



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		SURYA SEN MAHAVIDYALAYA
• Name of the Head of the institution	PRANAB KUMAR MISHRA	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03532691489	
• Mobile No:	9233463895	
• Registered e-mail	principal@suryasencollege.org.in	
• Alternate e-mail	pkmishra@suryasencollege.org.in	
• Address	BLOCK-B, SURYA SEN COLONY, SILIGURI TOWN, SILIGURI	
• City/Town	SILIGURI	
• State/UT	WEST BENGAL	
• Pin Code	734004	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	UNIVERSITY OF NORTH BENGAL				
• Name of the IQAC Coordinator	DR BABLEE MANDAL				
• Phone No.	9474542255				
• Alternate phone No.	9474542255				
• Mobile	9474542255				
• IQAC e-mail address	iqac@suryasencollege.org.in				
• Alternate e-mail address	bmandal@suryasencollege.org.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://suryasencollege.org.in/iqac/AQAR_20_21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://suryasencollege.org.in/new_2020_academic_calender_2021-22.php				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.85	2019	15/07/2019	14/07/2024
6.Date of Establishment of IQAC			14/06/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DEPARTMENT OF PHYSICS, SURYA SEN MAHAVIDYALAYA	UGC-DAE-CSR	UGC-DAE	2021-22 / 1 YEAR	272680
DEPARTMENT OF GEOGRAPHY, SSM	NATIONAL WEBINAR	ICSSR-ERC	2021-22/ 1 YEAR	40000
DEPARTMENT OF ENGLISH, SSM	INTERNATIONAL WEBINAR	ICSSR-ERC	2021-22/ 1 YEAR	50000
DEPARTMENT OF POLITICAL SCIENCE, SSM	INTERNATIONAL SEMINAR	ICSSR-ERC	2021-22/ 1 YEAR	50000
DEPARTMENT OF HISTORY, SURYA SEN MAHAVIDYALAYA	ICSSR Minor Project 2021-22	ICSSR, NEW DELHI	2021-22/ 1 YEAR	500000
SURYA SEN MAHAVIDYALAYA	SALARY FOR THE YEAR 2021-22	STATE GOVERNMENT, WEST BENGAL	2021-22/ 1 YEAR	59916782

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the 	No File Uploaded

meeting(s) and Action Taken Report		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>With a view to improve the research environment of the institution, R & D Cell with support from IQAC introduced the concept of "Saturday Rostra". It is basically a lecture series for providing a platform to all the Faculties for presenting their views on topics of common and research Interests.</p>		
<p>As a part of "Azadi ka Amrit Mahotsav" celebration, the Department of Political Science backed by IQAC organized a two-day International Seminar from 23rd to 24th March, 2022 on "Strategies and Tactics of Indian Nationalist Movement: A Close Look on a Few Lesser Known Events / Heroes". The institution collaborated with ICSSR-ERC for the event.</p>		
<p>Two webinars were organized under IQAC's patronage. One International on "Revisiting Satyajit Ray: A Centennial Tribute" organized by the department of English in collaboration with Bangladesh Film Institute on 10th January, 2022. The other National on "Population, Growth, Resource Utilization and Environmental Sustainability" organized by the department of Geography in collaboration with ICSSR from 14th to 15th November, 2021</p>		
<p>Two new MoUs were signed by the institution with International Institute of Geospatial Institute of Science and Technology (IIGST) for running specialized courses, workshops, seminars etc. and Mahindra CSR for implementation of employability skills and training programs.</p>		
<p>A year long training program for Self Defense for Girls has been initiated by the Life-Skill and Well-Being Cell and NSS in collaboration with Kudo Mixed Martial Art Association, Siliguri and supported by IQAC.</p>		
<p>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</p>		

Plan of Action	Achievements/Outcomes
<p>To conduct Green Audit, Energy Audit and Academic and Administrative Audit</p>	<p>The Audits and been completed and approved</p>
<p>To organize academic / cultural / extracurricular activities in addition to routine academics proposed by various departments for the overall student development</p>	<p>Wall magazine was published by the students of History, Sociology, English and commerce Faculty-exchange / invited lectures were organized by the departments of Bengali, Economics, Education, Environmental Studies, Geography and Mathematics Student-centric seminars were organized by the departments of Bengali, Chemistry, Environmental studies, English, Geography, History and Mathematics Poster presentation was organized by the students of the department of Chemistry and Education and workshops were organized for the students of English, Sociology and Mathematics. Add-on courses were organized by the departments of Bengali, Economics, Education, Environmental studies, History, Mathematics and Women's Cell Industrial visit was organized by the department of Commerce Independence Day, Republic Day, National Science Day, National Mathematics Day, World Environment Day, International Women's Day and the Birth and Death Anniversaries of Renowned personalities were observed by different departments and committees with whole hearted student participation in the different programs / competitions held to commemorate the above occasions</p>

<p>To organize National / International Seminars / Conferences on current topics of relevance</p>	<p>ICSSR sponsored National / International seminars / webinars were organized by the departments of Geography, English and Political Science</p>
<p>To organize career counseling program for the students</p>	<p>Various Career Counseling Sessions, Skill Development Counsellings, Employability Training Workshops etc were organized by the Student support and Placement Cell throughout the year</p>
<p>To organize Faculty Development / training programs for Teaching and Non-Teaching staffs of the college</p>	<p>A 30 hour Faculty Development Program on "Publication and Professional Development" was organized by IQAC from 15.06.2022 to 21.06.2022 Training Program was organized on "Online educational resources" from 21.02.22 to 22.02.22 and on "Cloud Based Library Automation" from 23.02.22 to 24.02.22 for the library staff by IQAC A workshop on "Office Automation including entry of daily departmental activities" was organised from 04.03.22 to 05.03.22 by Nextgen</p>
<p>To take steps to improve research and publication of the faculties</p>	<p>With a view to improve the research environment of the institution, R & D Cell with support from IQAC introduced the concept of " Saturday Rostra". It is a lecture series for providing a platform to all the Faculties for presenting their views on topics of common and research Interests. A total of six "Rostra" lectures were delivered. In this session our in-house publication wing successfully brought out two edited research volumes. Moreover in this session, our</p>

	<p>faculties have published 10 articles in International / National Journals and 23 books / book chapters</p>
<p>To organize programs on Mental Health in the post-pandemic era</p>	<p>Two invited Lectures were organized by the Life-Skill and Mental Well-Being Cell - One on "Importance of Mental Health for Healthy Life" and the other on "How to Celebrate Life with a Positive Mindset". In addition the same Cell also organized a seminar on "Yoga for Humanity" and also arranged a Program on "Career in Yoga and Psychological related counseling" for the students.</p>
<p>To organize Gender-Sensitization and other related programs</p>	<p>Gender Sensitisation Workshop on "Socio- Legal Awareness for Gender Discrimination" was organized by the Women's Cell in collaboration with Internal Complaints Committee The Women's Cell also organized and Add-on Course on "Understanding Gender" Moreover, the NCC unit of the institution organized an awareness program on "Women Health and Menstruation Cycle"</p>
<p>To sign new MoUs with various agencies for enriching the academic potential of the Institution</p>	<p>Two new MoUs were signed by the institution with International Institute of Geospatial Institute of Science and Technology (IIGST) for running specialized courses, workshops, seminars etc. and Mahindra CSR for implementation of employability skills and training programs.</p>
<p>To renew the Old MoUs</p>	<p>The two existing MoUs of the Institution - one with Plassey College and the other with Anudip Foundation were renewed.</p>

To participate in NIRF ranking	Participated
To aim for complete office automation and preparation of tailor-made software for this dedicated App for this	The process, though initiated in the previous academic session, could not be completed then due to the prevailing pandemic situation. However, it has been achieved in this academic session and we have a dedicated app as well as a login area in the website for the above purpose. After two training sessions with the teaching and non-teaching staff, the process is now fully activated. Moreover, we have converted the self-appraisal of teaching staff to online environment-friendly mode (paperless) with the help of this program
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	02/12/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	27/02/2022
15. Multidisciplinary / interdisciplinary	
<p>The institution is committed to transforming itself into a multidisciplinary institution in line with the NEP 2020 as and when the affiliated university officially decides on its implementation. After doing the feasibility study for the effective implementation of the NEP 2020, it is observed that the implementation is possible only if the HEI gets academic and administrative support from the government.</p>	

Since this is a government-aided institution and is affiliated to the University of North Bengal, converting it to a holistic multidisciplinary institution depends on government policies on the recruitment of teachers for vacant posts, creation of new posts and the introduction of new subjects from various fields. If specialized teachers are recruited in various disciplines, the HEI has good infrastructure to run flexible curriculums with multiple entries and exits at the end of 1st, 2nd, and 3rd years of UG education. Implementation of STEM education at the present stage is not feasible, however the institution gives due importance to experiential learning. Currently, we have provisions for field survey and projects in the areas of community engagement and service and environmental education in Sociology, History, Geography, Political Science, Economics and Environmental Studies (as AECC). The institution has an active Research Cell promoting interdisciplinary research and we have already published 5 volumes containing interdisciplinary papers. One of the good practices in the field of research is the introduction of the 'Saturday Rostra' lecture series where teachers from the departments deliver lectures on society's pressing issues and matters with research interests.

16. Academic bank of credits (ABC):

Since the NEP 2020 has not been officially introduced here, the institution has not yet taken the initiative to fulfill the requirement of Academic bank credits as proposed in NEP 2020 and it is not yet registered under the ABC. However, since the institution has a well-established digital eco-system, implementing the academic bank of credits, the digital repository of credits earned by the students, is expected to be smooth and hassle free. Meanwhile, the students are given proper information about the meaning and purpose of the ABC, through a series of seminars on NEP 2020.

17. Skill development:

The NEP has laid the emphasis on the skill development that may help the students to get placement opportunities in the future. The institution runs certificate courses like computer learning, language learning skill, etc to generate employability for the students. Various departments also conduct add-on courses and arrange seminars on matters of skill development for the students. The college has signed MOUs with some organisations engaged in developing students' skills and seminars and workshops are conducted to help the students get exposed towards vast employment opportunities. Faculties regularly apprise the students about various online educational platforms and agencies through which they can develop their soft skills, entrepreneurship skills and

communication skills. The HEI also aims at inculcating positive values among its students by regularly conducting value-based programs. Many such courses are offered in blended mode .

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Except for English, the institution offers all other courses in bilingual mode. The multi-ethnic and multi-lingual social structure of the city provides a natural edge to the faculties to use the bilingual mode of teaching for the ease of students' understanding. The existing CBCS syllabus has much scope to promote Indian classical traditions and cultural heritage. Various departments conduct study tours to nearby places of historical and cultural importance and help the students integrate practical knowledge gained from such visits with the existing curriculum.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The overall eco-system of the institution is aimed towards providing OBE to the students.The college has introduced student centric practices like project-based learning, field-study,experiential learning , group discussion etc.to ensure proper outcome of a course to facilitates enrichment of students' knowledge.Our teaching methodology aims at proper integration of theoretical and practical aspects of learnings.

20.Distance education/online education:

The HEI has a brilliant infrastructure to run online classes and various courses.Since the college is a Learning Support Centre of the IGNOU, many a faculty are already exposed to the distance education methodologies.Regarding online education, most of the rooms are equipped with HD interactive boards and our dedicated server with G suite accounts of teachers ensures a seamlessly imparting blended mode of teaching. The unique E-engage portal , a repository of free online study materials , adds to the existing EdTech infrastructure of the college

Extended Profile

1.Programme

1.1 518

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **8377**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **3770**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **1914**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **63**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **63**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	518
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	8377
Number of students during the year	

File Description	Documents
Data Template	View File

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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1914
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	63
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	63
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	44
Total number of Classrooms and Seminar halls	
4.2	135.49191
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	120
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- At the beginning of the academic session the affiliating university publishes academic calendar which the college follows strictly to prepare the routine
- Classes are conducted in digital classrooms where teachers conduct classes using PowerPoint presentations / traditional board and marker, according to the demand of the topic being taught.
- Instruments, models are used in Science theory classes for better grasp of the topic. The students practice practical experiments beyond the scheduled classes, to build a better concept.
- Post-pandemic, our departments have taken full advantage of blended mode of teaching. In addition to the scheduled offline classes, many teachers have taken special classes through their institutional g-suite accounts.
- E-study materials are regularly uploaded in the e-engage portal of our college website by the teachers.

- Student-centric seminars, poster presentation, wall magazine / e-magazine publication, industrial / field visits / social outreach programs, project preparation are part of the curriculum, to help the student delve deep into the topic for better understanding.
- Invited Lectures and Faculty-Exchange programs are organized to give the students a broader perspective of the subject.
- At the end of session, feedback is taken and analyzed by IQAC from all the stakeholders on various questions on syllabus and curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://suryasencollege.org.in/new_2020_ro_utin.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The IQAC prepares the academic calendar of the college as per the university guidelines at the beginning of the session where the tentative schedule of internal assessments are incorporated. The different modes of continuous evaluation employed are as follows:

- The departments continuously conduct unit tests to evaluate the students which is a part of their internal assessment. The actual schedule of the tests is published by the departments in their notice boards as well as the website. In case, of poor performance, the re-tests are sometimes conducted to boost the confidence of the students.
- Seminar topics are provided to the students on which they give PowerPoint presentations which is followed by interactive session. Students are evaluated based on their content, presentation and interaction.
- For certain papers, specifically the field-based ones, the students prepare and submit project reports / assignments on which their internal assessment is done.
- Viva voce is the mode of evaluation of some papers, especially the practical papers.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://suryasencollege.org.in/new_2020_DepartmentalNotice.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

25

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3604

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1193

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Chemistry syllabus includes Pesticide Chemistry dealing with their toxic effects on environment and living beings. Green Methods in Chemistry dealing the various methods to carry out sustainable chemistry. Industrial Chemicals & Environment covers pollution and role of mankind prohibiting the same.

History syllabus covers the slave system in ancient world which depicts the absence of human values among the affluent and richer section of society. The marriage system, gender studies elaborate the existence of disparity among marginalized or weaker gender. The agrarian economy, trade and commerce, towns and urban development contribute to our understanding of professional ethics

among various groups of people and their organizations.

Sociology syllabus deals with the basic concepts of the discipline like folkways, mores, norms, values, social control, culture, gender which provide a very precious background to develop professional ethics.

Indian and European classical literature, drama and poetry included in English powerfully demonstrate the relevance of gender issues; human values like love, respect, forgiveness and dignity; and the concern and use of interpretative tools to find ways of using these texts to understand the role of humanity in creating a sustainable environment.

Environmental studies syllabus creates awareness and identifies ways for a sustainable environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

5169

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://suryasencollege.org.in/igac/Students_Feedback_2021_22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3754

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1225

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the beginning of the session, on the basis of the last examination results, internal assessments and initial classroom responses, students are categorized into Slow and Advanced Learners followed by departmental planning in addressing the issue of comprehensibility of learning of the students. With the resumption of normal physical classes, after the pandemic-affected previous academic sessions, we took special measures to ensure the adaptability of the students in the new-normal environment and strategized things accordingly.

Objectives for Slow-learners:

1. To improve their ability of understanding
2. To raise their confidence level.
3. To improve their examination performance.

Policies of Execution for slow-learners:

1. maintaining separate registers for slow learners
2. Arranging Special classes.
3. Arranging special online Doubt-Clearing Sessions.
4. 24x7 online accessibility of the teachers for any support.
5. Psychological counseling

Strategies to address the issue of Advanced-Learners:

Objectives:

1. To inculcate the habit of in-depth thinking.

2. To develop research aptitude

Policies of Execution:

1. Individual attention to the students
2. To apprise the students about the latest developments in the respective subjects
3. Provide reference books to build a comprehensive idea of the topics
4. To arrange special seminars for the students
5. Encouraging them to participate in inter-college creative activities

File Description	Documents
Link for additional Information	https://suryasencollege.org.in/naac/supportdoc_2022-23/2.2.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
8377	63

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In the new-normal academic environment, after the prolonged lockdown period, the departments took well-thought-out initiatives in catering to the special needs of the student fraternity with an aim to bring them back to the conventional track of learning processes. The newly adopted blended mode of teaching acted as an impetus for the students, as evident from their active participation in all academic and creative activities. In general, teachers tried to make the teaching-learning process an enjoyable

and meaningful one for the students through various innovative means, to augment the practical usability in real-life.

The college has implemented various student-centric innovative teaching methodologies throughout the session, like 1. Student-centric seminars with a mandatory presentation of papers 2. Group discussion by the students on a given topic. 3. Screening of Educational videos/Film screening followed by analysis.4. Publication of e-magazines by the departments.5. Publication of wall magazine 6. Museum and archive visit 7. Social outreach program, 8. Industrial visits,9. Field visits, 10. Different skill development programs, 11. Industry-student interface [bullets]12. Simulated video tutorials for Chemistry and Physics as a replacement for practical classes during lockdown. 13. Practical classes.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://suryasencollege.org.in/naac/suppor_tdoc_2022-23/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution has 15 ICT enabled classrooms equipped with 4K UHD Interactive Hubs with inbuilt computers, which the faculties use extensively in imparting daily lessons. We have procured G-Suite domain which has transformed the teaching-learning process. This system ensured (1) powerful and hassle-free email connectivity for faculties, staff, and students, and (2) taking of all online classes, as a part of our blended mode of teaching methodologies, through newly opened Google Classrooms. The institution has made it mandatory for all the departments to conduct student-centric seminars through power point presentations. Our 'e-engage' portal, a dedicated repository of online study material in various formats, has remained a constant favorite with the students, as it was during the lockdown period, as students could access stored materials at their convenience. By using IT-enabled tools, science departments conducted virtual practical classes by simulating the experiments and uploading the same on the virtual classroom during January when the state government declared a month lockdown.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://suryasencollege.org.in/naac/suppor_tdoc_2022-23/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

587

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution adopts flexible and transparent assessment methodologies for the students. Apart from class tests, departments use project submissions, seminar presentations, assignment submissions, and group discussions to assess students' learning outcomes. The departments conduct unit tests regularly and the results are displayed on the departmental notice boards. The performance of the students is discussed in the departmental meetings and the report of the analysis is placed in the academic committee meetings. If dissatisfied with his/her performance, a student has the scope of reviewing his/her answer scripts. One of our best practices in this regard is to make arrangements for special internal tests for those students who could not attend a scheduled exam for valid reasons.

File Description	Documents
Any additional information	View File
Link for additional information	https://suryasencollege.org.in/new_2020_DepartmentalNotice.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

In general, the college conducts (a) monthly class tests (b) Re-test for those who miss the scheduled test for genuine reasons(c) Test examination before the semester-end examination (d) re-test for those who could not qualify for the test. The college publishes the results on the college notice board and corresponding WhatsApp groups. If a student is dissatisfied with her/his performance, the college has the provision of reviewing his/her script. The departments also arrange retests for selected students who miss out on scheduled exams for valid reasons. The Exam Committee also arranged an online teacher-examinee meeting for students guiding them in uploading exam papers online during the university exams. The Examination Help Desk operated for an extra hour beyond the scheduled college timings to cater to the queries of the aggrieved students. Such students could also post their queries in the respective departmental WhatsApp groups and could draw the attention of the HoDs for speedy disposal of the grievances if any. In addition to all these, any student could directly communicate with the Principal through the designated grievance window of the college website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://suryasencollege.org.in/new_2020_OnlineGrievances.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution displays all the COs on the College website before the beginning of the admission process. Teachers apprise the student about the COs of different subjects and help them make informed decisions about the future. Sample Cos : BENGALI: Studying different courses of Bengali will make students aware of

the historical evolution of Bengali Literature, textual nuances of Medieval and Modern Bengali, mode of co-relating fictional characters and incidences with real-life situations. CHEMISTRY: Fundamentals of Organic Chemistry will help the students to get a clear idea about the formations of organic molecules, their nature and properties, and the factors which influence chemical behavior. COMMERCE: Understand the concepts of basic accounting and business. To enrich communication, ethical values, teamwork, and professional and leadership skill of students. ECONOMICS: Students will be able to learn different nuances of the role of capital in society. EDUCATION: To develop an understanding of the meaning, aim, and functions of education. ENGLISH: The Department strives to make its pass and honors program students familiar with a wide range of works of British writers in particular and World literature in general with a special focus on Indian writings in English.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suryasencollege.org.in/new_2020_co_po_Bangla.php
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The outcome of POs, PSOs and COs of various subjects are assessed broadly in platforms- (1) Academic Council (2) Departmental Meetings, and (3) the IQAC. The Academic Council of the college is the main body to analyze the outcomes followed by further discussion in the departmental meeting. While assessing the outcomes of the courses, teachers keep in mind the issue of shifting of teaching mode from physical class to online class and then exposure to new-normal situations for the students, with blended-teaching modes. Accordingly, teachers framed new policies to ensure the effective delivery of POs, PSOs, and COs of various subjects. The IQAC analyses the level of implementation of the decisions taken in Academic committee meetings regarding the attainment of POs, PSOs, and COs, and put forward the corrective measure to ensure the academic quality of the institution. An academic Audit by an external agency also analyzes the level of implementation of such policies and suggests different measures wherever necessary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suryasencollege.org.in/new_2020_GeneralNotice.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1917

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://suryasencollege.org.in/igac/Annual_Report_2021-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://suryasencollege.org.in/igac/Students_Feedback_2021_22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

7.7268

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

64

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

23

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution implements an academic policy where students' participation in various extension activities is on the top of the academic agenda. By regularly involving students in various community centered activities, the institute helps them to learn, in a thoughtfully organized activity, the meaning and importance of gaining firsthand knowledge that is, serving the humanity. Our NSS and NCC wings regularly organize such extension programs every year. Some of the important programs during this year are:

- International AIDS Day observation, rally on Polio and Dengue awareness
- Blanket distribution, landslide Relief distribution, disaster Relief at Kundargaon at Islampur

- Campus and village cleanliness program
- Mahananda River Safai Obhiyan
- Rescue operation at train accident at Domohani, Mainaguri,
- Blood Donation Camp with free Eye checkup & Dental checkup
- Pandemic Awareness Program and water conservation awareness programs
- Awareness of education and sponsor of one day meal to children of slum area in and around NJP station, First Aid Training to 16 children at Anand Marg Ashram Orphan children
- Literacy mission at Dhaknikata Village, Camp on Renewable energy
- Special Camp - organizing various awareness program at adopted village, Porajhar situated at Dubgram, Fulbari, provide free education and women empowerment at Jabravita, Dhaknikata villages etc.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/new_2020_NCC.php
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

16

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

YRC etc., during the year

168

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4693

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

14

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has 44 fully-functional classrooms and mode of teaching is traditional board-marker-lecture as well as audio-visual presentations depending on the topic being taught.

The institution has 11 smart classrooms with 4K UHD Interactive Hub with built-in computer, desktop computers, portable audio systems with wi-fi facilities. In addition, 3 classrooms are equipped with portable projector and desktop computer etc. for conducting seminars and presentations for program course students.

The institution has two well-equipped AC seminar halls with state-of-the-art audio-visual aids and 300 MBPS LAN facility.

Physics, Chemistry, Mathematics & Geography department of the Institution has well-equipped laboratories along with computer and internet facilities. In addition, we have a dedicated central computer laboratory and a language laboratory.

The central library has 15,588 books, 12 journals with INFLIBNET and automation with KOHA 17.11. Besides the central library, each department has its own departmental library with reading and lending facilities.

All departments have individual departmental staff rooms with lockers for teachers, a desktop with LAN facility and washroom.

Each department has been provided with glass-cased display boards used for publication of wall-magazines.

For divyangjan students, the institute has ramp facilities for the classrooms and lift facility for the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/new_2020_Facility.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has a proscenium stage of about 1000 sq.ft. for organizing various cultural activities constructed in the year 2019. All the events of foundation day, annual social, birth/death anniversaries of renowned Indian personalities, International Mother language day, World Environment Day, Basant Utsab etc. are organized in this stage. The college has the Indoor games facilities such as table tennis and carrom boards, badminton racquets and court etc. and outdoor games facilities like Cricket, football, volleyball etc. The students regularly practice throughout the year and participate in inter-college sporting activities under the supervision of assigned teachers. Many students gain distinction there for their remarkable performance. A well-equipped gymnasium center of 2400 sq ft was built in 2021 to help students to improve their physical fitness. In addition, various programs are organized by our Life-Skill and Well Being Cell throughout the year for the mental rejuvenation of the students as well as staff which includes regular yoga sessions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/new_2020_Sports.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**44****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****14**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/naac/supportdoc_2022-23/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****135.49191**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of the ILMS: Koha Open Source Library System software**Nature of automation (fully or patially): Fully****Version: 17.11**

Year of automation: 2018

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://suryasencollegelibrary.org.in:8019/

4.2.2 - The institution has subscription for the B. Any 3 of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.91915

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

578

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution recognizes the vital role information technology plays in the college's missions and related administrative activities as well as the importance in an academic environment of protecting information in all forms. Since the college values sincerity in teaching, confidentiality in testing and evaluation, validity in research, and clarity in administration, it has developed a comprehensive IT policy to ensure all this. The entire campus comes under the purview of a comprehensive wi-fi network with high-speed data connectivity. The government agency Bharat Fiber and private company Jio Fibre are entrusted with the responsibility of maintaining connectivity and speed. With the increase in the number of users, the institution takes steps in increasing the speed of the network as a part of the contract with the companies. Many routers are fitted for extending the range of wifi connectivity and dedicated LAN connectivity is extended to all the departments and offices for hi-speed and uninterrupted net supply. Anti-virus software is installed on all computers to protect data and malware attacks. The new generation HD 4K Interactive boards, installed in various departments, are maintained through AMC with the vendors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/newSite2020_doc/IT_Policy.pdf

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

38.87826

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has a very systematic policy for the maintenance and utilization of different physical, academic, and support facilities.

Building infrastructure: There is a building committee to look after the maintenance, repair and construction work related to the building. Electrical faults are attended to and repaired by a

trained electrician cum caretaker.

Computer & IT infrastructure: Well-qualified ICT-in-Charges are recruited for the maintenance and up-gradation of the computer and IT infrastructure of the college. AMCs are being renewed regularly.

Laboratory Equipment/Machinery: The gas connection pipeline is checked regularly for any leakage by the able technicians. A stock register is maintained for keeping a list of chemicals, glassware used in the laboratory.

Maintenance and Utilization of Library and Library Resources: The library staff is fully trained to handle library materials on bookshelves as well as in the reading lounge. To access the resources 24/7 through IP range inside the college and from outside the college, an Off-Campus Access service is provided to the faculty members and students.

Total 124 CCTV cameras installed on the campus help the institution in maintaining and protecting all its infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suryasencollege.org.in/newSite2020_doc/Maintenance_Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2232

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

85

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://suryasencollege.org.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1115

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1115

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

428

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

62

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institution facilitates Students' representation and engagement in various administrative ,co-curricular and extracurricular activities . Although there has been no Students' Council or Union in place till recently for the last few years ,students are always taken into confidence in all such areas or issues where their interests are concerned and related in the Institution like Admission ,Examination ,conduct of Cultural and Sports activities to be organized ,especially observance of different Special Days and Saraswati Puja celebration in the campus on the VasantPanchami .Student Representatives form a very important part of the presently operational IQAC , Anti Ragging Squad , Environment and Campus Beautification committee and Games & Sports committee .So this particular stakeholder has got enough scope to ventilate their feelings and opinions in the larger platform so as to be able to effect policy decisions in the Institution

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_aboutIQAC.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Surya Sen Mahavidyalaya has always come up with newer ideas as to how to improve the levels of co-ordination with the ex-students of this college and the Institution in organizing different socially relevant workshops and adopting welfare measures like organizing Eye check-up and Blood donation camps during this ongoing pandemic period .This appears to be of more importance when people did not venture out of their respective residential premises in the fear of getting infected during the last one and half-year .The Association also developed a culture of co-operation in the process of generating awareness among common people and our students in particular .During the last year ,this association has donated the podium used in the Seminar room and It has initiated self-defence courses for our Girl students under the command of our Former student ,ShriAnkur Barman . In future we expect the association to scale greater heights in the path of Nation-building .Total No. of Members of Surya Sen Mahavidyalaya Alumni Association has reached the figure of 8132

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_Alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to create a culture which will assist the students to identify and develop their inner potentials. After the lockdown phase due to COVID-19 pandemic teachers have taken extra care to ensure the performance of the students in offline mode of classes. Representatives of students and teachers in different bodies like GB, IQAC and several other committees express their views about the academic development and help the college authority to make productive solution of different problems. The NSS and NCC units of our college make active participation in various events within and outside the college.

Making an effective plan for a fruitful participation of the students in the learning process has always been the mission of the college. Teachers actively participate in admission and examination along with non-teaching staff in the college to ensure timely completion of these processes. Several committees and cells are there in the college in which the teachers actively participate and conduct the various programs for overall development of the students. Feedback of the teachers on different activities is discussed in meeting of the Teachers Council and significantly important suggestions are carried forward to the higher authority.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/new_2020_MissionVission.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization:

Administrative decisions are made by the Governing Body (GB) of the college where the teachers and nonteaching staff are the elected members. Decisions taken by teachers's council (TC), Academic Committee, IQAC for different academic development activities are forwarded to the GB for consideration and implementation. Various other committees are formed by the TC to ensure steady academic progress of the students along with other extra-curricular development of the students. Individual responsibilities are assigned to some teachers for NSS, NCC, AISHE, NIRF etc.

Participative Management:

Different committees are formed by the teachers, non-teaching staff and students who participate in their respective meetings and the corresponding resolutions are forwarded to the higher authorities like TC, IQAC, GB for their timely execution. The annual academic plan of action for academic development of the institution is thoughtfully prepared by IQAC and shared among all the stake holders for proper and timely execution. The feedback is collected from all the stakeholders of the college at the end of each academic year for further analysis and necessary modification of the plan of action for the subsequent year.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/iqac/ActionTakenReport_2021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has introduced the office automation in order to ease the organizational workload by simplifying the automating process like accounting, data management and various administrative tasks. The objective of introducing this portal is to streamline tasks of office beginning from admission to examination. The academic activities students and teachers and their progress related data are also updated in this portal for quick retrieval and analysis as and when required. A dedicated Android Application has been developed and installed in the mobile phone of the staffs in which one can update all records. Teachers can submit their attendance using this application and avoid the spreading of any kind of infection in Post-COVID time bypassing the Biometric attendance system in the college. The office automation portal will be continuously upgraded in future as per the requirement of the college in order to convert the entire function of the office in digital format so as to avoid paper and pen and make the process totally environment friendly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.suryasencollege.org.in/naac/supportdoc_2022-23/6.2.1.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is established as a State Govt. aided institution since its inception. The administrative setup of the college is constituted as per the direction of the Department of Higher Education, Govt. of West Bengal. The GB is the highest decision making authority duly constituted by the DHE with representative of state government, higher education council, affiliating university, teachers, nonteaching staffs and students. The appointments of teaching and nonteaching staff are done by the West Bengal College Service Commission. The service rules of DHE are followed by the college.

The activities of various departments are executed by the respective teaching and supporting staff under the supervision of

Head of the department / Department-in-charge. The Principal, with the consultation of TC and GB, forms various committees and cells such as Finance committee, Purchase committee, Building committee, Internal Complaint Cell, Anti-ragging Cell, Grievance Redressal Cell, SC/ST/Minority Cell, Library Committee, Research and Development Cell, Magazine Committee, Website Committee, Admission Committee, Examination Committee, NSS, NCC and many more as per the requirement of the institution. Coordinators of each cell or committee look after their respective operations taking proper approval from the higher authorities like GB, IQAC, TC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://suryasencollege.org.in/new_2020_organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Welfare Measures for Teaching Staff

1. West Bengal Health Scheme for permanent staff.

2. On duty leave to attend seminars/workshops/conferences.
3. Maternity and Paternity Leave
4. Child Care Leave
5. Reimbursement of Participation fee for Seminars/Workshops

Welfare Measures for Non-teaching Staff

1. Swastha Sathi Prakalpa for permanent staff
2. EPF and Child Support Leave facility for staff in management post
3. Medical Insurance for the staff in management post
4. Free Uniform to all the Group - D staff
5. Maternity and Paternity leaves for all the non-teaching staff
6. Reimbursement of Participation fee for Seminars/Workshops
7. Bonus during Puja festival

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_Facility.php
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

43

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Appraisal System for Teaching Staff:

The institute follows the appraisal process for teaching staff on academic and added responsibilities. The Head of the Department / Department-in-Charge of a department places the self-appraisals of the faculties in the Academic committee for assessment. Annual Staff appraisal report regarding academic and nonacademic activities of each staff is asked by the Principal for evaluation and felicitation on the college foundation day. Besides this system the performances of the faculty members are assessed according to the guidelines prescribed by the State Govt. following the UGC norms, vide G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 and 1373-Edn (CS)/5P-52/98 dated 07.12.2017, together with all amendments made therein from time to time.

A wide range of added activities are assigned to the teaching staff. Timely reports of their performance are assessed in IQAC for appraisal. Academic committee assesses the performance of the teaching staff and respective reports are forwarded to GB and IQAC for appraisal.

Appraisal System for Non-teaching Staff:

The Head Clerk and the Principal report their assessment on non-teaching staff to the GB. The GB finalizes the appraisal of the non-teaching staff based on these reports.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college ensures its financial transparency using the mechanism of internal and external financial audit. The internal audit committee verifies the bills and vouchers of all the expenses incurred under different heads and conduct the internal audit in each financial year. After complete verification of income and expenditure the discrepancy found, if any, in the process are reported to the Principal for rectification. The internal audit report is submitted to the Governing Body by the Principal for the approval. In the financial year 2021-22 the internal audit has been performed by M Datta & Associates on 11th July 2022 and is approved by the Governing Body in its meeting on 26th July 2022.

The college has to wait for external audit by the Auditor appointed by the Govt. of West Bengal which is done in an interval of two to three years. As a result the external audit is not performed in each financial year in the college. The Govt. of West Bengal has not assigned any auditor for the financial year 2021-22 and so the external audit is still pending for this period.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/naac/supportdoc/6.4.2.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.635

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of Funds:

1. The Tuition fee collected from the students is a major source of income of the institute.
2. The college received grants from ICSSR and other State and Central agencies.
3. Various government/ non-government agencies sponsor events like seminars/workshops.
4. Interest on corpus fund kept in bank is another source of income.
5. Alumni contribute to the institute by raising funds.

Utilization of Funds:

1. The Fund for Salary received from State Govt. is spent for the salary of teaching and non-teaching staff of the college. The salary of management staff is beared by the college.
2. The purchase of books, construction of building and various other expenditures are carried out following the respective norms and budget allocations after the approval from the Finance committee, Purchase Committee, Building Committee, Library Committee and other statutory committees of the college.

Utilization of Resources:

1. The budget is prepared by the college in each financial year which includes recurring expenses viz. electricity and internet charges, stationary & other maintenance costs.

2. The college infrastructure is utilized as an examination centre for University / competitive examinations.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/naac/supportdoc/6.4.2.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC always try to implement its strategy to improvise the quality of the institute across all levels among which two of the most significant processes in the current academic year are described below.

1. Interactive Panels have been installed in the ICT enabled classrooms so that teachers can motivate the students by enabling the use of innovative educational resources. The college has used full-fledged Learning Management System (LMS) through Google Suite and Google classroom during the lockdown period due to COVID-19 pandemic. The interactive panels promote active and participatory attitude of the students by the amalgamation of the LMS platform and other portals. The educational use of social media has also been utilized to establish communication with the students and peers.

2. The implementation of green practices in the college campus has always been promoted by IQAC. Implementation of paperless work in the office has been prioritized and introduction of office automation for the college in current academic year is a significant step towards green initiatives. The college has its solar power plant the capacity of which is increased from 20 KW to 50 KW to minimize its dependency on the supply of electricity from the grid.

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/img_new/in_pageImage/iso_2021.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The college has experienced the shift from online mode of teaching to traditional offline classes in the current academic year. Significant developments of digital resources by the teaching staff of various departments are compiled using the Google Classroom LMS and other digital platforms during the lockdown period due to COVID-19. Six new ICT enabled classrooms has been developed in the current academic year and Interactive panels have been installed there to enable the teachers to use these digital resources in order to increase students' participation in the teaching learning process.

2. IQAC has always encouraged the teachers to increase and nurture their academic capacity so that they can employ the up-to-date information in the classes and make the students aware about the development of the subject. Financial support to the teaching staff is provided to participate in various workshops, seminars, Faculty Development Programs (FDP) etc. The college itself organizes FDP and workshops for teachers and students respectively to make an advanced academic ecosystem where qualitatively good interaction can be done. The advanced and slow learners get equal scope to upgrade them in this ecosystem.

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/eNgagePorta1.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

A. All of the above

**improvements Collaborative quality initiatives with other institution(s)
Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	http://www.suryasencollege.org.in/naac/supportdoc_2022-23/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution provides equal opportunities and encouragements to all the students irrespective of gender. Programmes are organized by different Departments for gender awareness and sensitization. Especially Women Cell and Internal Complaint Committee of the institution in collaboration with IQAC organize International Women's Day, webinars/Seminars, Add On Course throughout academic session. In this academic year Workshop was organized on 'Socio-Legal Awareness for Gender Discrimination' in collaboration with West Bengal Commission for Women and Darjeeling District Legal Aid Forum. A thirty hour Add On course on 'Understand Gender' covering different themes and aspect by many academicians was organized for all the students.

The College provides a safe and secure environment for students. All Classrooms and infrastructures of the institution are under the surveillance of CCTV, Supporting staffs in students' Common Rooms are kept. Security guard both male and female at the College entrance keeps vigilance round the clock and maintains daily visitor Register. Students have college uniforms, ID card, Health Insurance and Vending Machine is provided in the Girls' Wash Room. Most subjects in Social Science has gender related topic in the

curricular. To sensitize the students on gender equity theme the department teachers organizes invited talk, film show, quiz, etc.

File Description	Documents
Annual gender sensitization action plan	http://www.suryasencollege.org.in/naac/supportdoc_2022-23/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://suryasencollege.org.in/new_2020_Facility.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For degradable waste management the institution has facilities for compost at the backyard of the canteen. Separate waste bins for recyclable and degradable waste are kept for easy collection and disposal system. The Siliguri Municipal Solid Waste Management collects them on daily basis. Papers are reused and then recycled mostly, due office automation there is less use of papers for teaching and non-teaching staff on daily basis like application of leave, self appraisal dairy, etc. notices are done mostly on digital platform. The College has proper sewage and drainage system. Annual E-waste or broken electronic equipments are often repaired and reused as much as possible and in case of beyond repairable condition are sent for recycle so that the metals can be utilized for other works. The Institution's Science laboratory chemical waste is carefully disposed through a separate pipe into

a separate chamber for its safe disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://www.suryasencollege.org.in/naac/supportdoc_2022-23/7.1.3.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

The Institution offers subjects of Arts, Science and Commerce discipline to students. Students of Siliguri proper and its adjoining areas of districts of Darjeeling, Jalpaiguri, Kalimpong, Coochbehar etc. and states of Assam, Bihar and Sikkim takes admission in multiple disciplines, thus, adding essence of different cultural, linguistic, regional, socio-economic and religious diversities. But language has never been a barrier for our institution in teaching-learning process or communication. The Institution especially takes note of this harmony of diversities and to maintain this inclusive environment promotes programme, competition, etc in multi-language categories. All the student centric programmes or classes are conducted in more than one language. For fair competition judges are selected who belong to or are specialized in that particular language. This harmony in diversity is reflected best in our cultural programmes where students give multi-regional, cultural, linguistic performances.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution respects and abides by the Constitution of India. All the important events of national importance are observed and celebrated in the college wholeheartedly. Students actively participate in all such functions. In all such important National days the students and employees of the institution attends the ceremony and listen to deliberation of speeches on the historical background of the events, achievements and sacrifices of patriots, unknown facts related to the persons. Invited talks or lectures are organized by the IQAC on Professional Ethics and values. The student belonging to NCC and NSS carries on parade and awareness programme, Traffic awareness Programme and rally, blood donation camp, free health checkup camp, social work for the needy on such occasions.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College observes all National Days and International days and celebrates festival and events throughout the year. During the year due to restriction the Republic Day was observed by students and staff in virtual mode and only few maintaining the Covid protocol remain present in the college premise. Other than this, all the commemorative days like Independence Day, Surya Sen Jayanti, Rabindra Jayanti, Women's Day, World Environment Day, etc. were all observed and celebrated. The Cultural committee of the College maintains regularity to celebrate all important events and festivals. In all these students' involvement is given

priority for which programmes like singing, dancing, recitation is organized. Followed by quiz, painting, essay competition. Both Teaching and Non-teaching staff also performs on such occasions. International / National seminars are organized on such important days of events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. FOSTERING POTENTIAL TALENTS OF STUDENTS

To foster positive outlook, inculcate learning habits, develop inquisitiveness, and face challenges, the need for proper nurturing and grooming of students both academically and psychologically was practiced through Mentor-Mentee programmes, e-resources in college website, Add On courses, students' magazine, seminars, invited talks, workshop, gender sensitization outreach programmes and awareness of legal rights, ethical values. At the same time students need to channelize their energy and thought for social wellbeing of the surroundings and that of the nation.

2. FACULTY DEVELOPMENT MEASURES

The past two academic sessions was thoroughly new to the traditional method of teaching and learning. In this academic session blended method of teaching and learning was adopted. ICT classroom to facilitate quality teaching, Saturday Rostra multidisciplinary program for interaction and development, FDP on Professional Development and Publication, Office automation for teaching and non-teaching staff, to encourage participation of faculties in seminars in the Institution provides the registration fees of the paper presenters. Teachers are felicitated for being awarded Ph.D. or for publication of their articles in international journals of repute on College Foundation Day. The

College supports for carrying on Ph.D. and grants study leave for Course Work.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

DIGITAL INTERACTIVE HUB The institution imparts education to more than seven thousand students in multi-disciplinary subjects. The institution had two Seminar Halls equipped with internet-enabled Audio-Visual accessories meant for special classes, seminars, conferences, workshops and invited lectures. The institution has many Cells that regularly carry student oriented programmes. However, it was insufficient to support all the programmes of so many departments and Cells at the same time. Keeping this in mind and with the aim of novelizing the curriculum delivery, the institution focused on the introduction of UHD Interactive Hub with a built -in computer. Each department has at least one smart classroom. Altogether eleven Smart classrooms for aiding in audio-visual lectures have been introduced during this academic year. These classrooms are connected with a 300 mbps LAN facility for providing exposure to the students to web-based academic and other resources. As a result of these initiatives, the institution has smoothly digitalized the mechanism of curriculum delivery replacing the conventional "chalk and talk" method, except for classes demanding boardwork.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- At the beginning of the academic session the affiliating university publishes academic calendar which the college follows strictly to prepare the routine
- Classes are conducted in digital classrooms where teachers conduct classes using PowerPoint presentations / traditional board and marker, according to the demand of the topic being taught.
- Instruments, models are used in Science theory classes for better grasp of the topic. The students practice practical experiments beyond the scheduled classes, to build a better concept.
- Post-pandemic, our departments have taken full advantage of blended mode of teaching. In addition to the scheduled offline classes, many teachers have taken special classes through their institutional g-suite accounts.
- E-study materials are regularly uploaded in the e-engage portal of our college website by the teachers.
- Student-centric seminars, poster presentation, wall magazine / e-magazine publication, industrial / field visits / social outreach programs, project preparation are part of the curriculum, to help the student delve deep into the topic for better understanding.
- Invited Lectures and Faculty-Exchange programs are organized to give the students a broader perspective of the subject.
- At the end of session, feedback is taken and analyzed by IQAC from all the stakeholders on various questions on syllabus and curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://suryasencollege.org.in/new_2020_routin.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

The IQAC prepares the academic calendar of the college as per the university guidelines at the beginning of the session where the tentative schedule of internal assessments are incorporated. The different modes of continuous evaluation employed are as follows:

- The departments continuously conduct unit tests to evaluate the students which is a part of their internal assessment. The actual schedule of the tests is published by the departments in their notice boards as well as the website. In case, of poor performance, the re-tests are sometimes conducted to boost the confidence of the students.
- Seminar topics are provided to the students on which they give PowerPoint presentations which is followed by interactive session. Students are evaluated based on their content, presentation and interaction.
- For certain papers, specifically the field-based ones, the students prepare and submit project reports / assignments on which their internal assessment is done.
- Viva voce is the mode of evaluation of some papers, especially the practical papers.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://suryasencollege.org.in/new_2020_DepartmentalNotice.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

25

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3604

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

1193

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Chemistry syllabus includes Pesticide Chemistry dealing with their toxic effects on environment and living beings. Green Methods in Chemistry dealing the various methods to carry out sustainable chemistry. Industrial Chemicals & Environment covers pollution and role of mankind prohibiting the same.

History syllabus covers the slave system in ancient world which depicts the absence of human values among the affluent and richer section of society. The marriage system, gender studies elaborate the existence of disparity among marginalized or weaker gender. The agrarian economy, trade and commerce, towns and urban development contribute to our understanding of professional ethics among various groups of people and their organizations.

Sociology syllabus deals with the basic concepts of the discipline like folkways, mores, norms, values, social control, culture, gender which provide a very precious background to develop professional ethics.

Indian and European classical literature, drama and poetry included in English powerfully demonstrate the relevance of gender issues; human values like love, respect, forgiveness and dignity; and the concern and use of interpretative tools to find ways of using these texts to understand the role of humanity in creating a sustainable environment.

Environmental studies syllabus creates awareness and identifies ways for a sustainable environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

5169

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://suryasencollege.org.in/iqac/Students_Feedback_2021_22.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
3754	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1225

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the beginning of the session, on the basis of the last examination results, internal assessments and initial classroom responses, students are categorized into Slow and Advanced Learners followed by departmental planning in addressing the issue of comprehensibility of learning of the students. With the resumption of normal physical classes, after the pandemic-affected previous academic sessions, we took special measures to ensure the adaptability of the students in the new-normal environment and strategized things accordingly.

Objectives for Slow-learners:

1. To improve their ability of understanding
2. To raise their confidence level.
3. To improve their examination performance.

Policies of Execution for slow-learners:

1. maintaining separate registers for slow learners
2. Arranging Special classes.
3. Arranging special online Doubt-Clearing Sessions.
4. 24x7 online accessibility of the teachers for any support.
5. Psychological counseling

Strategies to address the issue of Advanced-Learners:**Objectives:**

1. To inculcate the habit of in-depth thinking.
2. To develop research aptitude

Policies of Execution:

1. Individual attention to the students
2. To apprise the students about the latest developments in the respective subjects
3. Provide reference books to build a comprehensive idea of the topics
4. To arrange special seminars for the students
5. Encouraging them to participate in inter-college creative activities

File Description	Documents
Link for additional Information	https://suryasencollege.org.in/naac/supporrtdoc_2022-23/2.2.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
8377	63

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In the new-normal academic environment, after the prolonged

lockdown period, the departments took well-thought-out initiatives in catering to the special needs of the student fraternity with an aim to bring them back to the conventional track of learning processes. The newly adopted blended mode of teaching acted as an impetus for the students, as evident from their active participation in all academic and creative activities. In general, teachers tried to make the teaching-learning process an enjoyable and meaningful one for the students through various innovative means, to augment the practical usability in real-life.

The college has implemented various student-centric innovative teaching methodologies throughout the session, like 1. Student-centric seminars with a mandatory presentation of papers 2. Group discussion by the students on a given topic. 3. Screening of Educational videos/Film screening followed by analysis. 4. Publication of e-magazines by the departments. 5. Publication of wall magazine 6. Museum and archive visit 7. Social outreach program, 8. Industrial visits, 9. Field visits, 10. Different skill development programs, 11. Industry-student interface [bullets] 12. Simulated video tutorials for Chemistry and Physics as a replacement for practical classes during lockdown. 13. Practical classes.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://suryasencollege.org.in/naac/supporrtdoc_2022-23/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution has 15 ICT enabled classrooms equipped with 4K UHD Interactive Hubs with inbuilt computers, which the faculties use extensively in imparting daily lessons. We have procured G-Suite domain which has transformed the teaching-learning process. This system ensured (1) powerful and hassle-free email connectivity for faculties, staff, and students, and (2) taking of all online classes, as a part of our blended mode of teaching methodologies, through newly opened Google Classrooms. The institution has made it mandatory for all the departments to conduct student-centric seminars through power point presentations. Our 'e-engage' portal, a dedicated

repository of online study material in various formats, has remained a constant favorite with the students, as it was during the lockdown period, as students could access stored materials at their convenience. By using IT-enabled tools, science departments conducted virtual practical classes by simulating the experiments and uploading the same on the virtual classroom during January when the state government declared a month lockdown.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://suryasencollege.org.in/naac/supporrtdoc_2022-23/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

587

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution adopts flexible and transparent assessment methodologies for the students. Apart from class tests, departments use project submissions, seminar presentations, assignment submissions, and group discussions to assess students' learning outcomes. The departments conduct unit tests regularly and the results are displayed on the departmental notice boards. The performance of the students is discussed in the departmental meetings and the report of the analysis is placed in the academic committee meetings. If dissatisfied with his/her performance, a student has the scope of reviewing his/her answer scripts. One of our best practices in this regard is to make arrangements for special internal tests for those students who could not attend a scheduled exam for valid reasons.

File Description	Documents
Any additional information	View File
Link for additional information	https://suryasencollege.org.in/new_2020_DepartmentalNotice.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

In general, the college conducts (a) monthly class tests (b) Re-test for those who miss the scheduled test for genuine reasons (c) Test examination before the semester-end examination (d) re-test for those who could not qualify for the test. The college publishes the results on the college notice board and corresponding WhatsApp groups. If a student is dissatisfied with her/his performance, the college has the provision of reviewing his/her script. The departments also arrange retests for selected students who miss out on scheduled exams for valid reasons. The Exam Committee also arranged an online teacher-examinee meeting for students guiding them in uploading exam papers online during the university exams. The Examination Help Desk operated for an extra hour beyond the scheduled college timings to cater to the queries of the aggrieved students. Such students could also post their queries in the respective departmental WhatsApp groups and could draw the attention of the HoDs for speedy disposal of the grievances if any. In addition to all these, any student could directly communicate with the Principal through the designated grievance window of the college website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://suryasencollege.org.in/new_2020_onlineGrievances.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution displays all the COs on the College website before the beginning of the admission process. Teachers apprise the student about the COs of different subjects and help them make informed decisions about the future. Sample Cos : BENGALI: Studying different courses of Bengali will make students aware of the historical evolution of Bengali Literature, textual nuances of Medieval and Modern Bengali, mode of co-relating fictional characters and incidences with real-life situations. CHEMISTRY: Fundamentals of Organic Chemistry will help the students to get a clear idea about the formations of organic molecules, their nature and properties, and the factors which influence chemical behavior. COMMERCE: Understand the concepts of basic accounting and business. To enrich communication, ethical values, teamwork, and professional and leadership skill of students. ECONOMICS: Students will be able to learn different nuances of the role of capital in society. EDUCATION: To develop an understanding of the meaning, aim, and functions of education. ENGLISH: The Department strives to make its pass and honors program students familiar with a wide range of works of British writers in particular and World literature in general with a special focus on Indian writings in English.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suryasencollege.org.in/new_2020_copo_Bangla.php
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The outcome of POs, PSOs and COs of various subjects are assessed broadly in platforms- (1) Academic Council (2) Departmental Meetings, and (3) the IQAC. The Academic Council of the college is the main body to analyze the outcomes followed by further discussion in the departmental meeting. While assessing the outcomes of the courses, teachers keep in mind the issue of shifting of teaching mode from physical class to online class and then exposure to new-normal situations for the students, with blended-teaching modes. Accordingly, teachers framed new policies to ensure the effective delivery of POs, PSOs, and COs of various subjects. The IQAC analyses the level of implementation of the decisions taken in Academic committee meetings regarding the attainment of POs, PSOs, and COs, and put forward the corrective measure to ensure the academic quality of the institution. An academic Audit by an external agency also analyzes the level of implementation of such policies and suggests different measures wherever necessary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suryasencollege.org.in/new_2020_GeneralNotice.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1917

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://suryasencollege.org.in/iqac/Annual_Report_2021-22.pdf

2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://suryasencollege.org.in/igac/Students Feedback 2021 22.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
7.7268	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
02	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

64

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

23

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution implements an academic policy where students' participation in various extension activities is on the top of the academic agenda. By regularly involving students in various community centered activities, the institute helps them to learn, in a thoughtfully organized activity, the meaning and importance of gaining firsthand knowledge that is, serving the humanity. Our NSS and NCC wings regularly organize such extension programs every year. Some of the important programs during this year are:

- International AIDS Day observation, rally on Polio and Dengue awareness
- Blanket distribution, landslide Relief distribution, disaster Relief at Kundargaon at Islampur
- Campus and village cleanliness program
- Mahananda River Safai Obhiyan
- Rescue operation at train accident at Domohani, Mainaguri,
- Blood Donation Camp with free Eye checkup & Dental checkup
- Pandemic Awareness Program and water conservation awareness programs
- Awareness of education and sponsor of one day meal to children of slum area in and around NJP station, First Aid Training to 16 children at Anand Marg Ashram Orphan children
- Literacy mission at Dhaknikata Village, Camp on Renewable energy
- Special Camp - organizing various awareness program at adopted village, Porajhar situated at Dubgram, Fulbari, provide free education and women empowerment at Jabravita, Dhaknikata villages etc.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/new_2020_NCC.php
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

16

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

168

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4693

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

14

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has 44 fully-functional classrooms and mode of teaching is traditional board-marker-lecture as well as audio-visual presentations depending on the topic being taught.

The institution has 11 smart classrooms with 4K UHD Interactive Hub with built-in computer, desktop computers, portable audio systems with wi-fi facilities. In addition, 3 classrooms are equipped with portable projector and desktop computer etc. for conducting seminars and presentations for program course students.

The institution has two well-equipped AC seminar halls with state-of-the-art audio-visual aids and 300 MBPS LAN facility.

Physics, Chemistry, Mathematics & Geography department of the Institution has well-equipped laboratories along with computer and internet facilities. In addition, we have a dedicated central computer laboratory and a language laboratory.

The central library has 15,588 books, 12 journals with INFLIBNET and automation with KOHA 17.11. Besides the central library, each department has its own departmental library with reading and lending facilities.

All departments have individual departmental staff rooms with lockers for teachers, a desktop with LAN facility and washroom.

Each department has been provided with glass-cased display boards used for publication of wall-magazines.

For divyangjan students, the institute has ramp facilities for the classrooms and lift facility for the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/new_2020_Facility.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has a proscenium stage of about 1000 sq.ft. for organizing various cultural activities constructed in the year 2019. All the events of foundation day, annual social, birth/death anniversaries of renowned Indian personalities, International Mother language day, World Environment Day, Basant Utsab etc. are organized in this stage. The college has the Indoor games facilities such as table tennis and carrom boards, badminton racquets and court etc. and outdoor games facilities like Cricket, football, volleyball etc. The students regularly practice throughout the year and participate in inter-college sporting activities under the supervision of assigned teachers. Many students gain distinction there for their remarkable performance. A well-equipped gymnasium center of 2400 sq ft was built in 2021 to help students to improve their physical fitness. In addition, various programs are organized by our Life-Skill and Well Being Cell throughout the year for the mental rejuvenation of the students as well as staff which includes regular yoga sessions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/new_2020_Sports.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

44

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/naac/suppordoc_2022-23/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****135.49191**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Name of the ILMS: Koha Open Source Library System software****Nature of automation (fully or patially): Fully****Version: 17.11****Year of automation: 2018**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://suryasencollegelibrary.org.in:8019/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.91915

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

578

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution recognizes the vital role information technology plays in the college's missions and related administrative activities as well as the importance in an academic environment of protecting information in all forms. Since the college values sincerity in teaching, confidentiality

in testing and evaluation, validity in research, and clarity in administration, it has developed a comprehensive IT policy to ensure all this. The entire campus comes under the purview of a comprehensive wi-fi network with high-speed data connectivity. The government agency Bharat Fiber and private company Jio Fibre are entrusted with the responsibility of maintaining connectivity and speed. With the increase in the number of users, the institution takes steps in increasing the speed of the network as a part of the contract with the companies. Many routers are fitted for extending the range of wifi connectivity and dedicated LAN connectivity is extended to all the departments and offices for hi-speed and uninterrupted net supply. Anti-virus software is installed on all computers to protect data and malware attacks. The new generation HD 4K Interactive boards, installed in various departments, are maintained through AMC with the vendors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/newSite2020_doc/IT_Policy.pdf

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

38.87826

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has a very systematic policy for the maintenance and utilization of different physical, academic, and support facilities.

Building infrastructure: There is a building committee to look after the maintenance, repair and construction work related to the building. Electrical faults are attended to and repaired by a trained electrician cum caretaker.

Computer & IT infrastructure: Well-qualified ICT-in-Charges are recruited for the maintenance and up-gradation of the computer and IT infrastructure of the college. AMCs are being renewed regularly.

Laboratory Equipment/Machinery: The gas connection pipeline is checked regularly for any leakage by the able technicians. A stock register is maintained for keeping a list of chemicals, glassware used in the laboratory.

Maintenance and Utilization of Library and Library Resources: The library staff is fully trained to handle library materials on bookshelves as well as in the reading lounge. To access the resources 24/7 through IP range inside the college and from outside the college, an Off-Campus Access service is provided

to the faculty members and students.

Total 124 CCTV cameras installed on the campus help the institution in maintaining and protecting all its infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suryasencollege.org.in/newSite2020_doc/Maintenance_Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2232

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

85

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://suryasencollege.org.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1115	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1115	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

428

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

62

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institution facilitates Students' representation and engagement in various administrative ,co-curricular and extracurricular activities . Although there has been no Students' Council or Union in place till recently for the last few years ,students are always taken into confidence in all such areas or issues where their interests are concerned and related in the Institution like Admission ,Examination ,conduct of Cultural and Sports activities to be organized ,especially observance of different Special Days and Saraswati Puja celebration in the campus on the VasantPanchami .Student Representatives form a very important part of the presently operational IQAC , Anti Ragging Squad , Environment and Campus Beautification committee and Games & Sports committee .So this particular stakeholder has got enough scope to ventilate their feelings and opinions in the larger platform so as to be able to effect policy decisions in the Institution

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_aboutIQAC.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Surya Sen Mahavidyalaya has always come up with newer ideas as to how to improve the levels of co-ordination with the ex-students of this college and the Institution in organizing different socially relevant workshops and adopting welfare measures like organizing Eye check-up and Blood donation camps during this ongoing pandemic period .This appears to be of more importance when people did not venture out of their respective residential premises in the fear of getting infected during the last one and half-year .The Association also developed a culture of co-operation in the process of generating awareness among common people and our students in particular .During the last year ,this association has donated the podium used in the Seminar room and It has initiated self-defence courses for our Girl students under the command of our Former student ,ShriAnkur Barman . In future we expect the association to scale greater heights in the path of Nation-building .Total No. of Members of Surya Sen Mahavidyalaya Alumni Association has reached the figure of 8132

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_Alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The vision of the college is to create a culture which will assist the students to identify and develop their inner potentials. After the lockdown phase due to COVID-19 pandemic teachers have taken extra care to ensure the performance of the students in offline mode of classes. Representatives of students and teachers in different bodies like GB, IQAC and several other committees express their views about the academic development and help the college authority to make productive solution of different problems. The NSS and NCC units of our college make active participation in various events within and outside the college.</p> <p>Making an effective plan for a fruitful participation of the students in the learning process has always been the mission of the college. Teachers actively participate in admission and examination along with non-teaching staff in the college to ensure timely completion of these processes. Several committees and cells are there in the college in which the teachers actively participate and conduct the various programs for overall development of the students. Feedback of the teachers on different activities is discussed in meeting of the Teachers Council and significantly important suggestions are carried forward to the higher authority.</p>	
File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/new_2020_MissionVission.php
Upload any additional information	No File Uploaded
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	

Decentralization:

Administrative decisions are made by the Governing Body (GB) of the college where the teachers and nonteaching staff are the elected members. Decisions taken by teachers's council (TC), Academic Committee, IQAC for different academic development activities are forwarded to the GB for consideration and implementation. Various other committees are formed by the TC to ensure steady academic progress of the students along with other extra-curricular development of the students. Individual responsibilities are assigned to some teachers for NSS, NCC, AISHE, NIRF etc.

Participative Management:

Different committees are formed by the teachers, non-teaching staff and students who participate in their respective meetings and the corresponding resolutions are forwarded to the higher authorities like TC, IQAC, GB for their timely execution. The annual academic plan of action for academic development of the institution is thoughtfully prepared by IQAC and shared among all the stake holders for proper and timely execution. The feedback is collected from all the stakeholders of the college at the end of each academic year for further analysis and necessary modification of the plan of action for the subsequent year.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/iqac/ActionTakenReport_2021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment**6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

The college has introduced the office automation in order to ease the organizational workload by simplifying the automating process like accounting, data management and various administrative tasks. The objective of introducing this portal is to streamline tasks of office beginning from admission to examination. The academic activities students and teachers and their progress related data are also updated in this portal for

quick retrieval and analysis as and when required. A dedicated Android Application has been developed and installed in the mobile phone of the staffs in which one can update all records. Teachers can submit their attendance using this application and avoid the spreading of any kind of infection in Post-COVID time bypassing the Biometric attendance system in the college. The office automation portal will be continuously upgraded in future as per the requirement of the college in order to convert the entire function of the office in digital format so as to avoid paper and pen and make the process totally environment friendly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.suryasencollege.org.in/naac/suppportdoc_2022-23/6.2.1.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is established as a State Govt. aided institution since its inception. The administrative setup of the college is constituted as per the direction of the Department of Higher Education, Govt. of West Bengal. The GB is the highest decision making authority duly constituted by the DHE with representative of state government, higher education council, affiliating university, teachers, nonteaching staffs and students. The appointments of teaching and nonteaching staff are done by the West Bengal College Service Commission. The service rules of DHE are followed by the college.

The activities of various departments are executed by the respective teaching and supporting staff under the supervision of Head of the department / Department-in-charge. The Principal, with the consultation of TC and GB, forms various committees and cells such as Finance committee, Purchase committee, Building committee, Internal Complaint Cell, Anti-ragging Cell, Grievance Redressal Cell, SC/ST/Minority Cell, Library Committee, Research and Development Cell, Magazine Committee, Website Committee, Admission Committee, Examination Committee, NSS, NCC and many more as per the requirement of the

institution. Coordinators of each cell or committee look after their respective operations taking proper approval from the higher authorities like GB, IQAC, TC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://suryasencollege.org.in/new_2020_organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Welfare Measures for Teaching Staff

1. West Bengal Health Scheme for permanent staff.
2. On duty leave to attend seminars/workshops/conferences.
3. Maternity and Paternity Leave
4. Child Care Leave
5. Reimbursement of Participation fee for Seminars/Workshops

Welfare Measures for Non-teaching Staff

1. Swastha Sathi Prakalpa for permanent staff
2. EPF and Child Support Leave facility for staff in management post
3. Medical Insurance for the staff in management post
4. Free Uniform to all the Group - D staff
5. Maternity and Paternity leaves for all the non-teaching staff
6. Reimbursement of Participation fee for Seminars/Workshops
7. Bonus during Puja festival

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_Facility.php
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

43

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Appraisal System for Teaching Staff:

The institute follows the appraisal process for teaching staff on academic and added responsibilities. The Head of the Department / Department-in-Charge of a department places the self-appraisals of the faculties in the Academic committee for assessment. Annual Staff appraisal report regarding academic and nonacademic activities of each staff is asked by the Principal for evaluation and felicitation on the college foundation day. Besides this system the performances of the faculty members are assessed according to the guidelines prescribed by the State Govt. following the UGC norms, vide G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012 and 1373-Edn (CS)/5P-52/98 dated 07.12.2017, together with all amendments made therein from time to time.

A wide range of added activities are assigned to the teaching staff. Timely reports of their performance are assessed in IQAC for appraisal. Academic committee assesses the performance of the teaching staff and respective reports are forwarded to GB and IQAC for appraisal.

Appraisal System for Non-teaching Staff:

The Head Clerk and the Principal report their assessment on non-teaching staff to the GB. The GB finalizes the appraisal of the non-teaching staff based on these reports.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college ensures its financial transparency using the mechanism of internal and external financial audit. The internal audit committee verifies the bills and vouchers of all the expenses incurred under different heads and conduct the

internal audit in each financial year. After complete verification of income and expenditure the discrepancy found, if any, in the process are reported to the Principal for rectification. The internal audit report is submitted to the Governing Body by the Principal for the approval. In the financial year 2021-22 the internal audit has been performed by M Datta & Associates on 11th July 2022 and is approved by the Governing Body in its meeting on 26th July 2022.

The college has to wait for external audit by the Auditor appointed by the Govt. of West Bengal which is done in an interval of two to three years. As a result the external audit is not performed in each financial year in the college. The Govt. of West Bengal has not assigned any auditor for the financial year 2021-22 and so the external audit is still pending for this period.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/naac/suportdoc/6.4.2.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.635

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of Funds:

1. The Tuition fee collected from the students is a major source of income of the institute.
2. The college received grants from ICSSR and other State and Central agencies.
3. Various government/ non-government agencies sponsor events like seminars/workshops.
4. Interest on corpus fund kept in bank is another source of income.
5. Alumni contribute to the institute by raising funds.

Utilization of Funds:

1. The Fund for Salary received from State Govt. is spent for the salary of teaching and non-teaching staff of the college. The salary of management staff is beared by the college.
2. The purchase of books, construction of building and various other expenditures are carried out following the respective norms and budget allocations after the approval from the Finance committee, Purchase Committee, Building Committee, Library Committee and other statutory committees of the college.

Utilization of Resources:

1. The budget is prepared by the college in each financial year which includes recurring expenses viz. electricity and internet charges, stationary & other maintenance costs.
2. The college infrastructure is utilized as an examination centre for University / competitive examinations.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/naac/suportdoc/6.4.2.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC always try to implement its strategy to improvise the quality of the institute across all levels among which two of the most significant processes in the current academic year are described below.

1. Interactive Panels have been installed in the ICT enabled classrooms so that teachers can motivate the students by enabling the use of innovative educational resources. The college has used full-fledged Learning Management System (LMS) through Google Suite and Google classroom during the lockdown period due to COVID-19 pandemic. The interactive panels promote active and participatory attitude of the students by the amalgamation of the LMS platform and other portals. The educational use of social media has also been utilized to establish communication with the students and peers.

2. The implementation of green practices in the college campus has always been promoted by IQAC. Implementation of paperless work in the office has been prioritized and introduction of office automation for the college in current academic year is a significant step towards green initiatives. The college has its solar power plant the capacity of which is increased from 20 KW to 50 KW to minimize its dependency on the supply of electricity from the grid.

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/img_new/in_pageImage/iso_2021.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The college has experienced the shift from online mode of teaching to traditional offline classes in the current academic year. Significant developments of digital resources by the teaching staff of various departments are compiled using the Google Classroom LMS and other digital platforms during the lockdown period due to COVID-19. Six new ICT enabled classrooms

has been developed in the current academic year and Interactive panels have been installed there to enable the teachers to use these digital resources in order to increase students' participation in the teaching learning process.

2. IQAC has always encouraged the teachers to increase and nurture their academic capacity so that they can employ the up-to-date information in the classes and make the students aware about the development of the subject. Financial support to the teaching staff is provided to participate in various workshops, seminars, Faculty Development Programs (FDP) etc. The college itself organizes FDP and workshops for teachers and students respectively to make an advanced academic ecosystem where qualitatively good interaction can be done. The advanced and slow learners get equal scope to upgrade them in this ecosystem.

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/eNgagePortal.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.suryasencollege.org.in/naac/supportdoc_2022-23/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution provides equal opportunities and encouragements to all the students irrespective of gender. Programmes are organized by different Departments for gender awareness and sensitization. Especially Women Cell and Internal Complaint Committee of the institution in collaboration with IQAC organize International Women's Day, webinars/Seminars, Add On Course throughout academic session. In this academic year Workshop was organized on 'Socio-Legal Awareness for Gender Discrimination' in collaboration with West Bengal Commission for Women and Darjeeling District Legal Aid Forum. A thirty hour Add On course on 'Understand Gender' covering different themes and aspect by many academicians was organized for all the students.

The College provides a safe and secure environment for students. All Classrooms and infrastructures of the institution are under the surveillance of CCTV, Supporting staffs in students' Common Rooms are kept. Security guard both male and female at the College entrance keeps vigilance round the clock and maintains daily visitor Register. Students have college uniforms, ID card, Health Insurance and Vending Machine is provided in the Girls' Wash Room. Most subjects in Social Science has gender related topic in the curricular. To sensitize the students on gender equity theme the department teachers organizes invited talk, film show, quiz, etc.

File Description	Documents
Annual gender sensitization action plan	http://www.suryasencollege.org.in/naac/suppportdoc_2022-23/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://suryasencollege.org.in/new_2020_Facility.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For degradable waste management the institution has facilities for compost at the backyard of the canteen. Separate waste bins for recyclable and degradable waste are kept for easy collection and disposal system. The Siliguri Municipal Solid Waste Management collects them on daily basis. Papers are reused and then recycled mostly, due office automation there is less use of papers for teaching and non-teaching staff on daily basis like application of leave, self appraisal dairy, etc. notices are done mostly on digital platform. The College has proper sewage and drainage system. Annual E-waste or broken electronic equipments are often repaired and reused as much as possible and in case of beyond repairable condition are sent for recycle so that the metals can be utilized for other works. The Institution's Science laboratory chemical waste is carefully disposed through a separate pipe into a separate chamber for its safe disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://www.suryasencollege.org.in/naac/supportdoc_2022-23/7.1.3.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution offers subjects of Arts, Science and Commerce discipline to students. Students of Siliguri proper and its adjoining areas of districts of Darjeeling, Jalpaiguri, Kalimpong, Coochbehar etc. and states of Assam, Bihar and Sikkim takes admission in multiple disciplines, thus, adding essence of different cultural, linguistic, regional, socio-economic and religious diversities. But language has never been a barrier for our institution in teaching-learning process or communication. The Institution especially takes note of this harmony of diversities and to maintain this inclusive environment promotes programme, competition, etc in multi-language categories. All the student centric programmes or classes are conducted in more than one language. For fair competition judges are selected who belong to or are specialized in that particular language. This harmony in diversity is reflected best in our cultural programmes where students give multi-regional, cultural, linguistic performances.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution respects and abides by the Constitution of India. All the important events of national importance are observed and celebrated in the college wholeheartedly. Students actively participate in all such functions. In all such important National days the students and employees of the institution attends the ceremony and listen to deliberation of speeches on the historical background of the events, achievements and sacrifices of patriots, unknown facts related to the persons. Invited talks or lectures are organized by the IQAC on Professional Ethics and values. The student belonging to NCC and NSS carries on parade and awareness programme, Traffic awareness Programme and rally, blood donation camp,

free health checkup camp, social work for the needy on such occasions.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College observes all National Days and International days and celebrates festival and events throughout the year. During the year due to restriction the Republic Day was observed by students and staff in virtual mode and only few maintaining the Covid protocol remain present in the college premise. Other than this, all the commemorative days like Independence Day, Surya Sen Jayanti, Rabindra Jayanti, Women's Day, World

Environment Day, etc. were all observed and celebrated. The Cultural committee of the College maintains regularity to celebrate all important events and festivals. In all these students' involvement is given priority for which programmes like singing, dancing, recitation is organized. Followed by quiz, painting, essay competition. Both Teaching and Non-teaching staff also performs on such occasions. International / National seminars are organized on such important days of events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. FOSTERING POTENTIAL TALENTS OF STUDENTS

To foster positive outlook, inculcate learning habits, develop inquisitiveness, and face challenges, the need for proper nurturing and grooming of students both academically and psychologically was practiced through Mentor-Mentee programmes, e-resources in college website, Add On courses, students' magazine, seminars, invited talks, workshop, gender sensitization outreach programmes and awareness of legal rights, ethical values. At the same time students need to channelize their energy and thought for social wellbeing of the surroundings and that of the nation.

2. FACULTY DEVELOPMENT MEASURES

The past two academic sessions was thoroughly new to the traditional method of teaching and learning. In this academic session blended method of teaching and learning was adopted. ICT classroom to facilitate quality teaching, Saturday Rostra multidisciplinary program for interaction and development, FDP on Professional Development and Publication, Office automation

for teaching and non-teaching staff, to encourage participation of faculties in seminars in the Institution provides the registration fees of the paper presenters. Teachers are felicitated for being awarded Ph.D. or for publication of their articles in international journals of repute on College Foundation Day. The College supports for carrying on Ph.D. and grants study leave for Course Work.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

DIGITAL INTERACTIVE HUB The institution imparts education to more than seven thousand students in multi-disciplinary subjects. The institution had two Seminar Halls equipped with internet-enabled Audio-Visual accessories meant for special classes, seminars, conferences, workshops and invited lectures. The institution has many Cells that regularly carry student oriented programmes. However, it was insufficient to support all the programmes of so many departments and Cells at the same time. Keeping this in mind and with the aim of novelizing the curriculum delivery, the institution focused on the introduction of UHD Interactive Hub with a built -in computer. Each department has at least one smart classroom. Altogether eleven Smart classrooms for aiding in audio-visual lectures have been introduced during this academic year. These classrooms are connected with a 300 mbps LAN facility for providing exposure to the students to web-based academic and other resources. As a result of these initiatives, the institution has smoothly digitalized the mechanism of curriculum delivery replacing the conventional "chalk and talk" method, except for classes demanding boardwork.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To encourage the various departments and Cells to organize more Add-On Courses to equip the students with additional knowledge and skill beyond the curriculum
- To encourage the departments to organize a greater number of intra-college and inter-college Faculty Exchange programs to allow the students an interdisciplinary exposure of their subjects.
- To encourage all departments for student centric activities like Wall Magazine publication, poster publication, exhibition etc.
- To encourage the departments to organize "Invited Lectures" to make the students aware of the current research trends
- To initiate new MoUs with Academic and Professional Bodies
- To encourage the departments to organize National / International Seminars on pertinent topics in collaboration with various state, national or international organizations
- To organize FDPs on various issues relating to Teaching-Learning Process
- To continue our R & D Cell endeavor "Saturday Rostra" and try collaboration with other institutions on the "Lecture Series"
- To encourage the publication of new edited volumes under the aegis of R & D Cell
- To organize Professional Development Programs for our non-teaching support staff
- To organize awareness programs to sensitize students, teachers and staff about rights, duties and responsibility of the citizens and to inculcate values for achieving moral excellence