The Annual Quality Assurance Report (AQAR) of the IQAC [July 1, 2012 – June 30, 2013]

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

Academic Year – July 1, 2012 – June 30, 2013

1. Details of the Institution

1.1 Name of the Institution	**Surendranath College for Women**
1.2 Address Line 1	24
Address Line 2	Mahatma Gandhi Road
City/Town	Kolkata
State	West Bengal
Pin Code	700009
Institution e-mail address	Sncw.cal@gmail.com
Contact Nos.	+9133 – 3200 - 5645
Name of the Head of the Institution:	**Dr. Purnima Biswas (Mookherjee)**
Tel. No. with STD Code:	+91 33 – 2350 -2389

Mobile:

> 9831745752

Name of the IQAC Co-ordinator:

> **Dr. Kaustabh Lahiri**

Mobile:

> 9903389092

IQAC e-mail address:

> kaustabhkol@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**
   *(For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)*

1.5 Website address:

> **http://www.sncwcal.ac.in**

Web-link of the AQAR:

> **http://www.sncwcal.ac.in/AQAR2012-13.pdf**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72.20	2007	2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

> **01/09/2015**

1.8 AQAR for the year *(for example 2010-11)* | 2012-2013 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (NAAC/JP/SCW-AQAR: 2007-2008/ACK/dated 25 August, 2008)

    i. AQAR   2007 -2008   (DD/MM/YYYY)
    ii. AQAR_____ _____   (DD/MM/YYYY)
    iii. AQAR_____ _____   (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

(E.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women [√]

                  Urban [√]   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty/Programme

    Arts [√]   Science [√]   Commerce [√]   Law ☐   PEI (Phys Edu) ☐

    TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

    Others (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)*

University of Calcutta

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

   Community representatives

1

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 7 |

Non-Teaching Staff Students | 3 | Alumni | 2 | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No | √ |

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ]   International [ ]   National [ ]   State [ ]   Institution Level [ ]

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Digitalization of Library Catalogue by LIBSYS Software	Work -in- progress

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [ ]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Part-I/Part-II/Part-III

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☐ √
    (On all aspects)

    Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

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

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	10	13	-	PTT=19 CWTT=05

2.2 No. of permanent faculty with Ph.D.

3

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	1								01

2.4 No. of Guest and Visiting faculty and Temporary faculty

14		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	12	01
Presented papers	03	08	01
Resource Persons		01	

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

1. Use of Audio-visual equipment, Interactive Session, Tutorial, Question hour sessions in teaching.
2. Remedial teaching and student counselling, Group-Discussions and a comprehensive Mid - Term and Selection Test examinations.
3. Making of short films, documentaries, advertising, house journals, visit to AIR, FM, TV channels in some relevant programmes.
4. Power Point Presentation, Seminar by Students, visit to a place of historical or geographical interest for acquiring practical knowledge.
5. Participation in Refresher courses & Orientation Programme.
6. Teachers are always available to address problems of the students.

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

186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

N .A

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

5	3	2

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: Based on Part III (Honours) Result.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A (Hons.)	184		01	159	14	94.5
B. Sc (Hons.)	57			55	01	96.5
B.Com (Hons.)	52		01	24	12	71

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

- By regular discussion with different disciplines, faculties and students

- By taking feedback from respective departments.

- By assisting the college authority to appoint newly teaching faculties through selection processes by WBCSC

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	34	10	None	1
Technical Staff	1			

3. Research, Consultancy and Extension

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

IQAC introduced interdisciplinary faculty interface and exchange programme, where applicable in order to promote a broad research platform

For sensitizing and promoting a broad research platform, departments are holding interdisciplinary faculty interface and exchange programmes and seminar for students.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		749000.00		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1, 2009-2010	4, 2009-2010	124800.00	1
Outlay in Rs. Lakhs			356625	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	3	4
Non-Peer Review Journals		1	3
e-Journals			
Conference proceedings	1		

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects (3)				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the				

University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 2 | Chapters in Edited Books | 2 |

ii) Without ISBN No. | NIL |

3.8 No. of University Departments receiving funds from : NA

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | NA |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1(Com)			1(Career)
Sponsoring agencies		UGC			UGC

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

3.13 No. of collaborations   International | X | National | X | Any other | X |

3.14 No. of linkages created during this year | X |

3.15 Total budget for research for current year in lakhs:

From funding agency | UGC | From Management of University/College | X |

Total | 23,830/- |

3.16 No. of patents received this year: NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides
    and students registered under them

NA

NA

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

NA

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ] State level [ ]

National level [ ] International level [ ]

3.25 No. of Extension activities organized

University forum [ ] College forum [ ]

NCC [ ] NSS [ ] Any other [ ]

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

Blood Donation Camp organised by the Students' Union in collaboration with the Central Blood Bank at Maniktala, Kolkata

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Sq ft 5160x4 stories			20640 Sq ft
Class rooms	20			20
Laboratories	4			4
Seminar Halls	1	1		2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others			College Fund	

4.2 Computerization of administration and library

[ ]

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11448	13,99,432/-	223	41,571/-	11771	14,41,003/-
Reference Books	7807	84,052/-	309	66,082/-	8116	15,0134/-
e-Books						
Journals	10	500/-				
e-Journals						
Digital Database						
CD & Video	16	3300/-				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	7	1	NIL	NIL	NIL	2	5	NIL
Added	3							
Total	10							

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total:

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC proposes to enhance the awareness about Student Support Services through the College website, brochures and regular notification to the students about the various services.

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2443	x	x	x

(b) No. of students outside the state

> 400 +

(c) No. of international students

> X

Men

No	%
x	x

Women

No	%
2443	100

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2324	200	12	30	x	2566	2198	200	15	30	x	2443

Demand ratio   Dropout % - Exact Figure Not Known

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

> NA

No. of students beneficiaries

> NA

5.5 No. of students qualified in these examinations: None

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> 1. Student counselling through remedial classes, Time to time interactions for career guidance & opportunities available, circulation of notices & information regarding job and career.
> 2. Student counselling and career guidance provided by all teachers on and when required.

No. of students benefitted   1000

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
x	x	x	x

5.8 Details of gender sensitization programmes

X

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events: **No data recorded**

State/ University level [ ]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level [ ]   National level [ ]   International level [ ]

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

Sports: State/ University level | X | National level | X | International level | X |

Cultural: State/ University level | X | National level | X | International level | X |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (UGC)	25	Rs. 75 x 6 months = 450x25 =11250/-
Financial support from government (W.B .Govt)	SC/ST/OBC/Minority 1$^{st(85)}$ +2$^{nd(72)}$+3$^{rd(85)}$ = 242students & 196Minor	242x1,500 = Rs 363000/- 196x3000 = Rs 588000/-
Financial support from other sources	Approx 25 (Ashram & Muslim Institute)	Rs. 40000/-
Number of students who received International/ National recognitions	x	x

5.11   Student organised / initiatives

Fairs   : State/ University level | x | National level | x | International level | x |

Exhibition: State/ University level | x | National level | x | International level | x |

5.12   No. of social initiatives undertaken by the students | Cultural Programmes and Sports Competitions |

5.13 Major grievances of students (if any) redressed: Not Recorded

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Surendranath College for Women was established in 1948, mainly for imparting higher education to girls from partition-affected families. After partition many families came from the then East Pakistan and settled in the Sealdah railway station area and its neighborhood. It became necessary to open a branch for women at the nearest college. The girls had to take up jobs during the afternoons to support their families. So our College with its morning timings came into existence. Our College, together with its entire sister Colleges was housed in the building at 24/2, Mahatma Gandhi Road, Kolkata-700009. Originally, Surendranath College was known as Ripon College. It had been named after the Viceroy, Lord Ripon. After Independence it was renamed after its founder, the eminent Congress leader. Surendranath Banerjea, nicknamed "Surrender Not", for his anti-British attitude. The College shifted to its own premises at 24, Mahatma Gandhi Road and classes began there from 1997. The building is next door to the older one and used to be the Ripon hostel.

Mission of the Institution: The mission of the college is to ensure sustained academic progress using innovative teaching methods and techniques, to help the students acquire knowledge and to face the contemporary world.

Vision of the Institution: The College is to play a leadership role to cater education at under-gradate level by introducing multifarious subjects. It has also planned to start few subjects at post graduate level in future.

6.2 Does the Institution has a management Information System

NIL

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

   6.3.1 Curriculum Development

Being an affiliating college, Surendranath College for Women has not developed curriculum but teaching staff participate in the Orientation Programmes on the implementation of new curriculum organised by the University of Calcutta

   6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

> Tutorial taken regularly

6.3.4 Research and Development

> 1. Student Seminar Organised
> 2. Educational Tours to place of historical and geographical interest
> 3. Field Work by Lab – based subjects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Yes

6.3.6 Human Resource Management

> NIL

6.3.7 Faculty and Staff recruitment

> NOT APPLICABLE

6.3.8 Industry Interaction / Collaboration

> NOT APPLICABLE

6.3.9 Admission of Students

> - Off – line Admission system.
> - Forms Distributed Manually.

6.4 Welfare schemes for

Teaching	x
Non teaching	x
Students	x

6.5 Total corpus fund generated

> Total Fees Collection Rs. 45,00000/- (Approx.)+ Bank Interest Rs. 90,000/- = Total Rs. 45,90000/-

6.6 Whether annual financial audit has been done   Yes [√]   No [   ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			
Administrative	No			

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

For UG Programmes   Yes [   ]   No [   ]

For PG Programmes   Yes [   ]   No [   ]

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Organising various cultural and academic programmes

6.12 Activities and support from the Parent – Teacher Association

Department specific activity for improvement of key academic facilities of respective department and parent – teacher meetings

6.13 Development programmes for support staff

NIL

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

> 1. Gardening – Planting of trees in the Campus
>
> 2. Regular cleaning done to make the area garbage - free

Criterion – VII

7. Innovations and Best Practices

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

> 1. Clean – room Debates, Quiz Contests organized,
>
> 2. Students taken to Museum and other places in short-trips Education Tour

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

> 1) By regular functional interface with different disciplines, faculties and students,
>
> 2) Providing suggestions for improvement

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

> i. Conducting regular tutorial and providing of their assessments
>
> ii. Providing suggestions for maintaining health, & hygiene for post – adolescent girls

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Conducted Seminars for students on various environmental issues in EVS classes by teachers classes

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

<div style="border:1px solid">
NOT APPLICABLE
</div>

8. **Plans of institution for next year**

<div style="border:1px solid">

1. Betterment of the results of the students
2. Training of the Back-office
3. Computerization of the College Library

</div>

Dr. Kaustabh Lahiri   **Dr. Purnima Biswas (Mookherjee)**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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