ACADEMIC & ADMINISTRATIVE AUDIT REPORT
FOR THE SESSION 2019-2020
(1st June 2019 to 31st October 2020)

Part-I

Name of the College: Surya Sen Mahavidyalaya, Siliguri, West Bengal

Audit Team Members :

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

2. Dr. LAXMIKANTA PADHI
   Head and Associate Professor
   Department Philosophy
   University of North Bengal
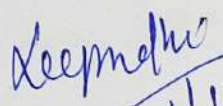
Date of Audit: 21st December 2020

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 2nd Campus at Sahudangi by Govt. of West Bengal.	The College authority may introduce morning and day shift classes to cater the demands of the students in this region and more improvement of the present infrastructure. 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	2015-16	2016-17	2017-18	2018-19	2019-20		
a)	BA	Part I	Hons.	285	355	348	390	411		
b)	BA	Part II	Hons.	217	160	335	323	359		
c)	BA	Part III	Hons.	223	196	98	222	298	AUTHENTICATED	VERIFIED AND AUTHENTICATED
d)	B.Com	Part I	Hons.	121	109	121	167	181		VERIFIED AND AUTHENTICATED
e)	B.Com	Part II	Hons.	66	92	90	42	191		
f)	B.Com	Part III	Hons.	109	45	93	49	45		
g)	B.Sc	Part I	Hons.	47	45	52	78	65		
h)	B.Sc	Part II	Hons.	22	31	21	28	82		
i)	B.Sc	Part III	Hons.	20	21	18	15	24		
j)	BA	Part I	Gen	1555	1912	1549	1500	1577		

21/12/2020
Professor
Department of Chemistry
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21/12/2020
Head
Department of Philosophy
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k)	BA	Part II	Gen	925	785	1082	845	1263			
l)	BA	Part III	Gen	581	722	315	536	700			
m)	B.Com	Part I	Gen	396	288	212	407	467			
n)	B.Com	Part II	Gen	193	126	171	56	345			
o)	B.Com	Part III	Gen	143	181	66	76	52			
p)	B.Sc	Part I	Gen	41	30	29	64	45			
q)	B.Sc	Part II	Gen	31	26	11	6	45			
r)	B.Sc	Part III	Gen	25	33	18	10	03			
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 contractual/SACTs:
	   2. No Teachers submitted:
	   3. No Teachers Not submitted with details:
									61
									 61
									 NIL	

2.	Conduct of Classes								• Class room teaching • Audio Visual Teaching/ Power point • Unit test • E-ngage Portal	
3.	Use of supplementary teaching tools and application of ICT								Yes	
4.	Student-centric Activities								• Debates and discussion • Student's presentation • Drama competition • Dance and Musical performance • Youth Parliament competition • Publication in student's magazine • Departmental wall magazine • Poster presentation • Games and sports	**VERIFIED AND AUTHENTICATED**
5.	Student-centric Seminars								Yes	Students' Seminars need to be introduced for the general students

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				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		Yes	
2.	Maintenance of Marks Register/File		Yes	
3.	Result of University Examination (Last Exam)			

Analysis of University Results (Percentage of passed students)

	Course	2017-18	2018-19	2019-20		
1	Bengali (Hons)	100	86	100		
2	Chemistry (Hons)	100	100	100		
3	Economics (Hons)	0	100	100		
4	English (Hons)	100	100	100		
5	Geography (Hons)	100	100	100		
6	History (Hons)	100	83	100		
7	Mathematics (Hons)	75	53	100		
8	Physics (Hons)	NA	NA	100	Hons. started in 2017-18	
9	Political Science (Hons)	100	84	100		
10	Sociology (Hons)	100	90	100		
11	Chemistry (Hons)	100	100	100		
12	Commerce (Hons)	93	62	100		
13	B.A (General)	43	54	100		
14	B.Sc (General)	70	58	100		
15	B.Com (General)	90	73	90		

IV. Learning Resources

1.	Library		Yes	
2.	Laboratories		Yes	

VERIFIED AND AUTHENTICATED

			VERIFIED AND AUTHENTICA TED
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 *priori* 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. Faculty Appraisal Diary is maintained by the individual faculty, countersigned by HoD / DiCs and HoI.
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.

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?
• 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 Principal/Head of the Institution 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 semesters and for all the students. The college has also developed it's own Online Portal named 'E-ngage' 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 academic development activities are given Below:

DEPARTMENT	JOURNAL/ PUBLICATION	BOOK/ CHAPTER	WEBINAR/SEMINAR		SKILL DEVELOPMENT PROGRAM			SPECIAL COUNSELING
			PRESENTED	ATTENDED	Orientation Course	Refresher Course	Short Term Courses	
BENGALI	3	2	1	81		1	6	
CHEMISTRY	3		5	72		1	2	
COMMERCE	5			103	2	1	18	2
COMPUTER SCIENCE				16			2	
ECONOMICS		1	1	87				
EDUCATION				67			7	
ENGLISH	2		1	74	1		9	1
GEOGRAPHY		1	3	72	1		9	
HISTORY			1	50		1	10	4
POLITICAL	2	1	7	39			2	

SCIENCE								
SOCIOLOGY				43			4	
PHYSICS	2		3	52	1	1	3	
MATHS	1		2	17			2	
EVS				13			2	
LIB	2	1			1	1	4	

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 Teaching Staff and NTS to undergo a 'Comprehensive e-Learning to e-Training guide for Administrative Work', held from May 25 to June 5, 2020, organised by **Ramanujan College, New Delhi**, in collaboration with **MHRD, GOI**, and reimbursed the course fee of the successful participants by the college.

No. of teaching participants:17   **No. of non-teaching participants:06.**

- **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 3 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 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 ON DIGITAL EDUCATION**: A National Webinar organized by IQAC, on 23 June 2020 in collaboration with Digital Edu Solution, Pune, titled Digital Transformation in Higher Education: Necessity & Change, to explore the avenues of implementing digital technology in the higher education field.

2. **NATIONAL WEBINAR BY ENGLISH DEPARTMENT**: Department of English, in collaboration with IQAC, organized a National Level webinar on the topic 'Coping with Corona: Literature as Antidote', on 9th July 2020 which focused on Biblio therapy as a combating strategy against pandemic related depression.

3. **NATIONAL WEBINAR BY STUDENTS' SUPPORT & PLACEMENT CELL**: A three-day National webinar by the IQAC & Student Support and Placement Cell, in collaboration with Skill to Hire, Hyderabad on the topic 'Skill Development' was organized from 17 to 19 July 2020. The webinar discussed the methodologies of developing skills of the students which can give them an extra edge in the job market.

4. **NATIONAL WEBINAR BY GEOGRAPHY DEPARTMENT**: Department of Geography, in collaboration with the IQAC, organized a national webinar on 22 July 2020 on the topic 'Institutional Methodology of Online Induction Program & the Issues related to it in Recent COVID 19 situation in India', to probe into the feasibility of conducting

Induction Program in online mode.

5. **NATIONAL WEBINAR BY CENTRAL LIBRARY**: A two-day National webinar by the IQAC & Central Library In collaboration with Skill-to-Hire, Hyderabad was held on 25 & 26 July 2020 on the topic 'Easy Implementation of LMS in the Institutions'. Students from all over the nation participated.

6. **NCC ORGANISES NATIONAL WEBINAR ON KARGIL VIJAY DIVAS**: Webinar On Kargil Vijay Divas was organized by the NCC unit of the college on 27th July 2020, to observe the 20th anniversary of Indian Army's victory in the Kargil war and also to impart the spirit of patriotism among the young hearts.

   LINK: https://www.youtube.com/watch?v=NQC0kbS-xNw

7. **ONLINE WORKSHOP BY THE BOOK CLUB OF DEPARTMENT OF ENGLISH**: An workshop titled 'Read as You Like' was organized by the book club of English Department-' Between the Lines', in collaboration with IQAC on 28th July 2020. The workshop celebrated the culture of reading as a rewarding experience and reading for pleasure as the only way to develop and strengthen literacy skills ideas.
   Link: https://youtu.be/IG3ieBnULCM

8. **WEBINAR ON CORONA AND MENTAL HEALTH**: Organised by Women's Cell, Surya Sen Mahavidyalaya in collaboration with IQAC, SSM & Siliguri Fight Corona (A Consortium of different Volunteer Organisations) on 27th July,2020, the webinar discussed issues of mental health of the students during COVID -19 pandemic situation and suggested possible way out from this.
   LINK:https://www.youtube.com/watch?v=BpFizuMDmgk

9. **WEBINAR LECTURE SERIES BY THE DEPARTMENT OF POLITICAL SCIENCE**: Two-day invited Lecture Series was organised by the Department of Political Science in collaboration with IQAC from 28 to 29 July 2020 on 'India's Act East Policy' and the 'State of Diplomacy in the COVID 19 era'. The lectures traced India's shifting political stance in recent times concerning its neighbours and the role of diplomacy as a political tool in the post-COVID 19 era.
   LINK:https://www.youtube.com/watch?v=ax_uZ_SdsQQ

- **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 Bengali 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.

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 number of members registered during this period is 1122, while the total no. of registered members of the Association is increased to 3297. The members can registered themselves online through college website. There were all total 4 meetings held (3 numbers of Executive Body Meeting and 1number of Annual General Body Meeting) during this period.

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How does Alumni Association contribute for the development of the Institution?
The Alumni Association organized one National Webinar for the Students on the topic ' A Matter of Mind: Covid 19 and it's Impact on the Psychological Behaviour of human beings' on 6th September 2019 and organized one Blood Donation Camp in association with NSS Unit-II, NCC Unit and Lions Club of Siliguri Givers on 24th September 2019. The association has planned to donate Rs.30,000/- to the Central Library for Book Bank and will reimburse the admission fee of 10 (Ten) economically and needy students.

Part-III (Financial Report)

1. Fund Received from:

Funds Category	2015-16	2016-17	2017-18	2018-19	2019-20
UGC	00	00	00	00	171535.00
State Government	18503192	19806088	31015485.00	44977190.00	38239163.00
Others (Including Opening Balance)	48881189.26	48980820.83	52355068.94	35681959.77	29201914.01
Total	67384381.26	68786908.83	83370553.94	80659149.77	67612612.01

2. Income

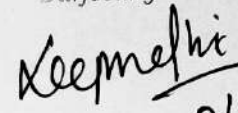| Income Source	2015-16	2016-17	2017-18	2018-19	2019-20
Income from Students	15308176	12241228	17552073.10	16884310.85	21700155.67
Income from others	52076205.26	56545680.83	65818480.84	63774838.92	45912456.34
Total	67384381.26	68786908.83	83370553.94	80659149.77	67612612.01

3. Fund Utilization

Fund Utilized	2015-16	2016-17	2017-18	2018-19	2019-20
Building Construction	617002	2914163	5636398.00	4873791.00	23333048.00
Play Ground	0	0	562614.00	97762.00	238250.00
Student Welfare	78695	222000	324257.00	204970.00	248788.00
Faculty Development	126500	0	0	00	60442.00
Others (Including closing balance)	66562184.26	65650745.83	76847284.94	75482626.77	64732084.01
Total	67384381.26	68786908.83	83370553.94	80659149.77	67612612.01

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

Signature of the Academic Auditors:

1. 21/12/2020
Professor
Department of Chemistry
University of North Bengal
Darjeeling - 734013, India

2. 21/12/2020

Head
Department of Philosophy
University of North Bengal