avinash Kr. Mahuey	9062043278	ag827092@gmail.com	Yes		✓	✓	Avinash mahuey
44	Afsana Khatoon	7685812502	Afsana K 972@gmail.com	Yes		✓	✓	Afsana Khatoon
45	Pooja	8420292949	poojaneha649@gmail.com	yes		✓	✓	Pooja
46	Sahana Khatoon	9062141064	Sahana Khatoon conq	yes			✓	Sahana
47	Md. Nadim Akther	9804286445	Tamnadimakhter777@.com	Yes		✓	✓	Md. Nadim Akther
48	Kaustav Chakraborty	9062093408		Yes			✓	Kaustav Chakraborty
49	Subhojit Saul	7278516860	Subhojit075@gmail.Com	Yes		✓	✓	Subhojit Saul
50	Sani-bahadun	8013614970	Sanibahadun9@gmail.com	''			✓	Sani
51	MD Faisal Arafat	9007617794	faisalarafat-444@yahoo.Com	Yes		X	✓	Md faisal arafat
52	SUFYAN AHMED	9088213220		Yes			✓	Sufyan
53	ARINDAM DAS	8981558842	Arundam Das439@gmail.com	Yes.		✓	✓	Arindam Das
54	Binod Chauhan	8013405890	Bikramjii@gmail.com	Yes		✓	✓	Chauhan
55	Ajit Kumar Bhagat	7890382125	ajitkumarbhagat5@gmail.com	Yes		✓	✓	Ajit Kumar
56	Danish Iqbal	9038281408		Yes			✓	Danish
57	Manish Kumar Shaw	8981807910	Manish Kumar shaw 123	Yes		✓	✓	Manish
58	Arijit Maity	9804681916	maity.arijit72@gmail.com	Yes		✓	✓	Arijit
59	Biswajit Roy	8420646691		Yes			✓	Biswajit Roy
60	Ashraf Ali	8013855486	Ashraf Ali 78616@yahoo.Com			✓	✓	Ashraf Ali
61	Nazrul Islam	9804094950	Nazrul Islamn29510@Gmail.Com			✓	✓	Nazrul Islam
62	Sonit Kumar Mandal	7278736378	Sonit.Mandal@gmail.Com	Yes		✓	✓	Sonit Kumar
63	Sunil Choudhary	9597135729		Yes		✓	✓	Vijay
64	Vipin Verma	9038253941	Vipin.Verma262@gmail.com	Yes		✓	✓	Vishal
65	Vishal Kumar	8296684028	Vishal Prasad98@gmail.com	Yes				

Sl. No.	Name of the Participants	Contact Number	E-mail Id	Study material received	Remarks, if any	Like to receive info. through (tick)		Signature
						E-mail	SMS	
66	MD ISHRAEEL	9883801886	Md.ishraeel004@gmail.com				✓	
67	BELAL KHAN	8013090298					✓	
68	MD. NOORUDDIN	8820104152		✓		✓	✓	
69	Purna Chandra Maity	9433628810	purnamaitynec@gmail.com					
70	Sukham Roy	9804470223						
71	MD. GHILLAM Hussain	9883483205		✓		✓	✓	
72	SUNEEP KOTHARI	8981151203	Sudeep.kothari2140yahoo.in	✓		✓	✓	
73	Uday Bhanu Dhole	9874339669						
74	Pather	9433111758	Shyamalpathow@yahoo.in	✓				
75	ASIF IMRAN	8961263604	asifimran39@gmail.com	✓				

(Dr. Ram Prahlad Choudhary)
Resource Person
Registration No. SEB/RP/E/WB/29.

ANNEXURE-14

Maiti & Associates
Chartered Accountants

5 & 6, Fancy Lane, 1st Floor
Right Block, Kolkata - 700001
Ph. : (033) 2242 0314 / 2230 5773

ANNEXTURE TO THE AUDITOR'S REPORT
(Referred to in paragraph 3 of our report of even date)

Detailed observations with reference to Memo No:3(400)/CA/2010Dt.05-05-2010 of the Director of Public Instruction,Education Directorate,College Audit Cell,Govt. of West Bengal pertaining to **Surendranath Evening College** for the year ended 31st March,2010:

1.Accounting System & Procedure of Recording Transactions:

Accounting System are being followed on Cash Basis and Books of Accounts are being written manually in Single Entry basis.

2.Maintenance of Books of Accounts & Records:

i)Cash Book is not being balanced on daily basis.General Ledger balances are not inked up. Opening Entries are not incorporated in the General Ledger.

ii)Personal Ledger of Staff Loans and Advances are not being maintained.

iii)Collection of Fees are not being recorded in the Cash Book on the date of actual collection from students,it is being recorded when the counter cash handed over to the cashier, consequently there is a difference between the Fees Collection as per Cash Book with Fees Collection Register on a prticular date.

iv)No Subsidiary Fund Register is being maintained.

v)Reconciliation of Bank Accounts are not being done since long back.

vi)Fixed Assets Register,if maintained,could not be made available for our verification.

vii)The relevant Stock Registers,if maintained at various departments, could not be made available for our verification.

3.Cash and Bank Balances:

3.1The Closing Cash Balance of the College as on 31st March,2010 has been certified by the Bursar of the College,a copy of which is enclosed vide Annexure Marked-I.

3.2 Physical Verification of Cash-in hand has been conducted by us on 16-03-2011,during the course of Audit, and found no balance in hand. A copy of which,duly authorised by the Bursar,is enclosed vide Annexure Marked-II.

3.3 On our scrutiny ,we observed that the closing Bank Balances as per Books of Account of the college as shown on the face of the Balance Sheet and Subsidiary Fund Accounts are not agreed/ tallied with the Bank Pass Book balances as on 31stMarch,2010.

Contd-2

SURRENDRANATH EVENING COLLEGE
24/2,M.G.Road,Kolkata-700009
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2010

EXPENDITURE	Amount (Rs).	Amount (Rs)	INCOME	Amount (Rs).	Amount (Rs).
Salary from College Fund		677642.00	By Fees & Fines		2640751.00
Electricity Charges		193242.50	,, College Examination Fees		147687.00
Telephone Charges		24829.00	,, Re-imbursement		185893.00
Repairs to Furniture		13410.00	,, Examination Fees		5902.00
Casual Expenses		22488.00	,, College Exam.Centre Fees		182686.00
Contingency		111073.00	,, Laboratory Fees		153150.00
Printing & Stationery		44480.00	,, Generator Fees		35280.00
Puja Exgratia		22000.00	,, Repairs to Building		117800.00
Diploma Charges		1410.00	,, Bank Interest		498.00
Electronics Deptt. Exp.		21825.00	,, Scholarship		6000.00
College Examination		154583.00			
Contr.to Teachers Conf.		1250.00			
College Exam.Centre		113664.00			
Insurance		1691.00			
Generator Charges		20400.00			
Advertisement		7183.00			
G.B.Meeting Exp.		24829.50			
Maint. of Computer		32521.00			
Elect. Repair & Maint.		6575.00			
Intrnl. Assessment Charg		10420.00			
UGC Utilisation Cert.Fees		1000.00			
Bank Charges		1150.00			
Misc.Expenses		117830.00			
Laboratory Expenses		21672.00			
Repairs to Building		65234.00			
Prospetus		81850.00			
Accounting Charges		18500.00			
Audit Fees		12222.00			
Depreciation		63196.34			
Excess of Income Over Expenditure		1587476.66			
TOTAL:		**3475647.00**		**TOTAL:**	**3475647.00**

Place:Kolkata
Dated:17-03-2011

In terms of our report of even date

For Maiti & Associates
Chartered Accountants

Proprietor

Maiti & Associates
Chartered Accountants

5 & 6, Fancy Lane, 1st Floor
Right Block, Kolkata - 700001
Ph. : (033) 2242 0314 / 2230 5773

AUDITORS' REPORT

1. We have audited the attached Balance Sheet of **SURENDRANATH EVENING COLLEGE** as at 31st March, 2011 and also the Income & Expenditure Account and Receipts & Payments Account of the college for the year ended on that date annexed thereto. These financial statements are the responsibilities of the college management. Our responsibility is to express an opinion on these financial statements based on our Audit.

2. We conducted our Audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the Audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An Audit includes, examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An Audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statements presentation. We belive that our Audit provides a reasonable basis for our opinion.

3. As required by the DPI, Education Directorate, College Audit Cell, Govt. of West Bengal vide Memo No:6 (400)/CA/2011 Dt.23-05-2011, we enclose in the Annexure a statement of Detailed Observations to the extent applicable.

4. Further to our comments in the Annexure referred to in paragraph 3 above, we report that:
a) We have obtained all the informations and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;

b) In our opinion, proper books of account and registers have been kept as required under the Act, Rules and Bye Laws of the college, so far as appear from our examination of those books, vouchers and other relevant documents produced before us for our verification;

c) The Balance Sheet and Income & Expenditure Account dealt with by this report are in agreement with the books of account maintained by the college;

d) In our opinion and to the best of our information and according to the explanations given to us, the said accounts give a true and fair view:

i) In case of Balance Sheet, of the State of affairs of the college as at 31st March, 2011; and
ii) In case of Income & Expenditure Accounts of the excess of Income over Expenditure for the year ended on that date.

For Maiti & Associates
Chartered Accountants
FRN:316038E

(B.Maiti)
Proprietor
M/NO:052574

Place:kolkata
Dated:The 18th January,2012

SURENDRANATH EVENING COLLEGE

[Established in 1961]

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009
Phone : 2350-9011, E-mail : snevening@ymail.com
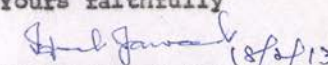Website : www.surendranatheveningcollege.com

Ref. No. 65/2v2/2012-2013   18.02.2013

To,
The Director of Public Instructions,
Higher Education Department,
Govt. of West Bengal,
Bikash Bhawan, Salt Lake,
Kolkata - 91.

Sub : Audit Report पष्ट pertaining
to Surendranath Evening College for
the year 2011-2012.

Sir,

I am submitting herewith the college Audit Report for the
year 2011-2012 of this college to your office.
Kindly acknowledge the same and do the needful.
Thanking you,

Yours faithfully

(8/3/13)
(Prof. Iqbal Jaweed)
Principal
S.N.Evening College
Kol - 9.

Principal
Surendranath Evening College
Kolkata-9

Maiti & Associates
CHARTERED ACCOUNTANTS

5 & 6, Fancy Lane, 1st. Floor
Left Block, Kolkata - 700 001
Phone : 242-0314

Ref. No. :

Date :

The Director of Public Instruction,
Higher Education Department,
Govt. of West Bengal,
Bikash Bhavan, Salt Lake,
Kolkata – 700091.

Sub:Audit Report pertaining to Surendranath
Evening College for the year 2011-12.

Sir,
Enclosed please find Audit Report of the captioned college for the year
ended 31st March,2012.

Kindly acknowledge the receipt.

Yours faithfully,

For Maiti & Associates
Chartered Accountants

(B.Maiti)
Proprietor

Enclo: As Above.
Dated: 15-01-2013.

Copy to: Surendranath Evening College,
24/2,M.G.Road, Kolkata – 700009 – alongwith Audit Report
in Duplicate.

SURENDRANATH EVENING COLLEGE
24/2,M.G.Road,Kolkata-700009
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2012

EXPENDITURE	Amount (Rs)	Amount (Rs)	INCOME	Amount (Rs)	Amount (Rs)
To Salary from College Fund		984274.00	By Fees & Fines		2950465.00
Electricity Charges		282915.00	,, College Examination Fees		154450.00
Telephone Charges		28754.00	,, Re-imbursement		194733.00
Repairs to Furniture		230500.00	,, Examination Fees		6182.00
Casual Expenses		69000.00	,, College Exam.Centre Fees		51640.00
Contingency		29310.00	,, Laboratory Fees		128250.00
Printing & Stationery		52590.00	,, Generator Fees		37080.00
Puja Exgratia		14000.00	,, Repairs to Building		123610.00
College Examination		107133.00	,, Bank Interest		604.00
Contr. to Teachers Conf.		1000.00	,, Electronics Fees		4100.00
College Exam.Centre		23200.00			
Insurance		13167.00			
Generator Charges		20400.00			
Advertisement		4000.00			
G.B Meeting Exp.		10000.00			
Maint. of Computer		35941.00			
Elect. Repair & Maint.		8344.00			
Misc.Expenses		563796.00			
Laboratory Expenses		17297.00			
Repairs to Building		535626.00			
Prospetus		68100.00			
Accounting Charges		6500.00			
Audit Fees		8000.00			
Depreciation		67970.81			
Excess of Income Over Expenditure		469296.19			
TOTAL:		**3651114.00**		**TOTAL:**	**3651114.00**

Place:Kolkata
Dated:15-01-2013

In terms of our report of even date
For Maiti & Associates
Chartered Accountants

Proprietor

Principal
Surendranath Evening College
Kolkata-9

Bursar
S. N. Evening College
Kol — 9

ANNEXURE-15

(82)

Government of West Bengal
Education Directorate
College Audit Cell
Bikash Bhavan, Salt Lake, Kolkata – 700 091.

No. 35(220)/CA/2013

Dated, Kolkata, the 24th July, 2013

From : The Director of Public Instruction
West Bengal & Ex-Officio Secretary
Higher Education Department
Government of West Bengal

To : Messrs *Luhariwala Shiv & Associates.*
Chartered Accountants, *Poddar Court, Gate No-3, 5th floor,*
Room No – 1, 18. Rabindra Sarani, Kol–1, Ph-033 22250038
/0088 /9836061725

Sub : Audit of *Sivrendranath Evening college,*
Kolkata

For the year 2012-2013 with arrears (if any).

Dear Sir/Madam,

In terms of Government Order No.364-Edn.(CS), dated 2nd March, 1973, I have to state that you have been appointed to undertake the audit of the accounts of the College mentioned above for the year 2012-13. You are requested to audit Balance Sheet of the College for the aforesaid year together with Receipts and Payments Accounts and Income and Expenditure Accounts. Irregularities in Accounts, if any, should be pointed out in the Audit Report with a view to maintaining the quality of the Accounts of the Non-Government Colleges receiving financial assistance from the State Government. Audit Fees and the terms of T.A. of Auditors, revised vide G.O. No.1343-Edn(CS), dated 27.10.1999, are mentioned below :

(a) The Audit Fee shall be Rs.3,500/- per College. The Audit Firm shall neither claim any amount in excess of or in addition to this amount nor the College Authority shall entertain any such claim.

(b) The existing rate of travel expenses payable to the Auditors & be revised in the following manner :-

    (i) The Chartered Accountant shall be allowed travel expenses of First Class Train Fare or the fare actually incurred whichever is less.

    (ii) Their Assistants shall be allowed travel expenses of 2nd Class Train Fare or the fare actually incurred whichever is less.

    (iii) Taxi fare is admissible only if considered urgently required by the head of College/Institutions.

G.O. No.1343-Edn.(CS) dated 27.10.1999 has been issued with the concurrence of the Finance Department vide their U.O. No. Group 'B' 2147, dated 12.10.1999.

B. Audit of the accounts of the College should be undertaken immediately and completed within three months from the date of appointment letter. One copy of the report shall be submitted to this Directorate within one month from the date of completion of the Audit and two copies of the Audit Reports to the College Authorities failing which the offer of appointment will automatically stand cancelled and this office reserves the right to re-allot the Audit of the College to some other Auditor without entering into any correspondence with your firm.

Special Instructions to the Auditors:

(i)   When an embezzlement is detected or inferred from any special circumstances or when serious irregularities in the accounts are found during Audit, the Auditors should immediately report the circumstances to the Education Directorate, West Bengal as well as the Administrator/President of the Governing Body of the Colleges. It should also be stated whether the embezzlement or irregularities as the case may be was or were discovered during or before Audit.

(ii) The Auditors should communicate demi-officially directly with the concerned Joint Director of Public Instruction, West Bengal when there is any reason to suspect any dishonesty in connection with the public money. These communications are to be treated as confidential warning against loss of public money.

(iii) Audit Reports which disclose misappropriation of public money or serious irregularities leading or likely to lead loss of public money, should also be submitted to the Education Directorate forthwith, for taking necessary action.

The Auditors will also see –

1.   Whether the grants received from the Director of Public Instruction, West Bengal (viz. Pay Packet, UGC Maintenance and Scholarship) have been properly utilized for the purpose for which the grants were sanctioned.

2.   Whether there is arrear short deposit against assumed income as defined by Section 2(b) of the West Bengal Colleges (Payment of Salaries) Act, 1978.

3.   Whether any Teaching or Non-Teaching Staff who has exercised his option for Pension (including Family Pension)-cum-Gratuity is enjoying the facilities of Compulsory Provident Fund.

4.   Whether any payment has been made to unapproved Staff.

5.   Any other irregularities of financial nature.

6.   The following items are also to be examined and included in the Audit Report.

   (a)   Roll Strength of Students (Boys & Girls) of the Colleges (Class wise) indicating number of students (Class wise) enjoying free Studentship.

   (b)   Courses and Subjects taught in the Colleges.

   (c)   No. of Students (Class wise).

   (d)   No. of Students in Science Honours Subjects (Class wise).

   (e)   No. of Teaching and Non-Teaching Staff (both Full Time and Part Time) of the College.

   (f)   (i)   Rate of Tuition Fees, Other Fees and Charges.
         (ii)   Amount collected from the Students on account of Tuition Fees, Fines and other Charges.
         (iii) Amount deposited to Government Treasury on account of 50% non-refundable fees collected from students.

   (g)   Provident Fund Account of both approved Teaching and Non-Teaching Staff with reference to particulars regarding Name, Account No. Opening Balance, Incumbent's Share, College Share, Government Share, if any, interest credited, Audited Balance in the Provident Fund Account, viz. accumulated contributions, both Employers' and Employees' investment and Bank Balance interest realized during the year, loan issued and loan recovered and outstanding loans recoverable at the end of the period under Audit and amount deposited to Treasury, as well as regular re-conciliation with Treasury.

   (h)   Such other information as may be indicated by Government consequent upon extension of the West Bengal Non-Government Educational Institutions (Control of Provident Fund of Employees) Act, 1983 and the Rules framed there under to Non-Government Colleges including Sponsored Colleges where they still exist.

   (i)   Abstract of Ledger Accounts regarding grants.

3.

(j)   (i)   Capital cost of College Assets at the time of installation/purchase. Present Valuation of College Land and Buildings, certified by the Competent Authority and ownership of the property.

     (ii)   Details of transfer, if any, of movable or immovable property without the previous approval of the State Government

     (iii)   Whether the College maintains an Asset Register.

(k)   Cash in Hand and at Bank lying with the College on the date of completion of Audit.

(l)   Diversion of Fund, if any.

(m)   List of Separate Fund Accounts and their balances including Caution Money.

(n)   A separate sub-account of development, fees collected and utilization thereof, showing specific purpose for which the said sub-accounts has been applied.

(o)   Accounts of Fixed Deposits.

(p)   Closing stock of each Department including Library.

(q)   Fees reconciliation statement showing the number of Students.

(r)   Leave vacancy deputation posting against leave vacancy.

(s)   Statement to be prepared by the College showing number of posts, sanctioned for both Teaching and Non-Teaching Staff and the number of persons appointed in those sanctioned posts classifying into permanent and temporary category.

7.   The expenditure of the College showing in the Audit Report must include the following items of expenditure :-

(a)   Repairs, replacement and small purchase of furniture.

(b)   Purchase of Library Books, Newspapers, Periodicals, Binding Charges.

(c)   (i)   Repair, Replacement of Laboratory Apparatus & Equipments.
     (ii)   Small purchase of Laboratory apparatus.

(d)   Recurring expenditure including cost of Chemicals for Laboratories (for all Science and Laboratory based Subjects).

(e)   Normal Repair of the building.

(f)   Rent and Taxes of College Buildings.

(g)   (i)   Electricity Charges.
     (ii)   Telephone Charges.

(h)   Bank Charges.

(i)   Audit Fees.

(j)   Stationery.

(k)   Printing charges.

(l)   Postal.

(m)   Travelling Expenses.

(n)   Advertisements.

(o)   Insurance, if any.

(p)   Gardening.

(q)   Contingencies.

(r)   Contingent Expenses.

(s)   Loans & Advances taken from Government outstanding position.

(t)   Allowances to the Staff, if any, in details.

(u)   Examination Charges.

4.

(v) Conveyance Charges (Bus), for Students, if any.

(w) Expenses met out of UGC's Grants in details –
(i)   for Teaching,
(ii)   for Students.

(x) Miscellaneous Expenses, if any.

Above informations should be incorporated in the Report. Otherwise the Report is not acceptable.

The receipt of this letter may please be acknowledged within 15 days.

Yours faithfully;

Sd/-

For Director of Public Instruction,
West Bengal

No.35(220)/1(440)/CA/2013.   Dated, Kolkata the 24th July, 2013.

Copy forwarded to the Principal/Officer-in-Charge/Administrator/Teacher-in-Charge/President of the Governing Body, *Surendranath Evening College, Kolkata. 24/2, M. G. Road, Kolkata – 700009* for information

and necessary action. He/She is requested to extend his/her co-operation in regard to the Audit of the Accounts of the College by producing relevant papers and records before the Auditors concerned as required by them. A copy of the Audit Report, duly adopted by the Governing Body of the College, may positively be deposited to this office.

For Director of Public Instruction,
West Bengal

(82)

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAWAN, SALT LAKE, KOLKATA – 700 091.

No. CA/10(440)/2015   Dated, Kolkata, the 2nd March, 2015.

From :   The Director of Public Instruction,
            West Bengal.

To   :   The Principal / Teacher-in-Charge,
            Surendranath Evening College,
            Kolkata.
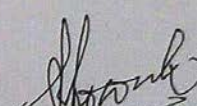
Sub :   Audit of accounts of the college for the year 2014-15 and arrears (if any).

With reference to the above mentioned subject, this is to inform him that the audit works of his College for the financial year 2014-15 and arrears (if any) will be done by the same auditor appointed from this end to audit the accounts of his college for the years 2012-13 & 2013-14.

The existing Audit Fees and the existing rate of travel expenses payable to the Auditor will remain unchanged for this year also.

He is also requested to submit the photocopy of the receipt of submission of Audit Report for the years 2011-12, 2012-13 & 2013-14 to this Office within 15 days from the date of receipt of this letter, if not submitted earlier.

This is for his information & necessary action.

For Director of Public Instruction,
West Bengal.

No. CA/10(440)/1(220)/2015   Dated, Kolkata, the 2nd March, 2015.

Copy forwarded for information and necessary action to :

M/s. *Lutharimala Shiv & Associates*
Poddar Court. Gate no.3, 5th Floor,
Room No.1, 18, Rabindra Sarani, Kolkata –1
Ph – 9836061725

They are requested to take up the audit of the accounts of the college accordingly.

For Director of Public Instruction,
West Bengal.

LUHARIWALA SHIV & ASSOCIATES
Chartered Accountants

Poddar Court, 5th Floor, Room No.1, 18, Rabindra Sarani, Kolkata-700001 (W.B.)
☎ : (033) 2225-0087 / 88 email: lsa.practice@gmail.com

Date: 10-12-2014

To,
The Principal,
Surendranath Evening College,
24/2, Mahatma Gandhi Road,
Kolkata-700 009

Dear Sir,

Re: Statutory Audit of the College
Ref: Your Letter No. 10/AS/Even/14-15 dt 21-11-14

With reference to above, we introduce Ms. Anmol Didwania and Ms. Jyoti Agarwal, audit assistants (whose signature are appended below) who have been authorized by us to carry out the audit at your college.

Ms. Anmol Didwania

Signs as, _Anmol Didwania_

Ms. Jyoti Agarwal

Signs as, _Jyoti Agarwal_

Place: Kolkata
Date: 10-12-2014

Statutory Auditor

SURENDRANATH EVENING COLLEGE

[Established in 1961]

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009
Phone : 2350-9011, E-mail : snevening@ymail.com
Website : www.surendranatheveningcollege.com

Ref. No. 93/Even/2014-15   dt. 06.05.2015

From : Prof. (Dr. Iqbal Jaweed)
        Principal/Secretary

To   : The Education Officer
        University Grant Commission
        Eastern Regional Office
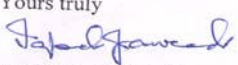   LB – 8, Sector-III (Salt Lake City)
        Kolkata-700098.

                Sub: Submission of utilisation certificate for Additional
                     Assistance to college already covered under
                     section 12B of the UGC, Act, 1956.
                Ref : Your Memo. No. **F.AGW-292/11-12(ERO)** dated
                     17.03.2015.

Madam,

        In reference to the above, I am forwarding herewith the utilisation certificate for Additional Assistance to college under section 12B of the UGC Act.1956 with basic information of the college as desired by you.

        I would request you to kindly sanction the second instalment of 10% for our college and oblige.

        Thanking you in anticipation.

                                        Yours truly

                                        (Prof. Iqbal Jaweed)
                                        Principal
                                        S.N.Evening College
                                        Kolkata-9.

                                        Principal
                                Surendranath Evening College
                                        Kolkata-700 009

Enclo:

1. Utilisation Certificate.

                        RECEIVED 13/05/2015
                        Date......
                        University Grants Commission
                        Eastern Regional Office
                        Kolkata-700098

SURENDRANATH EVENING COLLEGE

[Established in 1961]

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009

Phone : 2350-9011, E-mail : snevening@ymail.com

Website : www.surendranatheveningcollege.com

Date:02.05.2015

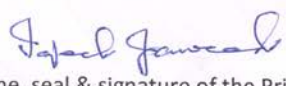## ASSETS CERTIFICATE FOR EQUIPMENT

Name of the Scheme: Additional Assistance to colleges already covered under Section

12(B) of the UGC Act. 1956.

Name of the College: Surendranath Evening College 24/2 M.G.Road Kolkata-700009

Sanction order No & Date: F. AGW-292/11-12(ERO) dt.17.03.2015.

It is certified that inventories of payment or semi permanent assets created/acquired wholly or substantially out of the grants given by the University Grants Commission are being maintained in the prescribed from and are bring kept up-to-date.

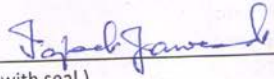(Name, seal & signature of the Principal)

Principal
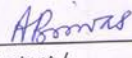Surendranath Evening College
Kolkata-700 009

ANNEXURE - III

PROFORMA FOR SUBMISSION OF UTILIZATION CERTIFICATE AND STATEMENT OF INCOME & EXPENDITURE
UTILIZATION CERTIFICATE

Certified that the Grant of Rs.16,96,500=00 (Rupees Sixteen lakhs ninety six thousand five hundred only sanctioned to Surendranath Evening College by the University Grants Commission vide UGC letter no. F. AGW - 292 /11-12 (ERO) dated 12th July , 2012 towards name of the item as per Annexure - IV (Rs. 1569214.00 has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection , some irregularity is noticed at a later stage , action will be taken to refund or regularize the objected amount . It is further certified that inven - tories of permanent or semi-permanent assets created / acquired wholly or mainly out of the grants given by the University Grant Commission as indicated above are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed of , encumbered or utilized for any other purpose .

Signature _____

Principal (with seal)

Principal
Surendranath Evening College
Kolkata-700 009

Signature _____

Chartered Accountant /
Government Auditor (with seal)

N.B. The Utilization Certificate should be accompanied by audited stetement of accounts indicating expenditure on various items .

STATEMENT OF INCOME & EXPENDITURE

ANNEXURE - IV

Audited statement of Income & Expenditure in respect of Rs. 1696500.00 approved by the University Grants Commission vide letter No.F . AGW 292 / 11-12 (ERO) dated 12th July , 2012

Income (Rs)		Expenditure (Rs.)		
1. Grant from UGC	1696500.00	1. Power Generator 62.5 KVA (Kirloskar) Noice & Pollution Free	1=00	707520.00
2. Grants from State Govt.		2. 60" LED TV (55")	1=00	202257.00
3. College Contribution		3. Window AC 1.1 Ton BEE 5 Star Rated	4=00	137280.00
4. Internal Sources , if any		4. Digital Photocopier (Xerox Machine) 18cpm/ppm	1=00	108452.00
5. Others , If any		Colour Scan , Duplex , E- sorter, One front Loading Tray, 350 sheet paper capacity, 999 continuous copy,64 MB memory.		
		5. 32" LED TV	1=00	35211.00
		6. Water Purifier & Cooler 15 Ltr.	1=00	26136.00
		7. Tally Software Package Tally ERP 9	1=00	26000.00
		8. LCD Projector XGA Resolution(1024x768) (1024x768)2500 Ansi Lumen contrast ratio : 1100:1 Picture Size - 40"(102 cm) to 300"(762 cm)	1=00	50266.00
		9. LAPTOP V560415 115 (5521) Silver Laptop Back Pack Access-ories	1=00	49500.00
		10. Water Purifier & Cooler 15ltr	2=00	52272.00
		11. SONY Flash Memory HD Camcorder	1=00	74910.00
		Triped for Camcorder	1=00	
		32GB50xC Memory Card	1=00	
		12.White Sunmica Board	5=00	25410.00
		13.Core13,2GB RAM , 500GB HDD, VDU	1=00	37000.00
		14. Core13, IntelMB,2GB RAM 500GB HDD	1=00	37000.00
Total	1696500.00	Total		1569214.00

Signature _____ Principal (with seal)

Principal
Surendranath Evening College
Kolkata-700 009

Signature _____
Chartered Accountant /
Government Auditor (with seal)

A. BISWAS & CO
AB
44, Ramgarh
Kolkata-76
CHARTERED ACCOUNTANTS