

**ACADEMIC & ADMINISTRATIVE AUDIT-REPORT FOR THE SESSION
2022-2023
(1st July 2022 to 30th June 2023)**

Part-I

Name of the College: Surya Sen Mahavidyalaya, Siliguri

Audit Team Members :

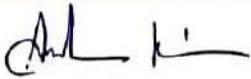
1. Prof. ARNIBAN MISRA,
Professor, Dept. of Chemistry, & Former Officiating Registrar, University of North Bengal
2. Prof. LAXMIKANTA PADHI
Professor of Philosophy, And Former Officiating Registrar, University of North Bengal


Date of Audit: 20th November 2023

College Timings:	Observation	Remarks / Suggestions
9 A.M to 5 P.M	<ul style="list-style-type: none"> 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 2nd Campus at Sahudangi by Govt. of West Bengal. The college has separate departments and departmental library for the benefit of the students and faculty members. Each department has independent smart boards for the ICT enabled classes and 6 more class rooms are installed smart boards for the benefit of Programme course students. From the Academic session 2023-24, the college has implemented FOUGP as per the direction of WBHED and Affiliating University with single major subject. 	<ul style="list-style-type: none"> 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	2018-19	2019-20	2020-21	2021-22	2022-23		
a)	BA	Sem-I	Hons.	390	411	418	378	412	VERIFIED AND AUTHENTICATED	VERIFIED AND AUTHENTICATED
b)	BA	Sem-III/ Part-II	Hons.	335	359	388	364	334		
c)	BA	Sem-V/ Part-III	Hons.	222	298	360	389	346		
d)	B.Com	Sem-I	Hons.	167	181	184	170	182		
e)	B.Com	Sem-III/ Part-II	Hons.	42	191	180	176	159		
f)	B.Com	Sem-V/ Part-III	Hons.	49	45	187	180	173		
g)	B.Sc	Sem-I	Hons.	78	65	74	67	64		
h)	B.Sc	Sem-III/ Part-II	Hons.	28	82	52	61	36		
i)	B.Sc	Sem-V/ Part-III	Hons.	15	24	84	49	59		
j)	BA	Sem-I	Gen	1500	1577	1775	2099	1944		
k)	BA	Sem-III/ Part-II	Gen	845	1263	1393	1544	1777		
l)	BA	Sem-V/ Part-III	Gen	536	700	1162	129	1425		


 Professor
 Department of Chemistry
 University of North Bengal
 Darjeeling - 734013, India


 Professor
 Department of Philosophy
 University of North Bengal

		Part-III					3				
m)	B.Com	Sem-I	Gen	407	467	544	609	375			
n)	B.Com	Sem-III/ Part-II	Gen	56	345	404	477	520			
o)	B.Com	Sem-V/ Part-III	Gen	76	52	315	373	449			
p)	B.Sc	Sem-I	Gen	64	45	54	76	50			
q)	B.Sc	Sem-III/ Part-II	Gen	6	45	38	34	49			
r)	B.Sc	Sem-V/ Part-III	Gen	10	03	46	38	32			
2.	Add-on/Certificate Courses: 1. COP in Computer Application 2. COP in Travel, Tourism and Management						From July 2018			VERIFIED 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"> • 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-	

III. Evaluation & Results						
1.	Conduct of Internal Examinations				Yes	
2.	Maintenance of Marks Register/File				Yes	
3.	Result of University Examination (Last Exam)					
Analysis of University Results(Percentage of passed students)						
	Course	2020-21	2021-22 (Revised)	2022-23 (Pre-revised)	Remarks	VERIFIED AND AUTHENTICATED
1	Bengali (Hons)	99	97.33	72.41	This is very poor result. As per the information received from the college authority, the students have applied for PPS. Though result is published but no consolidated data are forwarded to the college. Hence, the result data may be changed. Still, the college authority is advised to place it in their appropriate committee and Governing Body for initiating appropriate means to increase the % of result.	
2	Chemistry (Hons)	95	88.89	47.06		
3	Economics (Hons)	100	100	80.00		
4	English (Hons)	98	100	69.70		
5	Geography (Hons)	100	92.86	86.21		
6	History (Hons)	87	98.11	72.09		
7	Mathematics (Hons)	100	96.88	3.57		
8	Physics (Hons)	100	87.5	61.54		
9	Political Science (Hons)	99	92.00	61.29		
10	Sociology (Hons)	92	98.63	46.88		
11	Commerce (Hons)	97	99.44	42.01		
12	B.A (General)	86	82.28	15.12		
13	B.Sc (General)	100	83.93	17.44		
14	B.Com (General)	73	80.00	17.24		
IV. Learning Resources						
1.	Library				Yes	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

Based 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', Alumni, Governing Body Members and Faculties' feedback report as conducted by IQAC of the College provides the detail as asked from time to time. The Feedback analysis is discussed in IQAC & forwarded to G.B for necessary action.
How effectively do lecturers draw upon their research, scholarship or professional activity to

inform their teaching?

- 2 of the faculty members(1 in Physics & 1 in History) 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.
- 6 faculty members including Principal 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, History, Political Science, Physics 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/ PUBLICATI ON	BOOK/ CHAPTE R	WEBINAR/SEMINAR / Conference / Workshop		SKILL DEVELOPMENT PROGRAM			SPECIAL COUNSELI NG
			PRESENT ED	ATTEND ED	Orientati on Course	Refresh er Course	Short Term Course s/ Others	
BENGALI	4	2+8	2					
CHEMISTRY	03	00	02	06	00	00	02	04
COMMERCE	00	01	00	07	00	00	05	00
COMPUTER SCIENCE	-	01	-	01	-	-	02	-
ECONOMICS	-	4	2	4	1	1	-	-
EDUCATION		2					6	
ENGLISH	1	2	1	4	00	00	00	11
GEOGRAPHY	-	09	-	08	-	-	06	-
HISTORY	02	02	01	-	-	-	09	-
POLITICAL SCIENCE	04	02	01	-	-	-	-	-
SOCIOLOGY	-	02	-	-	-	-	03	-
PHYSICS	02	01	-	-	-	-	-	-
MATH'S	2	2	3	2	-	1	-	-
EVS	-	-	-	-	-	-	-	-
Hindi	-	-	-	-	-	-	02	-

What was the Role of IQAC for Academic Development during the period? Yes. The following activities were undertaken by IQAC during the last Academic year.

- The completed AQAR 2021-22 was uploaded and submitted in the NAAC portal in due time.
- The CAS Documents of Dr. Tuhin Kanti Ray, Dr. Pompei Sarkar, Smt Nimu Rai, Dr Phurba Tamang from Assistant Professor Stage I to Stage II, and Smt R. D. Sherpa from Assistant Professor Stage III to Associate Professor was approved by IQAC and forwarded to the Principal for further action
- The Academic and Administrative Audit, Green Audit and Energy & Environmental Audit for the session 2021-22 were completed and approved by IQAC.
- The Feedback Analysis of Students, Teachers, Management and Alumni for the session 2021-22 was done and forwarded to the GB for further action .
- Two 30-hour Faculty Development Programs on "Publication and Professional Development" from

15.06.2022 to 21.06.2022 and on "Teaching and Learning in Higher Education: Challenges And Opportunities" from 29.11.2022 to 03.12.22 have been successfully completed.

- 30 hr add-on courses were organized by the departments of Economics and Sociology on "Basic Statistics and Data Analysis", by dept of Geography on "Open Source Software, aerial Photographs, Satellite image and GPS", by dept of History on "Heritage of India".
- Various Field Survey / Trips / Excursions were organized by the departments of Geography and History for the different Semesters.
- Socioeconomic survey was organized by the dept of Geography in Bishnupur, Bankura District, dept of Political Science in Songachhi tea estate.
- Industrial Visit was organized by Dept of Chemistry to S N Polymers Pvt Ltd, Fulbari, by Dept of Commerce to Singtam, East Sikkim.
- An awareness program on "Achieving Moral Excellence" was organized on 17.09.2022, on "Cervical Cancer" was organized on 24.01.2023, "Thalassemia" on 20.01.2023. Health assessment program was organized on 13.05.2023 .
- Public Interaction Program was organized by Department of Geography in collaboration with CGWB, Eastern Region, Kolkata on Sustainable Ground Water Management in Darjeeling District .
- Workshops were organised throughout the year on the following topics:
 - ❖ Vulture Conservation and Nature Study by Eco Club in Collaboration with Himalayan Nature and Adventure Foundation & Bombay Natural History Society
 - ❖ Overview of Banking, Insurance and Other Financial Institutions
 - ❖ Economy of Today and Economist for Tomorrow
 - ❖ Q-GIS, GNSS and Google Earth Engine
 - ❖ Mandala Art
 - ❖ Safeguarding Life, Mind And Health
- Faculty exchange programs were organized by the departments of Bengali, Environmental Studies, Geography, Political Science, History and Sociology.
- Wall Magazines were published by the departments of Bengali, Chemistry, English, History, Geography, Mathematics, Economics, Political Science, Physics, Sociology and Environmental Studies.
- Student Centric Seminars / Poster Presentations were organized by the Departments of Chemistry, Education, English, Environmental Studies, History, Geography, Mathematics Physics, Sociology, Commerce ● Invited lectures were organized by the departments of Chemistry, Education, Environmental Studies, History, Geography&Physics .
- Career counseling and career awareness sessions were organized by the Student support and Placement Cell throughout the year in collaboration with agencies like Poshac India Foundation, RICE Smart Education, SBI General Insurance, Amity University, Pune Institute of Business Management, CMR University, Bangalore, Sunstone Leap, Gurgaon, NSHM Institute, Kolkata, &NAVYK Organization

<ul style="list-style-type: none"> • Certification Program was organized on Travel and Tourism • World Environment Day, on the theme “Beat plastic pollution, Ecosystem Restoration” was observed on 05.06.2023 consisting of special lectures on the theme followed by tree plantation. Tree plantation program was also carried out on the occasion of Independence Day and “Mera Mati Mera Desh” campaign. • Gender sensitization and Seminar on “Women and Empowerment” were organized by the Women’s Cell. • NSS units I and II conducted various special camps, awareness programs and took numerous social welfare initiatives throughout the year • Self-Defense training course for Girl students were conducted throughout the year in four phases by the Alumina Association 	
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 2256, while the total no. of registered members of the Association is increased to 10404. The members can registered themselves online through college website. There were only 2 Executive Committee meetings&1 General Body Meetings were held during this period. The fund available at the Association is Rs.4,81,634/- (FourLakh Eighty-one Thousands Six Hundred Thirty-four) 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. Similarly, the association has started free Kabadi training for the Girls & boys students having 14 students each. The association has donated Rs.49,900/- (Rupees Forty-Nine Thousand Nine Hundred) for purchasing books for Book Bank facilities for the students and Rs. 64,500/- Rupees Sixty-Four Thousands Five Hundred) is spent for donating JBL Speaker for the Seminar Hall of the College.	

Part-III (Financial Report)

1. Fund Received from:

Funds Category	2018-19	2019-20	2020-21	2021-22	2022-2023	Remarks (If Any)
UGC	00	171535.00	239880.00	272680.00	497744.00	
State Government	44977190.00	38239163.00	59726345.00	59916782.00	61438502.00	
Others (Including Opening Balance)	35681959.77	29201914.01	38450941.52	40586641.68	46892948.00	
Total	80659149.77	67612612.01	98417166.52	100776103.68	108829194.92	

2. Income

Income Source	2018-19	2019-20	2020-21	2021-22	2022-2023
Income from Students	16884310.85	21700155.67	17572707.00	22778227.05	27938674.00
Income from others	63774838.92	45912456.34	80844459.52	77997876.63	80890520.92
Total	80659149.77	67612612.01	98417166.52	100776103.68	108829194.92

3. Fund Utilization

Fund Utilized	2018-19	2019-20	2020-21	2021-22	2022-23
Building Construction	4873791.00	23333048.00	1074229.00	1783867.00	2847048.00
Play Ground	97762.00	238250.00	80096.00	00	00
Student Welfare	204970.00	248788.00	78670.00	163856.00	319050.00
Faculty Development	00	60442.00	21928.00	12675.00	166915.00
Others (Including closing balance)	75482626.77	64732084.01	97184171.52	98815705.68	105496181.92
Total	80659149.77	67612612.01	98417166.52	100776103.68	108829194.92

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 Academic Auditors:



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And Former Officiating Registrar
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