

# **The Annual Quality Assurance Report (AQAR) of the IQAC**

## **[July 1, 2013 – June 30, 2014]**

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, 2013 – June 30, 2014**

#### **I. 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. MHC0GN 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/AQAR2013-14.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

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

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

01/09/2015

1.8 AQAR for the year (for example 2010-11)

2013-2014
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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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

#### I. 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				
<b>Total</b>	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
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA
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### 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
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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		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	09	
Presented papers	02	07	
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
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,	N .A
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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
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2.10 Average percentage of attendance of students

75%
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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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	1
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			

### Criterion – III

#### 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	2013-14	UGC	1,35000/-	1,35000/-
Industry sponsored				
Projects sponsored by the				

University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	2013-14	UGC	1,35000/-	1,35000/-

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

ii) Without ISBN No.

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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 ( $\geq$ 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

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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	Departments	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.)

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4.6 Amount spent on maintenance in lakhs:

i) ICT

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ii) Campus Infrastructure and facilities

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iii) Equipments

--

iv) Others

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**Total:**

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## 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
1944	x	x	x

#### (b) No. of students outside the state

400 +

#### (c) No. of international students

x

Men 

No	%
x	x

 Women

No	%
1944	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2198	200	15	30	x	2443	1702	200	12	30	x	1944

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

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
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

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  National level  International level

Cultural: State/ University level  National level  International level

#### 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  National level  International level

Exhibition: State/ University level  National level  International level

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-graduate 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. 42,00000/- (Approx.)+ Bank Interest  
Rs. 90,000/- = Total Rs. 42,90000/-

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)

NOT APPLICABLE

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

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

**Dr. Kaustabh Lahiri**

*Signature of the Coordinator, IQAC*

**Dr. Purnima Biswas (Mookherjee)**

*Signature of the Chairperson, IQAC*

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**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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