

ACADEMIC & ADMINISTRATIVE AUDIT-REPORT FOR THE SESSION 2020-2021
(1st November 2020 to 30th September 2021)

Part-I

Name of the College: Surya Sen Mahavidyalaya, Siliguri

Audit Team Members :

1. Prof. (Dr.) PRANAB GHOSH, Professor, Dept. of Chemistry, & Officiating Registrar, University of North Bengal

2. Prof. LAXMIKANTA PADHI, Professor & Head of the Department ^{of} Philosophy, University of North Bengal

Date of Audit: 10th November 2021.

College Timings:	Observation	Remarks / Suggestions
9 A.M to 5 P.M	The numbers of students are much more higher than the infrastructure available in the College. However, the Govt. of West Bengal through North Bengal Development Department has approved Rs.3.86 Crores for construction of new Academic Block. The construction of the Academic block should be completed at the earliest. 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.	Due to Pandemic Situation, the College was Closed for Physical Classes. The starting of work at Second Campus should be started immediately, so that one Stream may be shifted to that campus.

I. Curricular Aspects

Sl No.	Courses offered			Students' Strength					Observation	Remarks
	Course	Year	Category	2016-17	2017-18	2018-19	2019-20	2020-21		
a)	BA	Part I	Hons.	355	348	390	411	418	VERIFIED AND AUTHENTICATED	VERIFIED AND AUTHENTICATED
b)	BA	Part II	Hons.	160	335	323	359	388		
c)	BA	Part III	Hons.	196	98	222	298	360		
d)	B.Com	Part I	Hons.	109	121	167	181	184		
e)	B.Com	Part II	Hons.	92	90	42	191	180		
f)	B.Com	Part III	Hons.	45	93	49	45	187		
g)	B.Sc	Part I	Hons.	45	52	78	65	74		
h)	B.Sc	Part II	Hons.	31	21	28	82	52		
i)	B.Sc	Part III	Hons.	21	18	15	24	84		
j)	BA	Part I	Gen	1912	1549	1500	1577	1775		
k)	BA	Part II	Gen	785	1082	845	1263	1393		
l)	BA	Part III	Gen	722	315	536	700	1162		
m)	B.Com	Part I	Gen	288	212	407	467	544		
n)	B.Com	Part II	Gen	126	171	56	345	404		
o)	B.Com	Part III	Gen	181	66	76	52	315		
p)	B.Sc	Part I	Gen	30	29	64	45	54		
q)	B.Sc	Part II	Gen	26	11	6	45	38		
r)	B.Sc	Part III	Gen	33	18	10	03	46		
2.	Add-on/Certificate Courses: 1. COP in Computer Application						From July 2018			VERIFIED


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	2. COP in Travel, Tourism and Management		AND AUTHENTICATED
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"> • On Line Classes through G-suite • 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	
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	2018-19	2019-20	2020-21	
1	Bengali (Hons)	86	100	99	
2	Chemistry (Hons)	100	100	95	
3	Economics (Hons)	100	100	100	
4	English (Hons)	100	100	98	
5	Geography (Hons)	100	100	100	
6	History (Hons)	83	100	87	
7	Mathematics (Hons)	53	100	100	
8	Physics (Hons)	NA	100	100	Hons. started in 2017-18
9	Political Science (Hons)	84	100	99	
10	Sociology (Hons)	90	100	92	
11	Chemistry (Hons)	100	100	95	
12	Commerce (Hons)	62	100	97	
13	B.A (General)	54	100	86	
14	B.Sc (General)	58	100	100	
15	B.Com (General)	73	90	73	
VERIFIED AND AUTHENTICATED					
IV. Learning Resources					
1.	Library				Yes
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
VERIFIED AND AUTHENTICATED					


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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.

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How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?

- Some of the faculty members are involved with research projects funded by UGC and other agencies which help the faculties to conduct the classroom teaching in a 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.

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

Yes

What was the teaching and Learning Methods adopted during the Covid-19 Pandemic Period?

As per the UGC and Affiliated University Guidelines, the teachers were engaged in taking Online Classes for all the students. The college has also developed it's own Online Portal named 'E-engage' for the distribution of Study Materials in PDF and Audio-Visual Mode.

Were the faculties engaged themselves for their Academic Development during this Pandemic 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	0	5	4	3	0	1	6	0
CHEMISTRY	1	0	0	27	0	0	10	0
COMMERCE	1	0	0	0	0	0	12	0
COMPUTER SCIENCE	0	0	0	0	0	0	2	0
ECONOMICS	0	0	2	5	0	0	2	0
EDUCATION	0	1	0	0	0	0	2	0
ENGLISH	0	3	4	18	1	0	10	0
GEOGRAPHY	0	2	1	10	0	0	9	0
HISTORY	2	0	2	30	0	0	3	4
POLITICAL SCIENCE	2	2	4	2	1	0	2	0
SOCIOLOGY	0	0	0	0	0	0	3	0
PHYSICS	3	4	3	25	0	2	5	0
MATHS	0	0	1	0		2	6	0
EVS	0	0	0	4	0	0	2	0
LIB	0	0	0	0	0	0	0	0

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 Administrative Work', organised by Next-Gen, Siliguri, and other Institutions and reimbursed the course fee of the successful participants by the college.

- **INITIATION OF ACDEMIC EXCHANGE PROGRAMME:**

As an Academic Development initiative, the IQAC had suggested a Proposal for Signing of MOU with Pallsey College,

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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 4 Faculty Exchange Programmees were completed in the department of Bengali, Education and English.

▪ **WEBINARS ON PRESSING ISSUES DURING PANDEMIC:**

IQAC also arranged for organizing various webinars during lockdown period in collaboration with various departments and external agencies like ICSSR-ERC on issues ranging from digital education, mental health of the students to women empowerment and creative writing. Some of the examples of such webinars are listed below:

1. **NATIONAL WEBINAR BY ENGLISH DEPARTMENT (ICSSR-ERC):** Department of English, in collaboration with ICSSR-ERC, organized a National Level webinar on the topic ‘.Society, Disaster & Resilience : Lessons from Literature on 8th February 2021.
2. **INTER-NATIONAL WEBINAR DEPT. OF POLITICAL SCIENCE(ICSSR-ERC)::** A two-day Inter-national webinar by the Dept. of Political Science with financial Assistance from ICSSR-ERC on the topic ‘Culture of Fear in World Politics : Origin and Ramifications was held on 23-24, February 2021.
3. **PROGRAMMES CONDUCTED BY GEOGRAPHY DEPARTMENT WITH ISRO:** Department of Geography, in collaboration with the ISRO, in its out reach programs have conducted different skill development courses for the students and the faculties.
4. **PROGRAMMES CONDUCTED BY NSS:** NSS Units of the college have conducted different developmental, awareness and social out reach programmes through 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.

- **During this Pandemic Situation, the institution has Published TWO Edited volumes of Books, entitled “ Crises & Creativity : Contemporary Insights From The Field of Social and Basic Sciences” and “ India and The Pandemic: The Trajectories of Covid -19 & It’s Corollaries”**

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 2529, while the total no. of registered members of the Association is increased to 5826. The members can registered themselves online through college website. There was only 1 Executive Committee meeting held during this period. The fund available at the Association is Rs.1,29,772/- (One Lakh Twenty-nine Thousands Seven Hundred Seventy-two) only.

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

The Association has donated One Ahuja Podium (One in all) for an amount of Rs.38000/- (Thirty Eight Thousands) to be used in the New Conference Room of the college.

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Part-III (Financial Report)

1. Fund Received from:

Funds Category	2016-17	2017-18	2018-19	2019-20	2020-21
UGC	00	00	00	171535.00	239880.00
State Government	19806088	31015485.00	44977190.00	38239163.00	59726345.00
Others (Including Opening Balance)	48980820.83	52355068.94	35681959.77	29201914.01	38450941.52
Total	68786908.83	83370553.94	80659149.77	67612612.01	98417166.52

2. Income

Income Source	2016-17	2017-18	2018-19	2019-20	2020-21
Income from Students	12241228	17552073.10	16884310.85	21700155.67	17572707.00
Income from others	56545680.83	65818480.84	63774838.92	45912456.34	80844459.52
Total	68786908.83	83370553.94	80659149.77	67612612.01	98417166.52

3. Fund Utilization

Fund Utilized	2016-17	2017-18	2018-19	2019-20	2020-21
Building Construction	2914163	5636398.00	4873791.00	23333048.00	1074229.00
Play Ground	0	562614.00	97762.00	238250.00	80096.00
Student Welfare	222000	324257.00	204970.00	248788.00	78670.00
Faculty Development	0	0	00	60442.00	21928.00
Others (Including closing balance)	65650745.83	76847284.94	75482626.77	64732084.01	97184171.52
Total	68786908.83	83370553.94	80659149.77	67612612.01	98417166.52

4. Audited Statements of each and every assessment year are attached with this document.

Signature and date of the Academic Auditors:

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