



SURENDRANATH EVENING COLLEGE

[Established in 1961]

Affiliated to the University of Calcutta

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(NAAC Re-accredited in 2016)



Ref. No. : IQAC PLAN OF ACTION AND ACTION TAKEN REPORT 2023-2024: Date: 24/.....

Plan of Action	Action taken
1. Organize Parent Teacher meeting	Department organize PTM and collected feedback from them.
2. Publish of department wise e-magazine and wall magazine	Some department publish e-magazine and wall magazine
3. Increase of ICT facility	IQAC proposed to purchase more laptops and projectors.
4. Arrangement of scholarship and award for départment ranker	IQAC made a proforma of scholarship: a) If number of students in a department is less than 5 then only one student will be awarded otherwise three students will be awarded by prize and certificate. b) For department of commerce top 10 will be awarded with certificate and first three will be awarded by prize and certificate.
5. Installation of giant screen in front of the office	IQAC sent application for the installation of Giant screen to the principal for take necessary steps.
6. Installation of CC-TV camera in school building	CC-TV camera is installed in school building
7. Installation of aqua-guard and dustbin in 1 st , 2 nd and 3 rd floor in the building	Aqua-guard and dustbin is installed in 1 st , 2 nd and 3 rd floor in the building
8. Arrangement of student enrichment programme	Department started more enrichment programme
9. Activity programme with others college with which MoU has been signed	Six new MoU with other institute with activity has been done
10. Celebration of different day and cultural events	Total 31 events have been celebrated in this year by the students

Dobaini Hanna

IQAC Coordinator

Surenranath Evening College

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11. Arrangement of placement drive and job-related training	Two Placement drive and job related training programme have been arranged
12. Arrangement of Add-on/certificate course	15 Add-on course have been completed
13. Preparation of department wise Mentor-Mentee list	Every department prepared their Mentor-Mentee list
14. Waste and e-waste management	E-waste of the college managed by signing MoU with Old and Furniture company
15. Introduction of Teachers Diary	IQAC sent application regarding this to principal
16. Maintain Academic Audit	Maintained academic audit internally in small scale by collecting data in google form
17. Collection of Feedback from different stakeholders and collection of Student satisfactory Survey	Feedback collected, analysed and action taken report has been published in website
18. Upgradation of Library	Purchased for new books for NEP syllabus, magazines and e-journal
19. Promotion of the teachers	Two teachers are promoted to Stage-1 to stage-2

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