



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

SURENDRANATH EVENING COLLEGE

- Name of the Head of the institution **DR. 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 Mahatma Gandhi Road, Kolkata
- 700 009**
- 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 **Grants-in aid**
- Name of the Affiliating University **UNIVERSITY OF CALCUTTA**
- Name of the IQAC Coordinator **DR. DEBASIS MANNA**
- Phone No. **9433837716**
- Alternate phone No.
- Mobile **9433837716**
- IQAC e-mail address **sneciqa@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/202021/AQAR%202020-21.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-2021-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	69.10	2007	31/05/2007	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	550000
Dr. Sanjit Sarkar	Gobesanoy Bangla	WBDSTBT	2019 with 1460 days	82000

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 **4**

- 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 **No File Uploaded**

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)

Keeping in mind the COVID-19 situation, the IQAC remained alert in providing the students the facility of both online and offline modes of teaching as and when required due to declaration of lockdown by the Government.

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 given to the students via their respective class WhatsApp groups on regular basis. Moreover, regular online classes were arranged and held according to the stipulated routine. Routines were prepared accordingly for online classes.

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

IQAC instructed the examination committee for introduction of online examination portal for question paper uploading in the college website from which the students could get their question papers for online exams. The heads of all departments generated specific mail-

ids for the receipt of answer scripts from the students for online evaluation process.

Students' Satisfaction Survey was successfully conducted under the guidance of IQAC.

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 routines 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 teaching-learning process
To continue preparation for the NAAC assessments.	The NAAC Committee along with separate groups for each criteria was given specific work and regular discussions were held with Principal and IQAC. Data and documents were duly collected for the preparation of AQAR and SSR.
IQAC put emphasis on research and publications by the teachers.	Under the able guidance and constant motivation of the IQAC, teachers were encouraged to participate in research activities, as much as possible. Two research projects are ongoing. There have been many publications by the faculties in various journals of repute. They have participated in various career enhancement courses and seminars, workshops across the country.
Regular monitoring to complete all pending CAS cases.	Career Advancement Scheme files of teachers were processed regularly with the constant support of IQAC.
Necessary steps for smooth running of online examinations.	As instructed by the IQAC, the examination committee introduced

	<p>online examination portal for question paper uploading in the college website from which the students could get their question papers for online exams. The heads of all departments generated specific mail-ids for the receipt of answer scripts from the students for online evaluation process.</p>
<p>Feedback collection</p>	<p>IQAC took positive initiatives in collection of feedback from all its stakeholders and analysed them on regular basis.</p>
<p>Students' Satisfaction Survey</p>	<p>Students' Satisfaction Survey was conducted as mandated by NAAC, analyzed and a report generated.</p>

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

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

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	DR. JAFOR ALI AKHAN
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3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.surendranatheveningcollege.com/naacdocs/202021/AQAR%202020-21.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-2021-22.pdf				
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<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
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<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Keeping in mind the COVID-19 situation, the IQAC remained alert in providing the students the facility of both online and offline modes of teaching as and when required due to declaration of lockdown by the Government.</p>		
<p>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 given to the students via their respective class WhatsApp groups on regular basis. Moreover, regular online classes were arranged and held according to the stipulated routine. Routines were prepared accordingly for online classes.</p>		
<p>Student mentoring was streamlined and organized in a structured manner and regular feedback from all the stakeholders of the college was also taken.</p>		
<p>IQAC instructed the examination committee for introduction of online examination portal for question paper uploading in the college website from which the students could get their question papers for online exams. The heads of all departments generated specific mail-ids for the receipt of answer scripts from the students for online evaluation process.</p>		
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<ul style="list-style-type: none"> 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
2021-22	20/01/2023
15. Multidisciplinary / interdisciplinary	
<p>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</p>	

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 or 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.

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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 to student.

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	13
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4196
Number of students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3	1573
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	31
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Number of full time teachers during the year		
File Description		Documents
Data Template	View File	
3.2	32	
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	3.39224	
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		
<p>Our college follows the curriculum designed by its affiliating university, University of Calcutta. College 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. The college tries its utmost to finish the syllabus within stipulated time. Due to pandemic the affiliating university failed to publish the Annual Academic Calendar. The College, on its own, has arranged an Academic Calendar. The students, at the start of the semester, are given the lesson plan along with the syllabus and the lessons plans are also followed as far as practicable. The individual teachers follow the lesson plan and finish the syllabus</p>		

within stipulated time period. The heads of different departments arrange departmental meetings from time to time. The classes are held online regularly and are strictly monitored by the college authority. The teachers in each department provide extra teaching hours to the mediocre and specially challenged students. For interested advanced learners, teachers provide extra effort and extra hours of teaching.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.surendranatheveningcollege.com/naacdocs/202122/1.1.1_Lesson%20Plan-1.pdf

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, tentative dates of University Examination, list of holidays, tentative dates of extra-curricular activities and tentative dates of cultural events.

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-2021-22.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

04

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

1732

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)	No File Uploaded
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/Feedcak-2021-22-analysis-and-report.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

127

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

The IQAC effectively implemented a system of schematic gradation through which department distinguish students who are academically advanced and those who are comparatively weaker. Identification and Classification of Advanced/Slow learners are identified by

- i) Previous exam's results.
- ii) Marks scored in class test
- iii) Class responses

Task generally assigned for the 'slow' students:

- i) Extra 1- hour class before the routine classes per week
- ii) Personalized as well as customary attention to students with special needs through mentor-mentee program
- iii) Different assignments and discussion of university questions before university examination
- iv) Distribution of specific, targeted materials through WhatsApp group.

Task generally assigned for the 'advanced' students:

- i) Encouraging such students to tackle more advanced problems

ii) Provided with extra study materials and guidance to quench their thirst for knowledge. Web based simulations have been developed to make advanced topics more easily understandable (website link provided).

File Description	Documents
Link for additional Information	https://surendranatheveningcollege.com/resource/uploads/apelscTransmission%20lines20230526064105Electronics Hons plus Gen DSE-6-B2.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
4196	30

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

Surendranath Evening College adopts some student centric methods to enhance learning experiences. Some initiatives undertaken by the college are enumerated below:

i) Apart from classroom teaching, some of the departments took initiatives in participative and experimental teaching. In a role reversal of sorts, advanced learners were asked to teach select topics to a class comprising other students as well as the teacher. Students were divided into small groups and asked to solve a given problem. Students of the department of commerce were made to undertake real life projects.

ii) Department of Mathematics encouraged students to prepare presentation on certain topics and were asked to discuss them in the class.

iii) Students participated in quiz competitions, debates. Special

training was provided on Python and C programming by the Department of Physics and Mathematics.

iv) Students regularly participated in various co-curricular and outreach programs.

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

Surendranath Evening College adopted the following ICT tools for effective delivery of teaching & learning:

i) The College has a Wi-Fi Enabled campus.

ii) The college has Smart classroom, ICT Enabled Classroom with Laptops and Projectors which helps in the e-learning process.

iii) The college has well equipped Computer Laboratories for practical classes. The laboratories have access to software like, Python, GNU Plot, in Physics department; C, Sagemath in Mathematics department; Excell, Origin and Chemdraw in Chemistry department, Scilab, PSpice, C, Fortran, Arduino software in Electronics department, mysql in computer science department, TALLY software in commerce department etc. to name a few.

v) Students are encouraged to prepare presentations, assignments, projects and field reports using MS Word, MS Power point, MS Excel, and other ICT tools.

vi) Teachers share reading materials, notes and e-books through college LMS, WhatsApp.

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

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

31

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

398 years

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.

Surenranath 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

Our college has the following mechanism is in place:

The college has separate Examination Committees for each Semester which are entrusted with the smooth conduct of university examinations. They also ensure redressal of any exam related grievances.

Students with grave medical conditions, physical deformities and those participating in extracurricular activities are given justified concessions. Any application submitted on the above grounds is taken into sympathetic consideration.

Students always have ready and reliable access to respective departmental teachers in order to sort out any doubts and confusions about Internal Assessment tasks. The mentor mentee mechanism that we have in place for each department also has been extremely helpful in addressing such issues.

A candidate may formally apply to the Controller of Examinations, CU for the re-examination of within 15 working days of the University from the date of the publication of result.

The college, on principle and in practice, verifies after a formal request from an examinee is made, and after verification such applications are immediately approved for further action by the University.

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.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students.

The following mechanism is followed by the institution to communicate the course outcomes to the teachers and students:

i) Hard copies of syllabi provided by the Calcutta University and program specific outcomes are available in the departments for ready reference to the teachers and students.

ii) Soft copy of curriculum and CO, PSO and PO are uploaded in the college website for reference.

iv) Soft copy of curriculum and CO, PSO and PO are also shared among the students through departmental WhatsApp group.

v) The importance of CO, PSO and PO have been communicated to the teachers in Academic meetings of the college. The students are also made aware of the same through orientation programs organized by the college and also by the department.

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

597

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/SSS-2021-2022-Analysis-and-report.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)

6.32

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

01

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

02

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

12

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**

20

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. During the time of COVID lockdown, as well as after the beginning of regular offline classes, our college took initiative for making students aware of regular clean up and sanitization of the campus, as well as personal hygiene. 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. Other regular activities like Swachh Bharat Abhijan, Environment-oriented activities like waste management, tree plantation etc. were also performed inside the campus. A Covid vaccination camp was organised in the college auditorium during this period.

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, 07 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 college has a Study centre of NSOU. The college is a member of UGC N-LIST consortium through INFLIBNET and library users can have access of online journal and ebooks, etc. within and outside the library premises even at home.

Additional Physical Facilities: The College has additional physical facilities like a canteen, a ladies' common room, a generator for power backup and a gym, and rainwater harvesting.

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 like Swachh Bharat Abhiyan, Environmental Day (5th June), International Science Day, International Women Day, and Language Day. The College also has rainwater harvesting system and promotes planting of medicinal plants.

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

File Description	Documents
Upload any additional information	View File
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)

3.39

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 an unique and dedicated collection about Surendranath 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-

B. Any 3 of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)**

2.39675

File Description	Documents
Any additional information	View File
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)	View File

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**

20

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Technology is always evolving, and IT equipment has been bought to meet the needs. Additionally, it 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 with the assistance of computer labs that are adequately connected to the internet. Students, instructors, and lab assistants can get assistance from them with their questions.

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 & security to the students and the staff the college has installed CCTV cameras in the entire campus area. Most of the departments have computers, the majority of which has Internet facilities via Wi-Fi for the preparation of PowerPoint presentation as teaching-learning materials. The institute is trying and planning to extend further to have fully enabled Wi-Fi campus.

File Description	Documents
Upload any additional information	View File
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	View File

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)

43.442425

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 borrow books 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 and teachers 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

931

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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	D. 1 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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	Nil
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	Nil
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)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

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

7

File Description	Documents
Self-attested list of students placed	View File
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

09

File Description	Documents
Upload supporting data for student/alumni	View File
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

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 Surendranath Evening College Students' Union is an active body of elected representatives concerned with the various interests of the students. Our college maintain a healthy tradition of involving student representatives in different key administrative as well as academic decision-making bodies like the Governing Body and the IQAC. The Students' Union helps out actively during Freshers' welcome and the Annual College Fest, Swachha Bharat Programme, Saraswati Puja, Independence Day, Republic Day, Birth and Death Anniversary Observation of our Founder and all other such events in close collaboration with the College administration and selected faculty members. The union is closely associated with the admission processes in each session. They function effectively as a link between the administration set-up in charge of the admission and the mass of interested students as well as their guardians. The union remains highly active during the annual sports and cultural events. Our students' union also helps general students in inter-college or university-level sports events.

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

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

12

File Description	Documents
Report of the event	View File
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)	View File

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

Alumni is not yet formed.

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 Centre 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, thereby becoming a model evening college in the eastern region of India.

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

File Description	Documents
Paste link for additional information	https://www.surendranatheveningcollege.com/Prospectus%202021-22.pdf
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, plays a pivotal role in steering the institution towards its goals.
- Various sub-committees have been formed to dwell and discuss on the gamut of academic and administrative issues related to our college. It is ensured that every teacher finds his/her name in at least one of the subcommittees, thereby strengthening the goal of participative management.

- Teachers' promotions are handled by IQAC, which guides the respective teacher and the Head of the concerned department, in completing all the paperwork before having them endorsed by the Principal, and vetted by the screening committee
- Routine, Examination and Academic sub-committees oversee the implementation of the routine, conduct of examinations and all other academic issues respectively, in consultation with all the teachers.
- Regular departmental meetings are conducted by the teachers of different departments to discuss their individual requirements in terms of books, instruments, infrastructure etc. The issues are then taken up by the different sub-committees, the Teachers' Council and the IQAC, whose recommendations are considered by the GB for approval. This collective approach enables us to maintain the highest standards of academic excellence and administrative efficiency.
- Through our institutional practices, we uphold the principles of transparency and foster an environment where diverse perspectives are respected, and every stakeholder has a voice. The governance structure ensures that institutional policies and practices are 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

Two-pronged approach has been followed to strategize the development of the college. The first involves augmentation of the infrastructure as highlighted below:

- Augmentation of Library facilities, in the form of purchase of new books and renovation of book shelves. Glass doors have replaced wooden doors in all bookshelves to facilitate easy searching of books by the students.
- Subscription to N-LIST e-library database.
- Renovation of Principal's office chamber

- IQAC room upgradation
- Installation of high-speed internet connection

The second involves creating several committees under the aegis of the IQAC to help devise plans for the smooth academic and administrative functioning of the college. In addition, IQAC members have designed feedback forms for different stakeholders including students and devised strategies for mentoring and counselling, which is very important, given the fact that the students have had to spend quite some time away from the college due to Covid.

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-2021-22.pdf
Upload any additional information	View File

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 current organogram displayed on the college website is the same as that for 2021-22, except for the fact that there were few less subcommittees in 2021-22.

Following is how the organizational structure operates:

- 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.
- A host of other subcommittees oversee and coordinate other activities.
- 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.

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	No File Uploaded
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 wholly government-aided institution, all employees are entitled to avail the benefits of government sponsored health schemes.
- If any employee or a member of his or her family fell ill due to Covid-19, special Quarantine Leave was made available to him/her.
- Loans from GPF can easily be availed of through a single window service overseen by the Principal.
- Group Insurance facility for teachers and non-teaching staff.
- Festival bonus facility for non-teaching staff.
- Recovery based advance facility for non-teaching staff.
- Teachers, who receive offers from other institutes/universities for further studies/research, are eligible for leave as per faculty development guidelines of the government.
- Teachers can take up to twenty days of Medical Leave each year.
- Provision for Maternity Leave and Child Care Leave exists and is subject to Principals approval.
- Annual picnics for both teaching and non-teaching staff are held separately.

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

04

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, an assessment for Performance Based Appraisal System (PBAS) of those teachers applying for promotion is carried out, as mandated by UGC.

In addition, 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, so that lacunae in the system may be identified and addressed by the Principal and the GB, with help from the IQAC.

Teachers are assessed using the following metrics:

- Subjects and topics taught
- Number of classes taken
- Attendance in college and leaves taken
- University examination duties performed as invigilator in theoretical examinations and as internal and external examiners in practical examinations etc.
- Whether served as members of Board of Studies and participated in syllabus framing or restructuring exercises
- Question papers set in university examinations and answer scripts examined.
- Research conducted and publications therefrom.
- Research grants received.
- Conference attended and papers presented.
- Proficiency in computers and use of ICT and LMS resources in

class.

- Students' performance
- Administrative duties assigned by college
- Etc.

Performance of our non-teaching and support staff is also similarly assessed, albeit with a fewer number of questions. 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 generated by the college are mainly in the form of student-fees under various heads. Funds are mobilized from Department of Science and Technology (DST) for undertaking Research Projects by individual faculty members. Apart from the above, registration fees from organizing seminars and fees obtained from holding competitive exams by different government and non-government entities inside our premises on Sundays, also contribute to generation of resources.
- All major decisions to ensure the optimum utilization of resources are discussed and approved in the meetings of the GB. All major purchases of the college are first recommended by the purchase and finance committees and subsequently approved in the GB. The institution has a UGC Committee, which in close coordination with IQAC and the Governing Body (GB) of the college, monitors the utilization of funds, if obtained from UGC, to ensure that the funds are spent for the purpose for which they have been allocated. The Building Subcommittee recommends repair and maintenance needed from time to time. The Library Subcommittee recommends the

purchase of books and augmentation of library infrastructure.

- Finance Subcommittee and Purchase Committee help in the preparation, allocation, and utilization of funds.
- Funds are utilized all year round in augmenting and upgrading the physical and academic infrastructure like library, laboratories, IT equipment, sports facilities, and for organizing seminars/webinars, guest lectures and virtual field trips.

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 closed and much of the administrative and official work was suspended during an extended period as a result of Covid 19. IQAC has 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, staying within the purview of regulations issued in this regard by the government. All necessary covid protocols like mandatory wearing of masks, keeping safe distance and using sanitizers etc. were followed to the tee.
- Effective strategies were made to introduce online teaching and learning using Google meet, Zoom and WhatsApp.
- Teachers and students were encouraged to use the Digital library facilities like INFLIBNET-NLIST which the college had subscribed to.
- Before the commencement of physical classes for a brief period in this session, all the rooms, science laboratories and computer laboratories were thoroughly cleaned and sanitized as per protocol.
- 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.

- Feedback collection from all stakeholders was carried out.
- A Student Satisfaction Survey as mandated by NAAC was also carried out.

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

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

- Suspension of classes due to Covid 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 and feedback received from them pointed out to an increase in participation and interest in the classes following the steps taken.

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/aqar/
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

Many more girls are getting admitted to this college. Most of these girls are first generation learner 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. There is also an active Sexual Harassment Cell functioning in the college. 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.**
- **CCTV cameras are installed at strategic places of the campus and there is constant monitoring.**

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/202122/7.1.1-specific%20facility.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/202122/7.1.3-Geo%20tagged%20Photo.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available 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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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-	D. Any 1 of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading

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 promotes and celebrates the spirit of multicultural and multi-religious diversity. The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special national days, like College Social, Netaji's Birthday, Republic Day, Saraswati Puja, Fresher Welcome, Basanta Utsab, Rabindra Jayanti, Barsha Mangal, Independence Day, Teacher's Day, Orientation Program, Biswakarma Puja, Mahalaya, Iftar, Women's day, Yoga day, etc. All these special days are observed with great respect and all these religious rituals are also performed on campus.

In this way, the college tries to offer an inclusive environment for everyone with tolerance and harmony towards all sorts of cultural, regional, linguistic, communal socioeconomic, and other diversities.

The college promotes and celebrates the spirit of multicultural and multi-religious diversity. The students, teachers, and staff members jointly celebrate the cultural and regional festivals and special national days, like College Social, Netaji's Birthday, Republic Day, Saraswati Puja, Fresher Welcome, Basanta Utsab, Rabindra Jayanti, Barsha Mangal, Independence Day, Teacher's Day, Orientation Program, Biswakarma Puja, Mahalaya, Iftar, Women's day, Yoga day, etc. All these special days are observed with great respect and all these religious rituals are also performed on

campus.

In this way, the college tries to offer an inclusive environment for everyone with tolerance and harmony towards all sorts of cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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:

A wide 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.

Initiatives Taken:

- Awareness regarding pollution hazards and cleanliness of the campus.
- Observance and celebration of International Mother Language Day, Swachh Bharat, World Health Day, Earth Day, No Tobacco Day, Environment Day.

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

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

C. Any 2 of the above

Code of Conduct is displayed on the website
There is a committee to monitor adherence to the Code of Conduct Institution organizes 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	View File
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	View File
Any other relevant information	No File Uploaded

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

List of yearly celebrations are as follows:

- Republic day on the 26th of January: Parade, flag hoisting.
- Independence Day on the 15th of August; Parade, flag hoisting.
- Teachers' Day on the 5th of September by students: Cultural programme (online)
- Swaraswati Puja

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	View File

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

Green Energy Initiatives as a Step Towards Implementing a Clean Environment in the College

(Detailed information enclosed in uploaded file)

BEST PRACTICE II

Counselling students after the trauma of Covid-19 to facilitate return back to a normal life and rejoin college

(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

One area distinctive to our college's priority and thrust is to provide quality education to students of all hues, especially, from the marginalized sections of society who are employed in some form or other during the daytime.

It is heartening to note that students, irrespective of caste, creed, religion, and gender, take admission to our college, not only from the surrounding areas but also from villages and towns located far away. Many of them work in establishments or shops during the daytime. Their quest for knowledge and education and hope for a better life, brings them to study at our college in the evening. Many of them perform very well in academics and continue their studies further. Many also get into better jobs right after their graduation.

Students from all communities are provided equal opportunities. They not only study together, but also participate in cultural activities, sports, and games with equal fervour. This brings about sense of inclusivity and bonding amongst the students, which we take pride in.

In this manner, we strive to cultivate a strong human resource base in West Bengal and become a model evening college in the eastern region of India.

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

- Implementation of more ICT classrooms
- Modernizing the library with new software thus making it more e-friendly for students
- Introducing special classes for counselling students for jobs and situations beyond the classroom
- Further augmenting the ICT-infrastructure by purchasing more desktops and laptops
- Making Wi-Fi services reach every corner of the college
- To introduce career counselling and placement services for students
- Introducing multidisciplinary Add-On Courses in different subjects
- Conduct more number of seminars in different subjects
- To enter into Memorandum of Understanding (MOUs) with other institutes of higher learning.