YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution SURENDRANATH EVENING COLLEGE

- Name of the Head of the institution JAFOR ALI AKHAN

- Designation PRINCIPAL

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03329859011

- Mobile No: 9153181922

- Registered e-mail snevening@ymail.com

- Alternate e-mail alijafor57@yahoo.com

- Address 24/2 M.G.Road

- City/Town Kolkata

- State/UT WEST BENGAL

- Pin Code 700009

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- Type of Institution Co-education

- Location Urban

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University   **UNIVERSITY OF CALCUTTA**

- Name of the IQAC Coordinator   **DEBASIS MANNA**

- Phone No.   **9433837716**

- Alternate phone No.

- Mobile   **9433837716**

- IQAC e-mail address   **sneciqac@gmail.com**

- Alternate e-mail address   **snevening@ymail.com**

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

https://www.surendranatheveningcollege.com/naacdocs/AQAR-2019-2020.pdf

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

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

https://www.surendranatheveningcollege.com/naacdocs/Academic-Calendar-2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**69.10**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**C**	**1.69**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **11/08/2014**

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

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

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

- Upload latest notification of formation of IQAC

  [View File](#)

9.No. of IQAC meetings held during the year   3

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

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

- If yes, mention the amount

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

The Learning Management System of the college during the pandemic situation was very active under the proper guidance of the IQAC, whereby study materials, e-books, lecture videos and e-resources were shared with the students through their respective class WhatsApp groups, on a regular basis. Moreover, regular online classes were arranged and held according to the stipulated routine.

With students being away from campus due to Covid-19, IQAC arranged webinars on a variety of subjects in collaboration with various departments throughout the year. As an example, measures were taken to address the psychological needs of students by organizing a webinar on mental health.

Student mentoring was streamlined and organized in a structured manner and regular feedback from all the stakeholders of the college were also taken.

An online examination portal for question paper uploading to the college website was introduced, from which the students could download the question papers for the online examinations. The heads of all departments generated specific mail-ids for the receipt of answer scripts from the students for online evaluation process.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Encouraging and motivating the departments to prepare the lesson plans and routine for online teaching to combat the COVID-19 situation.	Following the directives of the IQAC, all the departments focused on preparation and execution of lesson plans and online class routines for smooth running of the classes.
To continue preparation for the NAAC assessments.	The NAAC Committee along with separate groups for each NAAC criteria, were given specific work and regular discussions were held with Principal and IQAC members. Data and documents were duly collected for the preparation of AQAR and SSR.
To give emphasis on Research and Publications for the faculties to improve their research abilities.	Under the able guidance and constant motivation of the IQAC, faculties are involved in research activities apart from teaching, as much as possible. Two research projects are ongoing along with many publications by the faculties in various journals of repute. They participate in various career enhancement courses, seminars and workshops all across the country.
Regular monitoring to complete all pending CAS cases.	Files related to Career Advancement Scheme (CAS) of teachers were processed regularly with the constant support of IQAC.
To take necessary steps for smooth running of online examinations.	Guided by the IQAC, the examination committee opened an online portal for uploading of question papers. This was done to benefit students who could then easily get access to their question papers for online examination on time. Specific

	mail ids were generated by all heads of the departments to collect answer-scripts for evaluation
Organisation of webinars.	Various webinars were organized by IQAC in association with other departments as follows: (i) Three State Level webinars by the Department of Philosophy, Department of Bengali, Department of History (ii) Three International webinars by the Department of Chemistry, Department of Computer Science, Department of Electronics Science (Electronics) (iii) One National Level webinar by the Department of Physics (iv) One by IQAC.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Surendranath Evening College	24/07/2023

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	SURENDRANATH EVENING COLLEGE
• Name of the Head of the institution	JAFOR ALI AKHAN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03329859011
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• City/Town	Kolkata
• State/UT	WEST BENGAL
• Pin Code	700009
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• If yes, mention the amount		

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Surendranath Evening College	24/07/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	28/02/2022

15.Multidisciplinary / interdisciplinary

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The HEI being an affiliated college, does not have academic autonomy in any of its programmes. The college has always tried to adopt multidisciplinary teaching learning process towards holistic development of students, following the course guidelines

of undergraduate syllabus of the University of Calcutta. Environmental Studies classes were held, which helped the students of different streams to gain a preliminary knowledge on the environment. Students are also involved in Project works under the supervision of selected faculty members to enhance their practical skills in the interdisciplinary subjects. Seminars and webinars are organised time to time covering wide array of topics across disciplines to give the opportunity to the students to develop their interest in various fields. Students are encouraged to take dissertation as a paper in their final year where we try to impart to them a basic idea on how to pursue research activities. We anticipate all these drives will be very fruitful for implementing National Education Policy 2020.

16.Academic bank of credits (ABC):

The HEI not having academic autonomy, awaits the decision of the affiliating University with regard to the ABC or Academic Bank of Credits.

17.Skill development:

Considering the growing demand of skilled work force in both public and private sector, affiliating university has framed her curriculum accordingly. Many skill-oriented courses have been introduced in the curriculum. Students of the science streams are introduced to one pr more of many computer programming languages like C, FORTRAN, Python etc. The syllabus for each subject is so designed that the students must undertake application oriented compulsory modules (Skill Enhancement Courses) which relate to skill formation, problem solving and analytical thinking, in their third and fourth semesters.

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

Our institution has a legacy to ensure appropriate integration of Indian knowledge system to the conventional system of teaching and learning. It is done by offering MIL (Modern Indian Languages) and core courses as per CBCS scheme set up by the parent university. The HEI sustains five language departments. Languages like Hindi, Sanskrit, Bengali and Urdu are offered to students as core subjects along with generic electives and skill-enhancement courses (SEC). Subjects like Political Science and History are also offered in order to inculcate sense of national integration, love for art, culture, respect towards women community and civic sense among the student community. Considering the growing demand of skilled work force in both

public and private sector, affiliating university has framed her curriculum accordingly. Many skill-oriented courses have been introduced in the curriculum. Students of the science streams are introduced to one or more computer programming languages like C, FORTRAN, Python etc. The syllabus for each subject is so designed that the students must undertake application oriented compulsory modules (Skill Enhancement Courses) which relate to skill formation, problem solving and analytical thinking, in their third and fourth semesters. For appropriate integration of traditional Indian knowledge, two languages, Sanskrit and Hindi are also taught. Without the consent of the affiliating university, a more formal induction of the extant traditions in curricula form is not possible.

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

Our institution offers several courses under three broad disciplines, namely B.A., B.Sc. and B.Com. The HEI also conducts value-based programmes in the form of webinars, seminars, and presentations. After completion of a programme, a student is expected to imbibe rational thinking in social, historical, scientific, economical, ideological, and philosophical domains. The programmes also empower the graduates to appear in various competitive examinations or go for higher studies as per their choice. Qualities of science observation, precision, analytical and logical thinking, clarity of thought and expression, systematic approach, qualitative and quantitative decision making etc. are encouraged.

20.Distance education/online education:

The affiliating university does not permit us to conduct the CBCS courses that are run in our college in distance-education or online modes.

During Covid, our college switched over to virtual mode of teaching through various applications viz., ZOOM, Google Classroom, Google meet etc. Once NEP is implemented in our state and permission is obtained from our affiliating university, we will likely be introducing distance and online education courses, as recommended by the policy framers of NEP-2020.

However, our college has been running a study centre of Netaji Subhas Open University (NSOU-A06) in distance learning mode since 1998. Classes are also held physically each Sunday. Both post-

graduate and under graduate courses in various subjects are run. The degrees obtained through NSOU are of equal value to those obtained from other universities in India.

The NSOU offers the following courses:

1. Bachelor Development Programme (BDP) in Arts, Library Science & Commerce.

2. Post Graduate Programme in Bengali, History, English, English Language teaching, Political Science, Education, Mathematics, Library Science, Social Science and Commerce.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**13**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**3202**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1089**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**832**

File Description	Documents
Data Template	View File

3.Academic

3.1	**30**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**31**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**21**
Total number of Classrooms and Seminar halls	

4.2	**32.02131**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**44**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college follows the curriculum designed by its affiliating university, University of Calcutta. It arranges Master Routines for three streams namely Commerce, Science and Arts, thereby ensuring that the classes of different subjects do not overlap. It also promotes inter-disciplinary activities and encourages

students to follow their curricula meticulously. Academic Session (2020-21) fell under Covid-19. During the period, soft copies of the academic calendar and the class routines were uploaded tothe college website and in department specific WhatsApp groups, which were created by the respective departmental heads. The students, at the beginning of the semester, were given the lesson plan along with the syllabus through the department specific WhatsApp groups. Every department conducted introductory sessions through Google Meet for newly admitted students for orientation. The heads of different departments arranged online meetings from time to time to monitor the system. The classes were held online regularly and were strictly monitored by the college authorities. Many departments organized webinars and students were also encouraged to join them. Teachers paid extra attention to the mediocre students of their class. The teachers shared study materials with their students through the college website. They also gave assignments and answered to students' queriesusing Google Classroom and WhatsApp.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.surendranatheveningcollege.com/facilities/e-routine/

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

Every year the Academic Calendar is published on the basis of the University Academic calendar. Due to Pandemic, the University failed to publish any Academic Calendar. However, the College has arranged an Academic Calendar on its own. The Calendar was given to the students so that they could have a list of curricular and extra -curricular activities to be done in advance. The academic Calendar comprises of the dates of the ensuing Internal assessment, the last date of submission of project, the last date of Viva Voce, tentative dates of University Examination, list of holidays, tentative dates of extra-curricular activities andtentative dates of cultural events. Due to pandemic, Annual Sports and College Fest could not be arranged. The College tries its best to follow the Academic Calendar.

Apart from Internal assessment, the teachers arrange for surprise tests, quizzes etc. to evaluate the progress of the students.

Extra classes are arranged, if necessary, to finish the syllabus and to meet the students' demands. Due to pandemic, separate WhatsApp groups, and email ids for each department were formed by departmental heads. The students also sent the answers through email to the teachers to be checked by them. In this way every digital aspect was covered to strengthen the teaching learning process as well as teacher student relationship. The teachers responded to every query made by the students, even in the odd hours.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	https://www.surendranatheveningcollege.com/naacdocs/Academic-Calendar-2020-2021.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The University of Calcutta has incorporated Environmental Studies as one of the Ability Enhancement Compulsory Courses (AECC) for

undergraduate students. Consequently, all students of this college compulsorily study issues relevant to environment and sustainability. In addition to the important topics on value education and/or gender, and/or environment, and/or business ethics, have been integrated in the syllabi of various subjects/disciplines like English, History, Philosophy, Political Science and Commerce, taught in our college, as either a Core Course (CC) or a Discipline Specific Elective Course (DSE) or a Generic Elective Course (GE) or Skill Enhancement Course (SEC). The relevant portion of the syllabi have been highlighted in the attached documents.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1589

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.surendranatheveningcollege.com/naacdocs/Students-feedback-form_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2358

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

110

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Due to pandemic situation classes weretaken inonline mode. So it was difficult toidentify and distinguish slow learners and advanced learners. Some departments did however upload advanced level study materials in our college website as well as WhatsApp groups for the benefit of students.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
3202	**31**

File Description	Documents
Any additional information	[View File]

2.3 - Teaching- Learning Process

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

Teaching-learning methodologies evolve according to the scope of the syllabus structured by the affiliating University. Students of the college are regularly encouraged in experiential and participative learning. Unfortunately, due to Covid-19, the above methodologies could not be implemented. Moreover, field trips and excursions with students were not possible as in normal times. However, regular webinars were organized to keep the students updated, to broaden their outlook, to enhance their communicative skills and to induce critical thinking. Last but not the least, Environmental Science (ENVS) projects were assigned to the students and evaluated through online mode.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

College was closed in the Academic session 2020-21 due to covid. Dedicated WhatsApp groups were formed for each department and each semester, wherein all relevant details ranging from class updates to study materials were uploaded and shared. Classes were regularly conducted via Google Meet, which enabled the teachers to usea platform that allowed unprecedented audio-visual interaction with the students. All notices, questions, study materials etc. could be downloaded by the students from our college website. Webinars were organized both in National and International levels using Zoom and Google Meet platforms.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.surendranatheveningcollege.com/facilities/e-learning/

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

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

22

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

368

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Surendranath Evening College is affiliated to the University of Calcutta, and follows all regulations laid out by the University regarding examination and evaluation. As a part of well-planned system of curriculum delivery, academic calendar is customarily prepared right at the beginning of the academic session. All relevant dates are inserted in the college's academic calendar. The college follows the academic calendar to notify the dates of different academic activities like admission, commencement of classes, internal examinations, and final examinations.

Assignments are given to the students following department specific teaching plans. Internal examinations are conducted following the academic calendar and as mandated by the structure of the syllabus.

In CBCS system, for non-practical based subjects, 35% of marks are awarded through Internal evaluation and the rest 65% is awarded by

external evaluation. Out of the 35% marks allotted for internal evaluation, 10% marks is allotted for attendance, 10% for Internal Assessment and 15% is allotted for Tutorial Project. For practical based subjects, 50% of marks is allotted to theory, 10% is allotted for attendance, 10% allotted for Internal Assessment, and remaining 30% marks are allotted for Practical Examination.

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

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

The college has an efficient mechanism to deal with any kind of grievances from the students. There are several checks and balances for ensuring that the process of continuous assessment is transparent in every case. Students are given a fair chance to lodge their grievances in the Grievance Redressal Cell. The attendance record of the students is part of the internal assessment. The college has separate Examination Committee which is entrusted with conducting the internal and university examinations to ensure smooth and fair conduct of the exams. There is also a system in place whereby students studying in colleges affiliated to Calcutta University, can apply for a scrutiny and review of their answers scripts. The College provides all necessary support in the process.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

With reference to the Programme Outcomes (PO) formulated by the University and the Programme Specific Outcomes (PSO) formulated by the teachers, the detailed Course Outcomes (CO) are discussed at the departmental level during syllabus allocation meetings in the beginning of each Academic Session and these are made available on the college website so that all the students can access them.

During the first few orientation classes, newly admitted students are sensitized about the syllabus and the rationale of the structure. In session 2020-21, due to Covid-19, each department of the college communicated to the students the respective Programme Outcomes and Programme Specific Outcomes in online mode at the time of commencement of the classes. Efforts were taken to enhance communication skills of the students to allow them to exchange ideas, thoughts, and information effectively.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.surendranatheveningcollege.com/iqac/program-outcomes-program-specific-outcomes-and-course-outcomes-2/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of Programme outcomes and course outcomes is evaluated in the following ways: Through continuation evaluation of the students' performance using the following metrics: attendance in class, response and attentiveness in class, performance in class tests, internal and tutorial exams. The performance of the students in the final University exams is also a yardstick that is considered in evaluating the attainment of the program outcomes. From feedback obtained from the students through questionnaires shared with them. The questions relate to teachers and teaching, infrastructure, library etc. A Students' Satisfaction Survey was also conducted as mandated by NAAC and critically analysed. Last but not the least, an academic audit was also carried out, which too helped throw light on the performance of the students in general. The progression of students through enrolment in institutions for higher study and their placement in jobs also help us to evaluate the attainment of program and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

`1265`

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.surendranatheveningcollege.com/naacdocs/Student-Satisfaction-Survey-_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

`5.50`

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non

government agencies during the year

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.serbonline.in/SERB/HomePage https://dstbt.bangla.gov.in/our_schemes.php

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

08

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

5

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

12

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Surendranath Evening College actively takes part in various extension activities, which is necessary for the holistic development of students. As a part of Surendranath Group of Colleges, Surendranath Evening College took part in "CYCLONE YASH RELIEF DRIVE" to support the victims of the devastating cyclone YASH by providing them food, drinking water etc. Events like free mask distribution were organised as a part of COVID awareness program, associating the students, teachers and non-teaching staff of the college during the time of COVID lockdown. Other regular activities like Swachh Bharat Abhijan was performed inside the campus .During the COVID lockdown period, Surendranath Evening College Organised a vaccination Camp (1st Dose) for students, teachers and non-teaching members of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institutional campus area spans 3177.023 sq. mt., with a built-up area of 2098.24 sq. mt. The college has a Ground plus Three (G+3) storied building and two other buildings, a science building, and a school building. There are 21 Classrooms, 06 well-equipped laboratories and computer labs and 03 Seminar halls. There are 02 Gallery classrooms in the Science Building that are ICT-enabled classroom-cum-seminar rooms. There are 02 additional ICT enabled classrooms in the main building. The college has 04 well-equipped laboratories (Chemistry-02, Physics-01, Electronics-01). In addition, a separate computer lab is shared by departments of Electronics and Computer Science. The Commerce department too has a well-equipped IT lab. The college is Wi-Fi enabled with 04 access points. There are 30 computers in the college, out of which 20 computers are solely designated for students. There are 14 laptops for teachers, staff and IQAC, 09 computers for use in the Office and the Library. There are 11 printers, 01 scanner and one bar code printer.

The library has 19,835(approximately) books and 03 subscribed journals. Few departmental libraries are also available for the benefit of students.

The college has a Study centre of NSOU.

Additional Physical Facilities:

The College has additional physical facilities like a canteen, a ladies' common room, a generator for power backup and agym.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

Students are constantly motivated to take part in extracurricular activities such as sporting events and creativity, and they are rewarded for doing so.

Sports: The sports events are organized from time-to-time where students, teachers and support-staff take part enthusiastically. The college has facilities for sports and games as well as for holding cultural events inside the campus. In the absence of a big playground, the students use a small area of open space inside the college to play badminton and cricket. There is an indoor playroom where students can play indoor games like carrom and chess. For inter-college and state-level competitions as well as for annual sports, the college uses the playgrounds of neighbouring colleges or the railways' playground located nearby. The college's sports committee oversees the sports activities and events.

Cultural Activities: The college hosts a variety of cultural events on its campus, including dance, songs, quizzes, creative writing, etc. The college has a large auditorium where all these events are held. The college's cultural committee and students' council take initiative and organizes all such activities.

Gymnasium: The College has multi-gym which provides equal opportunities for usage for both the teachers and students.

It is important to note that due to Covid-19, the college was mostly off-limits to students and no sports and extra-curricular activities could be held.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library keeps pace with its mother institution Surendranath Evening College which started its journey under the University of Calcutta in the year 1961 as an undergraduate college. The college has always had an adequate collection in Central Library that counted as a sprawling study space for students and faculties as well. The library of this college is an open-access library with a collection of approximately 19835 books. Books are classified by using DDC 23rd edition Classification schedule. It has aunique and dedicated collection aboutSurendranath Banerjee, who is known as Rashtraguru. It is used by interested scholars as well. The stock of books is constantly checked and evaluated, and the library has a fairly regular weeding-out process as well as a procurement mechanism in place. Library is using Library Management System software.

Library uses the Library Management software named Libware. Libware version 1.1, which was installed in the library in the year 2015. The Software helps to digitalize the documentation procedure. It also helps in checking the availability of the books. Students enjoy OPAC search facility.The library has a paid subscription of the N-LIST services that is accessed by the faculties as well as advanced students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Technology is always evolvingand IT equipment has been bought to meet the evolving needs. Additionally, the college has a huge selection of authorized System and Application software. LAN Messenger connects the entire campus. Students and faculty can complete their academic and other work using the resources available in the computer labs that are adequately connected to the internet.

The campus is well connected with a well-planned Telecom network with intercom facilities having two BSNL landline connections.

The college has 21 rooms and seminar/ conference halls well equipped with ICT facilities.

To provide additional safety andsecurity to the students and the staff, the college has installed CCTV cameras in the entire campus. Most of the departments have computers, the majority of which haveInternet facilities via Wi-Fi for the preparation of PowerPoint presentation as teaching-learning materials.

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

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

32.02131

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

Classroom Management:Regular cleaning and maintenance are performed. ICT tools are available in some class rooms.

Laboratory Management: Each and every laboratory has stock registers for equipment and consumables. There are exhaust fans and fire extinguishers for safety and clean air. Each lab is equipped with a display of safety guidelines.

Library Management: The library committee takes into consideration the requirements of each department before making purchase of books.Students borrowbooks according to a schedule provided by the librarian.

Sports Facility Management:The maintenance of the gym and other indoor and outdoor sporting facilities is handled by the sports committee.

Computer Management:Software updates and computer maintenance are routine tasks. There are AMCs in place for the copiers.

Website Management: It is maintained and updated with the help of external professionals andteachers with the necessary expertise.

Financial Management:Each and every purchase made by the college is regulated by a purchase policy.

Safety Management:Campus safety is provided to all students, regardless of gender, via information centers, security personnel, and CCTV cameras at strategic locations.

Campus Management:Internal housekeeping is responsible for maintaining the cleanliness of the campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

578

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`0`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`0`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

19

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

The Secretary of the Students' Union is chosen as a member of the College Governing Body, the Internal Quality Assurance Cell, the Student welfare committee, the Cultural committee, and the Magazine committee. Students' body works with the faculty in the celebration of occasions like Republic Day, Bhasha Divas and Independence Day. Freshers' Welcome, Annual function and Annual Sports are organized every year by the enthusiastic participation of the students, which enhance their skills, and groom them for teamwork, public interaction, public speaking, and leadership roles, as they step out of the institution into professional spheres. These events help maintain an effective liaison between the teachers and the students. Due to this pandemic situation and the long absence of the students from the college, the committees could not function properly and all ceremonial special days could not observed.

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

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

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

0

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

5.4 - Alumni Engagement

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

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Surendranath Evening College is highly committed to ensure that its governance structure is reflective of and in tune with the institution's vision and mission.

Our Vision: Imparting Education and Knowledge for All

The vision of our college is to impart education and knowledge to students belonging to all levels of society, following the footsteps of our esteemed founder, Sir Surendranath Banerjee. As a passionate patriot of the Indian freedom movement and an exceptional educationist cum politician, Sir Surendranath Banerjee envisioned education as the key to empowerment. In alignment with his legacy, our college provides holistic and quality-based education to students from every stratum of the society. We aim to equip them with knowledge, employable skills, and a varied perspective, enabling them to become responsible citizens of tomorrow.

Our Mission: Building a Center of Excellence

Our college aspires to evolve, improve, and upgrade itself while staying true to its heritage and values, and strives to be a centre of excellence in higher education and research. Our mission is to provide quality education to the students, especially from the marginalized sections of society, and cultivate a strong human resource base in West Bengal, there by becoming a model evening college in the eastern region of India.

The governance of our college is done in a way so as to ensure that the mission and vision cited above is fulfilled to the best extent possible.

File Description	Documents
Paste link for additional information	http://www.surendranatheveningcollege.com
Upload any additional information	**No File Uploaded**

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

- **The governing body, comprising experienced professionals from diverse backgrounds, played a pivotal role in steering the institution towards its goals.**
- **Various sub-committees were in place to dwell upon and discuss the gamut of academic and administrative issues related to our college. Most of the teachers found their names in one or more of the subcommittees, thereby**

- Routine, examination, and academic sub-committees oversaw the effective implementation of the routine, conduct of examinations and all other academic issues respectively, in consultation with all the teachers. It bears mention that all classes and examinations were held in online mode because of the college being made off-limits to students owing to Covid 19.
- Meetings were conducted by the teachers of different departments in online mode to discuss about the books, instruments, infrastructure they would be requiring once classes resumed after Covid 19. The issues were then taken up by the different sub-committees and the IQAC, whose recommendations were placed before the GB for approval. This collective approach enabled us to maintain the expected standards of administrative efficiency.

Through our institutional practices, the principles of transparency were upheld and an environment was fostered where diverse perspectives were respected, and every stakeholder had a voice. The governance structure ensured that institutional policies and practices were in harmony with our core values, promoting an inclusive and conducive teaching and learning environment.

File Description	Documents
Paste link for additional information	https://www.surendranatheveningcollege.com/about/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college premises were mostly closed due to Covid 19 and the resultant lockdown. This warranted a major overhaul of the strategic plan that was to be followed. All classes were shifted online. Teachers were instructed to use Google Meet and other ICT tools at their disposal and develop computer skills to take classes from their homes. Separate routines were framed for online classes, keeping in mind the constraints faced by students regarding availability of sufficient internet bandwidth and access to computers and mobile smart phones. Teachers were asked to follow the annual academic calendar and lesson plans enunciated in

sections 1.1.1 and 1.1.2. A separate repository in the college website was made available for teachers to upload their e-learning resources in the form of text-notes and audio-visual lectures. A host of national and international webinars were conducted by different departments on a wide spectrum of topics. Technical support for conducting the webinars was provided by the Internal Quality Assurance Cell (IQAC). All the examinations were held completely online as mandated by the university. A separate examination committee comprising the teachers was formed to oversee the conduct of the examinations. A dedicated portal was used to have the question papers of each subject uploaded by the respective teachers teaching the subject, in a timely and secure manner. The students were directed to submit their answer scripts to newly created email account ids for each subject. Teachers checked the scripts and submitted the marks to the university examination portal, ensuring timely publication of results.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://www.surendranatheveningcollege.com/naacdocs/Academic-Calendar-2020-2021.pdf
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Surendranath Evening College organogram illustrates the democratic nature of its governance. The displayed organogram is the same as that for 2020-21, except for the fact that there were afew less subcommittiees in 2020-21.

- The President serves as the head of the Governing Body, which meets to address matters related to finances, infrastructure, faculty hiring, etc.
- The Principal serves as the chief administrator and oversees the general operation of the institution with the assistance from the Teachers' Council and the Non-Teaching and Support Staff.
- The Heads of the departments complete the academic, financial, and co-curricular responsibilities of the departments in cooperation with the Principal and the teachers of their respective departments.

- **The Finance and Purchase sub-committees oversee the college's internal finances to ensure efficient use of funds.**
- **The library's academic resources and facilities are upgraded on the recommendation from the librarian, who also oversees and manages the library's upkeep, with the active help and participation of the library support-staff.**
- **The Student Council coordinates various extracurricular activities throughout the year, like sports, cultural activities etc.**
- **The teaching and non-teaching staff hold their roles in accordance with the UGC and University of Calcutta regulations, follow the service rules stipulated by the state government and perform their duties under the guidance and stewardship of the Principal and the GB.**

It bears mention that due to Covid 19 and the closure of the college premises, many of the policies enunciated above could not be implemented as desired.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.surendranatheveningcollege.com/about/organogram/
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- Being a government-aided institution, all employees are entitled to government sponsored health schemes.
- If any employee or a member of his or her family falls ill due to Covid-19, special Quarantine Leave is made available to him/her.
- Loans from GPF can easily be availed of through a single window service overseen by the Principal.
- Teachers who receive offers from other institutes/universities for further studies/research are eligible for leave with pay as per faculty development program guidelines of the government.
- Teachers can take Medical Leave of up to twenty days each year.
- Provision for Maternity Leave and Child Care Leave exists and is subject to Principal's approval.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

0

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

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

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

05

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

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

- A dedicated system is in place conforming to government

- regulations for streamlining the process of promotion of teachers under Career Advancement Scheme (CAS). In pursuance of the same, a self-assessment for performance-based appraisal system (PBAS) of those teachers applying for promotion is carried out, as mandated by UGC, as and when required.
- Annual self-appraisal of all teaching and non-teaching staff is conducted through sets of questionnaires (please see uploaded file) in order to gather information regarding their performance. Filled questionnaires for teachers are collected and analyzed by the respective heads of the departments who forward it to the Principal. Principal, in consultation with the IQAC, dwells on the suggestions fromthe heads of the department. In this process, lacunae in the system areidentified and addressed. A quite similar approachis followed in the case of self-appraisal of non-teaching staff.It may be noted that the self-appraisal for teachers has been made use of in good measure to conduct the academic audit as highlighted under section 6.5.3 (upload any additional information).
- In addition to the above, service books of all staff are maintained and updated by members of a dedicated subcommittee entrusted with the work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- The cashier and/or the accountant help check and maintain the list of all expenditures. The Bursar and the Principal again examine the data for authenticity, transparency, and accuracy, with the active help of the purchase and finance committee, if needed. For high value transactions, the purchase requirements are forwarded for consideration to the GB, which deliberates on them, before giving its final approval for purchase. All books of accounts are then audited by a chartered accountant as part of the internal audit process.

- The external audit takes place annually after the completion of every financial year by an external auditor, whose name is recommended by Directorate of Higher Education, Government of West Bengal. The bills and vouchers of the revenue expenditure, Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The utilization certificates are also audited. Upon meeting the norms, the college is presented with the signed audit report. It bears mention that recommendation for external auditor is yet to be received from the Government.

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

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

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

0

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

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

- Funds are generated by the college in the form of admission fees, tuition fees, building repair fund fees, development fees, library fees, student-activity fees, examination fees, laboratory fees, electricity fees, etc. received from students from time-to-time.
- Funds are utilized all year round in augmenting and upgrading the physical and academic infrastructure like library, laboratories, IT equipment, sports facilities, electricity charges, etc.

- **However, because of lockdown and suspension of classes throughout the year, there was practically little scope of utilization of funds as elucidated above. Funds were instead utilized the following year after the lockdown was lifted and the college premises were reopened.**

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

6.5 - Internal Quality Assurance System

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

- **The college premises were mostly closed, classes were suspended and much of the administrative and official work was put on hold during the whole year as a result of Covid 19. IQAC played a significant role in implementing effective strategies to counter the adverse effects of the closure on all stakeholders, especially the students.**
- **Guidelines were issued on keeping the office open on select dates with skeletal staff. This ensured that the most important official works were not hampered by the lockdown. All necessary covid protocols like mandatory wearing of masks, keeping safe distance, using sanitizers etc. were followed to the tee.**
- **University examinations were primarily held online. However, a few students opted to take the exams in physical mode. Keeping them in mind, a few teachers were asked to come to the college to help in the conduct of the examinations. Other teachers were assigned duties related to overseeing the timely upload of the examination question papers on to the examination portal from their homes.**
- **Effective strategies were made to introduce online teaching and learning using Google meet and WhatsApp.**
- **During the University examinations, a system was put in place to have the question papers sent by the University to a dedicated server and to make them accessible to all examinees through links in the college website as also through WhatsApp groups just before the start of the exam.**
- **Teachers were encouraged to actively participate in webinars and publish their research in journals.**

File Description	Documents
Paste link for additional information	https://www.surendranatheveningcollege.com/iqac/
Upload any additional information	**No File Uploaded**

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

- **The prolonged lockdown and consequent suspension of classes due to Covid-19 warranted a major overhaul of the teaching-learning process involving use of online tools like Google meet, Zoom and WhatsApp. Following feedback obtained from students and teachers alike as also an academic audit carried through thoughtfully designed questionnaires, teachers were also encouraged to use Learning Management Systems like Google Classroom and Moodle.**
- **Assistance was provided to teachers to create audio and video lectures with the help of free and/or open-source video recording and/or screen capturing software like OBS Studio, Filmora, OpenShot etc. and tools like Microsoft Whiteboard, Google Jamboard.**
- **Provision was made for allowing teachers to upload the developed e-resources on to our college website and making them accessible to all students at any time of the day or night.**
- **Online classes were scheduled to follow separate class routines with altered timings as per wishes of the students. After the resumption of classes in physical mode, stress was given to ICT enabled teaching as also use of hybrid modes of teaching whenever required.**
- **Separate WhatsApp groups were created for students of every subject to help them interact with their teachers and fellow classmates virtually.**
- **Heads of the departments were asked to monitor the progress of their students on a continuous basis.**
- **The above steps were found to be highly effective in increasing the participation and interest in the classes by the students.**

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.surendranatheveningcollege.com/iqac/iqac-mom/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Increasingly over the years Surendranath Evening College saw an increase in the number of female students taking admission to the college. Many of these girls are first generation learners and hence it is very important to ensure safety and security for them. Equal academic facilities are offered to both genders and for girl-students separate facilities are provided for washroom and common room.

The Internal Complaint Cell (ICC) vigilantly monitors all issues related to sexual harassment in the campus. The core areas covered

by the cell are:

- ○ **Eve-teasing**
- ○ **Jokes with sexual overtones likely to cause discomfort.**
- ○ **Innuendos and taunts**
- ○ **Sexist remarks based on gender**
- ○ **Unwelcome sexual advances through texts on the social media**
- ○ **Touching any part of the body and the like**
- ○ **Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets, or sayings**
- ○ **Forcible physical touch or molestation**

Measures Taken:

- ○ **ICC examines the complaints of the students, teaching and non-teaching staff with impartiality and dignity.**
- ○ **ICC keeps all complaints strictly confidential.**

Annual Gender Sensitization Action Plan 2020-21:

The lockdown had an enormous impact on the psychology of the students in the year 2020-21. From a class-based physical-activity centre presence in the college, the students had to suffer the alienation of being locked in their homes doing online classes. The ICC kept note of this development and advised students on issues of anger management and depression.

File Description	Documents
Annual gender sensitization action plan	https://www.surendranatheveningcollege.com/facilities/internal-complaints-committee/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.surendranatheveningcollege.com/naacdocs/202021/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	*View File*
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college uses its own system of waste disposal aligned to the Calcutta Municipal Corporation:

Solid Waste Management:

Solid waste accumulated through the working period of the college is deposited in vats which are then subsequently removed by the waste disposal squad of Calcutta Municipal Corporation.

Liquid Waste Management:

The college uses its existing sewage system to dispose of liquid waste.

E-Waste Management:

The E-waste generated by the college in the form of defective computers, printers, motherboards, key boards, mouse is kept in a separate store room and from time to time cleared away by the Calcutta Municipal Corporation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://www.surendranatheveningcollege.com/naacdocs/202021/7.1.3.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available	**E. None of the above**

in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The college believes in a multilingual and multi-aligned inclusive space and hence all students coming from diverse religious cultural ethnic and linguistic backgrounds are offered the chance to blossom. The great variety of students coming from different cultural, economic and religious backgrounds enables vernacular

education and lectures are given to students in Bengali, Hindi and English. As an institution the college celebrates Saraswati Puja and Ifftar party both alongside other cultural and national programmes. However due to lockdown no programme could be observed.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Activities:

Student of SNEC took part in the 'Yash Relief Drive' to support the victims of the cyclone 'Yash' and provided them with food, drinking watert etc. Free mask distribution was also organized as part of Covid Awarness Programme. Awide range of activities and programs are organized by the college to promote ideas of tradition and culture and also responsibilities regarding environment and cleanliness. There are always some programs to spread awareness regarding sanitation, living standards of life, and knowing one's personality. However due to the discontinuation of physical classes enforced by the lockdown, none of the events could be organized.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes	E. None of the above

professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

A whole range of activities are routinely organized by the institution to mark various events all round the year. The college observes International Environment Day, No Tobacco Day, organizes blood donation camps and Teachers' Day. However dueto lockdown, none of these could be observed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

BEST PRACTICE I

Title: Create COVID-19 awareness among students

(detailed information enclosed in uploaded file)

BEST PRACTICE II

Title: Online Teaching – Learning Process

(detailed information enclosed in uploaded file)

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

With the lockdown in effect, online classes were organized and regularly held by all the departments. Students were constantly encouraged to attend classes and not give in to mental and emotional problems arising from the lockdown. Several webinars were organized to keep up the academic spirit and standard of the students and teachers.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

It is recognized by the institution that that the consequences of the lockdown on the mind of students shall be the biggest challenge in the coming year. When college reopens after the lockdown and it is not known for certain when it shall be, the focus shall be on the followimg areas:

1. Encouraging students to return back to class and participate in offline physical campus

2. Removing the fear from the students about their future, by organizing counselling and other programmes

3. Planning for hybrid classes in which online and offline are combined