

ACADEMIC & ADMINISTRATIVE AUDIT-REPORT FOR THE SESSION 2021-2022
(1st October 2021 to 31st August 2022)

07/12/22

Part-I

Name of the College: Surya Sen Mahavidyalaya, Siliguri

*Approved by 400
on 2/12/22
to
2/12/22*

Audit Team Members :

1. Prof. (Dr.) ARNIBAN MISHRA
Professor, Dept. of Chemistry
Former Officiating Registrar
University of North Bengal

2. Dr. LAXMIKANTA PADHI,
Professor & Former Head
Department of Philosophy
Former Officiating Registrar
University of North Bengal

Date of Audit: 14th November 2022

College Timings:	Observation	Remarks / Suggestions
9 A.M to 5 P.M	The numbers of students are much more higher than the infrastructure and the teaching facilities including faculty members in each department available in the College. It is also learned that the college is allotted a land of 2.99 Acr for establishment of 2 nd Campus at Sahudangi by Govt. of West Bengal.	The authority should initiate steps for creation of new teaching and non-teaching posts in the college. The starting of work at Second Campus should be started immediately, so that one Stream may be shifted to that campus. The authority should take necessary steps for stating of hostels for the students.

I. Curricular Aspects

Sl No.	Courses offered			Students' Strength					Observation	Remarks	
	Course	Year	Category	2017-18	2018-19	2019-20	2020-21	2021-22			
a)	BA	Part I	Hons.	348	390	411	418	378	VERIFIED AND AUTHENTICATED	VERIFIED AND AUTHENTICATED	
b)	BA	Part II	Hons.	335	323	359	388	364			
c)	BA	Part III	Hons.	98	222	298	360	389			
d)	B.Com	Part I	Hons.	121	167	181	184	170			
e)	B.Com	Part II	Hons.	90	42	191	180	176			
f)	B.Com	Part III	Hons.	93	49	45	187	180			
g)	B.Sc	Part I	Hons.	52	78	65	74	67			
h)	B.Sc	Part II	Hons.	21	28	82	52	61			
i)	B.Sc	Part III	Hons.	18	15	24	84	49			
j)	BA	Part I	Gen	1549	1500	1577	1775	2099			
k)	BA	Part II	Gen	1082	845	1263	1393	1544			
l)	BA	Part III	Gen	315	536	700	1162	1293			
m)	B.Com	Part I	Gen	212	407	467	544	609			
n)	B.Com	Part II	Gen	171	56	345	404	477			
o)	B.Com	Part III	Gen	66	76	52	315	373			
p)	B.Sc	Part I	Gen	29	64	45	54	76			
q)	B.Sc	Part II	Gen	11	6	45	38	34			
r)	B.Sc	Part III	Gen	18	10	03	46	38			
2.	Add-on/Certificate Courses: 1. COP in Computer Application			From July 2018							VERIFIED

	2. COP in Travel, Tourism and Management				AND AUTHENTICA TED	
3.	Annual Curricular Plan			Yes		
4.	Attendance			Yes		
5.	Coverage of Syllabus			Yes		
II. Teaching & Learning						
1.	Teaching Diary and Teaching Notes 1. No of Teaching staff including contract/SACTs: 2. No Teachers submitted: 3. No Teachers Not submitted with details:			61 61 NIL		
2.	Conduct of Classes			<ul style="list-style-type: none"> • Audio Visual Teaching/ Power point • Unit test • E-engage Portal 		
3.	Use of supplementary teaching tools and application of ICT			Yes		
4.	Student Centric Activities			<ul style="list-style-type: none"> • Debates and discussion\, • Student's presentation, • Drama competition • Dance and Musical performance • Youth Parliament competition • Publication in student's e-magazine • Departmental e-magazine 	VERIFIED AND AUTHENTICATED	
5.	Student Centric Seminars			Yes		Students' Seminars need to be introduced for the general students also.
6.	Remedial Coaching			Yes		
7.	Students' Assignment			Yes		
8.	Students' Feedback (Analysis done or not)			Yes		Continued from the Session 2016-17
III. Evaluation & Results						
1.	Conduct of Internal Examinations(On Line)			Yes		
2.	Maintenance of Marks Register/File(CLOUD)			Yes		
3.	Result of University Examination (Last Exam)					
Analysis of University Results(Percentage of passed students)						
	Course	2019-20	2020-21	2021-22	N D A U T	

1	Bengali (Hons)	100	99	97.33		
2	Chemistry (Hons)	100	95	88.89		
3	Economics (Hons)	100	100	100		
4	English (Hons)	100	98	100		
5	Geography (Hons)	100	100	92.86		
6	History (Hons)	100	87	98.11		
7	Mathematics (Hons)	100	100	96.88		
8	Physics (Hons)	100	100	87.5		
9	Political Science (Hons)	100	99	92.00		
10	Sociology (Hons)	100	92	91.78		
11	Commerce (Hons)	100	97	99.44		
12	B.A (General)	100	86	76.55		
13	B.Sc (General)	100	100	83.93		
14	B.Com (General)	90	73	80.00		
IV. Learning Resources						
1.	Library				Yes (15588 Books & 12 Journals with Infilbnet with Automation)	VERIFIED AND AUTHENTICATED
2.	Laboratories				Yes	
3.	e-Class Rooms				Yes	
4.	Computer & Internet				Yes	
V. Physical Activities						
VI. Basic Facilities						
1.	Sanitation				Yes	
2.	Drinking Water Facilities				Yes	

AUDIT QUESTIONS- Part-II

The auditors are guided by the questions given in each section in carrying out the academic audit of Departments. These questions guide the formulation of the Self-Evaluation Document (SED).

DEFINING INTENDED LEARNING OUTCOMES

Base decisions on facts

Do you seek external input in the formulation of the learning outcomes?
YES.
If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?
Learning outcome is properly approved by IQAC and the Governing Body of the College.
Are data from such surveys analyzed so that you can establish a <i>priori</i> case? Explain
YES
What have you learnt from former students and employers?
The College should motivate students and parents to take admission in carrier oriented programmes like Compute Application and Travel & Tourism Management courses and placement cell for better placement of students.
How do you ensure that there is convergence or agreement on the essential elements of the curriculum?
By facilitating the demands of the faculties and the students in consultation with the affiliated University.

DESIGNING TEACHING AND LEARNING PROCESSES

How are your courses managed?
The courses are managed as per students' need, their placement, their values development and University guidelines.
Is there an appropriate and up-to-date teaching and learning strategy in the Department?
YES.
How are teaching and learning organized for students?
By student counseling and other educational practices as set forth by UGC and state government.
What pedagogical approaches are used?
As set forth by UGC, state Government and the Affiliating University from time to time
What strategies are used to stimulate student participation in the classroom and enhance student learning?
Student counseling is a regular process in the college which stimulates students' participation. Department also conducts mentor-mentee activities regularly for this.
What resources are used in teaching and learning?
Books and journals, materials received from refresher courses and academic conferences attended by the faculty members through e-resources mode only due to pandemic.
How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?
Feedback from different stakeholders like Students', Parents, Alumni and Faculties' feedback report as conducted by IQAC of the College provides the detail as asked from time to time.
How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?
<ul style="list-style-type: none"> • Some of the faculty members are involved with research projects funded by UGC & ICSSR which help the faculties to conduct the classroom teaching in an effective way. • The management of the college has approved macro research grant to the faculties with an annual budget of Rs. One Lakh. But, it is not released till date. The HoI is suggested to carry out and implement the project immediately. • 5 faculty members including Principal & Librarian are the approved research supervisor of the University of North Bengal and are supervising the Ph.D Scholars in the department of Sociology, English, Bengali and others.

Is there any academic support including handbooks and other written documents that is given to students?

Yes

Were the faculties engaged themselves for their Academic Development during this Academic Period?

Yes, Faculties were engaged themselves for various academic development activities like publications in Journals, Attending and Presenting Papers in different Regional, National and International Webinars. The department wise details are given Below:

DEPARTMENT	JOURNAL/ PUBLICATION	BOOK/ CHAPTER	WEBINAR/SEMINAR / Conference / Workshop		SKILL DEVELOPMENT PROGRAM			SPECIAL COUNSELING
			PRESENTED	ATTENDED	Orientation Course	Refresher Course	Short Term Courses /Others	
BENGALI	4	6	1	2	0	1	4	
CHEMISTRY	1	1	0	0	0	1	02	
COMMERCE	1	1	2	22	0	0	10	
COMPUTER SCIENCE	0	0	0	0	0	0	0	
ECONOMICS	1	1	3	15	0	1	0	
EDUCATION	0	1	0	2	0	0	0	
ENGLISH	0	3	4	18	1	0	10	
GEOGRAPHY	1	2	0	12	0	0	6	
HISTORY	0	0	3	23	0	0	5	8
POLITICAL SCIENCE	2	7	6	1	0	0	5	
SOCIOLOGY							3	
PHYSICS	0	0	0	10	0	0	0	3
MATHS	3	3	2	8	2	4	0	
EVS	0	0	0	0	0	0	0	
LIB	1							

What was the Role of IQAC for Academic Development during the period?

IQAC has taken a number of initiatives as mentioned below:

▪ **SKILL DEVELOPMENT INITIATIVES**

As a part of in-house capacity building measure IQAC decided to provide an opportunity to the Students, Teaching Staff and NTS to undergo a 'Comprehensive e-Learning to e-Training guide for the new students i.e. 1st Semester. organised by Next-Gen, Siliguri. and other Institutions and reimbursed the course fee of the successful participants by the college. With the objective of 100% paper less office, 3 (Three) training sessions were organized for the teaching and non-teaching staff for Office Automation software. And finally office automation is implemented from the month of June 2022.

- MoU is signed with Anudip Foundation for Social Welfare for Skill Development Training

• **INITIATION OF ACDEMIC EXCHANGE PROGRAMME:**

As an Academic Development initiative, the IQAC had suggested a Proposal for Signing of MOU with Pallsey College, Pallsey, Nadia under Kalyani University for various Academic and Research exchange and Collaborations. Accordingly, MOU is signed between Principals of both the colleges for this purpose and due to pandemic Situation, only 5 Faculty Exchange Programmees were completed in the department of Bengali, Education and English.

- MoU is also signed with IIGST, Kolkata for various certificate and Diploma Courses.

1. **WORKSHOP BY SOCIOLOGY DEPARTMENT:** Department of Sociology, in collaboration with NorthBengalSt.Xaviers College, organized two days Workshop on Visual Sociology on 3rd& 4th June 2022. Further department has organized several students centric programs during the session.
2. Book Released on 'Society, Disaster & Resilience : Lessons from Literature on 23rd March 2022 by the Department of English.
3. **INTERNATIONAL SEMINAR OF DEPT. OF POLITICAL SCIENCE(ICSSR-ERC):** on Azadi ki Amrit Mahastov: A two-day international Seminar was conducted by the Dept. of Political Science with financial Assistance from ICSSR-ERC on the topic 'Strategies and Tactics of Indian Nationalist Movement: A close Look on a Few Lesser Known Events / Heros was held on 22-23, March 2022.

4. **PROGRAMMES CONDUCTED BY GEOGRAPHY DEPARTMENT WITH ISRO:** Department of Geography, in collaboration with the IIGST has organized Two days workshop on Geo-spatial .Geo-informatics and in its out reach programs with Ministry of Jal Shakti, conducted one Public Interaction Programme on Sustainable Ground Water Management on 2nd August 2022. A two-days National Webinar with Sponsorship from ICSSR-ERC was organized by the department on 14-15th November 2021.

5. **PROGRAMMES CONDUCTED BY NSS / NCC / STUDENTS SUPPORT SERVICE CELL:** NSS Units of the college have conducted different developmental, awareness and social out reach programmesthrough out the year.

▪ **COUNSELING FOR MENTAL HEALTH:**

Mental health of the students being a serious issue for the students , few departments like Department of English, Faculty of Commerce and Department of History have arranged Special Counseling session for students to address the issue of depression, fatigue, boredom which proved to be immensely helpful for them to cope up with the unusual predicament t of the pandemic.

- Besides, all other departments have conducted different Students' centric programmes along with different Cells Like Womens Cell; Research & Development Cell through out the academic session.

Is there any Registered Alumni Association of the Institution?

Yes

If yes, what is the Total No. of Members and How many meetings were organized during this period?

The no. of members registered during this period is 2322, while the total no. of registered members of the Association is increased to 8148. The members can registered themselves online through college website. There were only 2 Executive Committee meetings& 2 General Body Meetings were held during this period. The fund available at the Association is Rs.3,61,253/- (ThreeLakh Sixty-one Thousands Two Hundred Fifty-three) only.

How does Alumni Association contribute for the development of the Institution?

The Association has started free Self-defense training to the Girls' Students of the college, where more than 500 students have undergone training.

Part-III (Financial Report)

1. Fund Received from:

Funds Category	2017-18	2018-19	2019-20	2020-21	2021-22
UGC	00	00	171535.00	239880.00	269101.00
State Government	31015485.00	44977190.00	38239163.00	59726345.00	59916782.00
Others (Including Opening Balance)	52355068.94	35681959.77	29201914.01	38450941.52	40590220.68
Total	83370553.94	80659149.77	67612612.01	98417166.52	100776103.68

2. Income

Income Source	2017-18	2018-19	2019-20	2020-21	2021-22
Income from Students	17552073.10	16884310.85	21700155.67	17572707.00	22778227.05
Income from others	65818480.84	63774838.92	45912456.34	80844459.52	77997876.63
Total	83370553.94	80659149.77	67612612.01	98417166.52	100776103.68

3. Fund Utilization

Fund Utilized	2017-18	2018-19	2019-20	2020-21	2021-22
Building Construction	5636398.00	4873791.00	23333048.00	1074229.00	1783867.00
Play Ground	562614.00	97762.00	238250.00	80096.00	00
Student Welfare	324257.00	204970.00	248788.00	78670.00	163856.00
Faculty Development	0	00	60442.00	21928.00	12675.00
Others (Including closing balance)	76847284.94	75482626.77	64732084.01	97184171.52	98815705.68
Total	83370553.94	80659149.77	67612612.01	98417166.52	100776103.68

4. Due to non-appointment of Auditor by the Dept. of Higher Education, Govt. of West Bengal, the Financial report is prepared on the basis of Internal Audit Report of the college duly approved by the Governing Body.

Signature of the Audit team members:



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