



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	SURYA SEN MAHAVIDYALAYA
Name of the head of the Institution	Dr. Pranab Kumar Mishra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0353-2691489
Mobile no.	9233463895
Registered Email	suryasencollege98@gmail.com
Alternate Email	principal.ssm98@gmail.com
Address	Surya Sen Colony, Block - B, P.O. Siliguri Town
City/Town	SILIGURI
State/UT	West Bengal
Pincode	734004

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Arnab Baul
Phone no/Alternate Phone no.	03532663662
Mobile no.	9476383963
Registered Email	iqac.ssm98@gmail.com
Alternate Email	sreearnab@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://suryasencollege.org.in/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://suryasencollege.org.in/new_2020_academic%20calender_2018-19.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.85	2019	15-Jul-2019	14-Jul-2024

6. Date of Establishment of IQAC	14-Jun-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic and Administrative Audit	26-Nov-2019 07	104

ISO	28-Aug-2018 05	4918
Green Audit	04-Oct-2019 03	295
International Interdisciplinary Conference on Environment, Peace and Morality: East and West	11-Jan-2019 03	1975
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Surya Sen Mahavidyalaya	Salary Grant	Govt of West Bengal	2018 365	44977190
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Freeship to 200 meritorious & economically backward students

Workshop on Gender Awareness And Recent Trends

Series of a special in-house counselling session, and meetings arranged by IQAC to apprise students, guardians, office staff and teachers about newly introduced CBCS

International Seminar on Recent Advances in Mathematical Science and their Applications

Academic and Administrative Audit done

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Free admission to 200 meritorious and economically background students	Done
Workshop on Gender Awareness And Recent Trends	Done
Series of special in house counselling session, and meetings arranged by IQAC to apprise students , guardians , office staff and teachers about newly introduced CBCS	Done
International Interdisciplinary Conference on ?Environment, Peace and Morality: East and West	Done
NAAC Accreditation precess to be initiated	SSR Approved
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	19-Jun-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

28-Feb-2019

17. Does the Institution have Management Information System ?

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>The institution has a moderately operational Management Information System which is an integral part of our teaching learning and administrative practices. The aim of the systems is three folds: 1. To maintain a methodical and systematic approach in carrying out administrative activities. 2. To standardize the accounting process towards achieving a zero error target. 3. To guarantee transparency in all sorts of academic and administrative activities. 4. Working towards achieving a paperless work culture in office thereby contributing to the save nature campaign. At present Management Information System is used in the following fields: a) In the admission process and publication of the merit list. b) To smoothly conduct examination and publication of the results c) To prepare salary statement through HRMS (Human Resource Management System), as per the directives of the government of West Bengal. d) To successfully implement Grievance redressal mechanism. Example of functioning of module: In the case of Admission Process Management Information System is extensively used. After the declaration of the HS result the college authority uploads prospectus and online admission form for on its portal. Students have to register themselves with login IDs created especially for this purpose. After the submission of forms within due date merit list is autogenerated and the selected students have to pay the required fee to bank. The academic documents are verified online and admission is confirmed. In this whole admission process, students are not required to come to the college for which valuable time is saved and the admission process becomes smooth and hassle free.</p>
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- IQAC prepares an academic calendar of the college (based on University notifications) which comprises of tentative dates regarding internal

assessments, university examinations, various co-curricular activities, holidays etc. The academic calendar is uploaded in the college website at the beginning of the session. • A well planned routine for Arts, Science and Commerce is prepared by the routine committee of the college. The routine incorporates the requisite number of lectures (based on credits) as prescribed in the syllabus of University of North Bengal. Based on the routine, each department holds departmental meetings for syllabus distribution and teacher allotment to the respective classes. The routine with assigned teachers are circulated among the students via notice board as well as college website. • Orientation program is organized for parents at the beginning of the session where our Principal apprises them about the rules and regulations of the college, the infrastructural facilities of the college and the college's own mechanism of evaluation. Students also undergo an orientation program organized by the respective departments. • The curriculum delivery methods include traditional board and marker lectures, power point lectures in ICT-enabled classrooms, invited lectures (by experts of other institutions), inter-departmental faculty exchange, educational excursions, group discussions, practical sessions in well-equipped laboratories, use of scientific models/charts etc. • Apart from the routine classes, some departments hold extra classes for slow learners for which a separate attendance is maintained. • Teachers guide the students for organizing various co-curricular activities like wall magazine publication by different departments, exhibition of scientific / geographical models, essay writing/debate/mock parliament etc. to create additional enthusiasm of the subject among the students. • Internal assessment of a student is based on unit tests, project works, seminar presentation, poster presentation etc. • Apart from the central library; Departments of Chemistry, Physics, Mathematics, Geography and Commerce have a fully functional seminar library; which help the students as well as teachers to enrich themselves on the latest development in the subject. The central library has membership of both N-List Program and National Digital Library hence the library has free access of a huge repository of e-books, e-journals, e-manuscripts etc. for the students as well as teachers. • The teachers regularly attend orientation programmes, refresher courses, workshops, seminars, conferences etc. to upgrade themselves for a more effective subject and curriculum delivery. • At the end of the session, IQAC takes and analyzes feedback from the students as well as teachers on various questions on syllabus and curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course on Computer Applications		04/07/2018	180	Both	Computer Application Skills
Certificate Course on Travel and Tourism Management		04/07/2018	180	Both	Tourism Management Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Chemistry Honours	04/07/2018
BSc	Physics Honours	04/07/2018
BSc	Mathematics Honours	04/07/2018
BCom	Commerce Honours	04/07/2018
BCom	Programme	04/07/2018
BA	Bengali Honours	04/07/2018
BA	Economics Honours	04/07/2018
BA	English Honours	04/07/2018
BA	Geography Honours	04/07/2018
BA	History Honours	04/07/2018
BA	Political Science Honours	04/07/2018
BSc	Programme in Chemistry	04/07/2018
BSc	Programme in Physics	04/07/2018
BSc	Programme in Mathematics	04/07/2018
BA	Programme in Bengali	04/07/2018
BA	Programme in Economics	04/07/2018
BA	Programme in English	04/07/2018
BA	Programme in Education	04/07/2018
BA	Programme in geography	04/07/2018
BA	Programme in History	04/07/2018
BA	Programme in Political Science	04/07/2018
BA	Programme in Sociology	04/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Life-skill Education - Stress Management	12/07/2018	285
Self Defense for Girls	15/08/2018	102
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	Geography	49
BA	Sociology	199
BA	Political Science	115
BA	History	120
BCom	Honours & Programme	272
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<ul style="list-style-type: none"> • Questionnaires for the feedback of students, teachers, parents and management has been framed, approved by IQAC and are available in the college website. The stakeholders can download the same or collect it from IQAC. • Feedback is made compulsory for all the outgoing final year students of the college, where they can give their feedback on curriculum, teacher / teaching and institutional facilities. The feedback is collected by the respective departments for Honours course students and by the Principal's office for the program course students and is submitted to IQAC for analysis. • The teachers can give their feedback through their Departments and the management through the Principal to IQAC. The parents' feedback is collected by the Principal's office. The parents can also give their feedback in the Parent-Teacher's Meeting organized by the respective departments. • The feedback thus collected is analyzed by IQAC and the results of the analysis are forwarded to the Academic Committee or to the Governing Body depending on its academic or administrative nature for necessary action. • A "Suggestion Box" is installed at the entry of the college building where the students can drop their grievances or suggestions regarding any college affair. Our Principal goes through the contents everyday and forwards the suggestions to Grievance Redressal Cell, Disciplinary Committee, IQAC etc. depending on the nature of complaints / suggestions. • The respective committees / cells on receipt of such complaints / suggestions initiate action to take corrective measures.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali Honours	76	785	76
BA	Economics Honours	76	39	3
BA	English Honours	76	1549	76

BA	Geography Honours	30	557	30
BA	History Honours	53	884	53
BA	Political Science Honours	76	870	76
BA	Sociology Honours	76	376	76
BSc	Chemistry Honours	20	204	19
BSc	Mathematics Honours	45	264	45
BSc	Physics Honours	15	218	14
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4814	0	62	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
62	59	9	6	6	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college follows a robust mentoring system throughout the year. Once a student is admitted he/she becomes the part of the college family and all the teaching and administrative staff care for them with familial affection. Our mentoring system follows three well defined paths: (1) Academic wellbeing of the students, (2) Psychological wellbeing, and (3) Special mentoring for social adaptability. PRIMARY MECHANISM: Academic Mentoring: Students of a department are divided into groups and each group is mentored by a teacher. The teacher encourages the students under his/her tutelage to share her problems and doubts in academic matters. After getting the feedback from the students, the concerned teacher either tries to resolve the student's problem or directs him/her to other teachers with specialization on the topic. Psychological Mentoring: When a student confides her personal issues to her/his mentor, the teacher-mentor arranges a face to face session with a student and through prolonged session of discussion tries to resolve the student's issue. As per the necessity, the professional counselor or psychiatrists are also consulted by the teacher for better grasping of the student's issue and the subsequent resolving of the same. Social Adaptability: This is done through a coordinated approach by the teachers of the department. In Special Counseling Session all the students are addressed and they are given lessons on soft-skills, etiquette, behavioral codes and on other issues which can help them face the social reality in a confident manner. SECONDARY MECHANISM: All the teachers are always accessible to the students to cater to their queries and problem, during college hour and beyond college hour. Teachers

provide their telephone number to the students and encourage them to bring before them any issues which a student feels needs attention. Through departmental social media groups teachers of a department access their students and give necessary instructions—all for their betterment and wellbeing. To ensure safety of the students in the campus we have CC Camera installed all over the campus which is monitored by the Principal directly from his office. Principal has a dedicated Facebook page where any student can post their ideas, issues directly to him. Every query is answered by the Principal. We have a separate Counseling Room which is used for individual counseling of student and to discuss matters with specific student which is confidential in nature. EXAMPLE: The mentor – mentee ratio of the college is 1:77, which includes both the students of honours and pass/program courses. Listed below are the examples of mentor –mentee ratio of representative departments from Arts, Science Commerce Streams. The 1:77 ratio is calculated by taking students of both honours and program courses. (1) Department of Chemistry: Ratio : 1:4 [student s- 29, teachers- 7] (2) Department of Geography: Ratio : 1:11 [student s- 45, teachers- 4] (3) Faculty of Commerce: Ratio: 1:31 [Students – 250, teachers- 8] The major findings of the mentor-mentee program are discussed in the academic council meeting for future improvement.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4814	62	77

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
64	62	2	1	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BAGEN	3	30/06/2019	10/07/2019
BA	GEOH	3	29/06/2019	10/07/2019
BA	SOCH	3	29/06/2019	10/07/2019
BA	HISH	3	20/06/2019	10/07/2019
BA	PLSH	3	20/06/2019	10/07/2019
BA	ECOH	3	20/06/2019	10/07/2019
BA	ENGH	3	20/06/2019	10/07/2019
BA	BENH	3	20/06/2019	10/07/2019
BCom	MNAH	3	20/06/2019	10/07/2019
BCom	ACNH	3	20/06/2019	10/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We have adapted our CIF with reformative approaches. ? We use our ICT enabled classrooms to continuously engage students in various creative activities. To gauge their presentation skill we design assignments which they have to present in front of teachers and take part in post-presentation discussion. ? We use various testing methods to measure students' performance potential. Surprise Tests are conducted to evaluate and record students' performance and analyze their areas of deficiencies. Taking of mandatory Monthly Class Tests for Honours students by the respective teachers of the departments is also a part of our academic planning. ? Teachers are free to plan their monthly test formats. Beyond sit and write mode many teachers rely on Group Discussion, Essay and Assignment Writing etc. to evaluate their students' progression. ? We have provisions for Repeat Tests for students who are unsuccessful in Annual Test Examination before the commencement of University Undergraduate Examination. ? All the records of students' academic performances are well documented by the examination committee and the respective departments. ? One to one counseling is done for both weak and bright students

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is made available annually in the beginning of the session to apprise the stakeholders about the routinized activities that the college plans to perform to achieve it's annual academic goal. It also charts programs that the institution plans to carry through during the session to streamline its administrative and other activities. While time period for annual examination, declaration of result and time for taking new admissions are fixed by the affiliating university, the College Academic Calendar also includes tentative schedule for various class tests and unit tests conducted by various departments. The academic calendar of our institution is planned in such a way that while providing a guideline to all the teachers regarding various academic and assessment activities, it provides enough scope for a teacher and a department to design and implementing their own plan of assessment of students. Tentative schedule for Unit Tests, Class Tests and, annual examination are all parts of the academic calendar. The draft of the Academic Calendar is placed in the IQAC meeting for approval and after unanimous approval accorded by the members the same is posted in the website for students' viewing. Our Teacher's Appraisal Diary is used by faculties to record details of class tests, group discussion and other assessment that are routinely carried out as per the academic planning as recorded in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://suryasencollege.org.in/new_2020_copo_Bangla.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MTMH	BSc	HONOURS IN MATHEMATICS	15	8	53

CEMH	BSc	HONOURS IN CHEMISTRY	5	5	100
BAGEN	BA	BA GENERAL	871	467	54
GEOH	BA	HONS IN GEOGRAPHY	19	19	100
SOCH	BA	HONS IN SOCIOLOGY	20	18	90
HISH	BA	HONS IN HISTORY	40	33	83
PLSH	BA	HONS IN POLITICAL SCIENCE	61	51	84
ECOH	BA	HONS IN ECONOMICS	1	1	100
ENGH	BA	HONS IN ENGLISH	48	41	85
BNGH	BA	HONS IN BENGALI	42	36	86

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://suryasencollege.org.in/new_2020_feedbackAnaly_student.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Bengali	3	0
National	Librarian	1	0
International	History	2	4.19
International	Geography	1	7.39
International	Maths	1	0
International	SOCIOLOGY	2	1.5

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
SOCIOLOGY	1
GEOGRAPHY	1
ECONOMICS	1
BENGALI	9
LIBRARIAN	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Understanding the theoretical aspects of the Digital Divide: An analytical review	Santanu Das	RBU Journal of Library and Information Science	2018	0	Surya Sen Mahavidyalaya	0
Naxallbari Andolan :	Iswar Chandra	Uttar Prosongo	2018	0	Surya Sen Mahavidyal	0

Prosongo Utpal datter Tir	Barman				aya	
Institutionalization of Social Audit Its Impact in MGNREGA: Experiences from Sikkim	Pranab Kumar Mishra	International Journal of Innovative Studies in Sociology and Humanities	2018	0	Surya Sen Mahavidyalaya	0
The Constitutional Provisions, Legislative Measures and Other Initiatives Undertaken in the Interests and Benefits of Women in India with Special Reference to Empowerment of Women in Sikkim	Pranab Kumar Mishra	International Journal of Innovative Studies in Sociology and Humanities	2018	0	Surya Sen Mahavidyalaya	0
Sattar Dasaker Antarbastabata : Prosongo Dujon chotogolpokar	Iswar Chandra Barman	Nababi	2018	0	Surya Sen Mahavidyalaya	0
Kabyavasa : Prosongo Manikdatter Chandimangl	Iswar Chandra Barman	Uttar Prosongo	2018	0	Surya Sen Mahavidyalaya	0
Decomposition Theorem in Fuzzy Cone Normed Linear Space	P.Tamang	International Review of Fuzzy Mathematics	2018	0	Surya Sen Mahavidyalaya	0
Spatiotemporal Variation	Tuhin Kanti Ray	International Journal of	2018	0	Surya Sen Mahavidyalaya	0

of Road Traffic Accident in Kolkata: An Appraisal		Recent Scientific Research				
Female Foeticide - The Beginning of Gender Discrimination	Tamali Mustafi	Research Review International Journal of Multidisciplinary	2018	0	Surya Sen Mahavidyalaya	0
Tribal Women in Prostitution: The Scenario of North Bengal	Tamali Mustafi	East Indian Journal of Social Science	2018	0	Surya Sen Mahavidyalaya	0

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Tribal Women in Prostitution: The Scenario of North Bengal	Tamali Mustafi	East Indian Journal of Social Science	2018	0	0	Surya Sen Mahavidyalaya
Female Foeticide - The Beginning of Gender Discrimination	Tamali Mustafi	Research Review International Journal of Multidisciplinary	2018	0	0	Surya Sen Mahavidyalaya
Spatiotemporal Variation of Road Traffic Accident in Kolkata: An Appraisal	Tuhin Kanti Ray	International Journal of Recent Scientific Research	2018	0	0	Surya Sen Mahavidyalaya
Decomposition Theorem in	P.Tamang	International Review of Fuzzy M	2018	0	0	Surya Sen Mahavidyalaya

Fuzzy Cone Normed Linear Space		athematics				
Kabyavasa : Prosongo Manikdatter Chandimangl	Iswar Chandra Barman	Uttar Prosongo	2018	0	0	Surya Sen Mahavidyalaya
Naxallbari Andolan : Prosongo Utpal datter Tir	Iswar Chandra Barman	Uttar Prosongo	2018	0	0	Surya Sen Mahavidyalaya
Sattar Dasaker Antarbastabata : Prosongo Dujon chotogolpokar	Iswar Chandra Barman	Nababi	2018	0	0	Surya Sen Mahavidyalaya
The Constitutional Provisions, Legislative Measures and Other Initiatives Undertaken in the Interests and Benefits of Women in India with Special Reference to Empowerment of Women in Sikkim	Pranab Kumar Mishra	International Journal of Innovative Studies in Sociology and Humanities	2018	0	0	Surya Sen Mahavidyalaya
Institutionalization of Social Audit Its Impact in MGNREGA: Experiences from Sikkim	Pranab Kumar Mishra	International Journal of Innovative Studies in Sociology and Humanities	2018	0	0	Surya Sen Mahavidyalaya
Understanding the theoretical aspects of	Santanu Das	RBU Journal of Library and Inform	2018	0	0	Surya Sen Mahavidyalaya

the Digital Divide: An analytical review		ation Science			
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	18	12	8	8
Presented papers	22	12	4	3
Resource persons	0	0	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
INTERNATIONAL YOGA DAY	Program officer NSS Unit I Program officer NSS Unit II	52	2453
WORKSHOP ON WASTE MANAGEMENT	Program officer NSS Unit I Program officer NSS Unit II in collaboration with Paschim Banga Vigyan Munch	38	1080
Swachha Bharat Abhiyan	Program officer NSS Unit I Program officer NSS Unit II	32	1820
Swachha Pakwara	Program officer NSS Unit I Program officer NSS Unit II	31	1748
Rally on anti drug	Program officer NSS Unit I Program officer NSS Unit II in collaboration with Siliguri Police Commissionerate.	2	598
Fund collection for Kerela " Chief Minister's Distress Relief Fund	Program officer NSS Unit I Program officer NSS Unit II	39	422
NSS Day 50TH ANNIVERSARY	Program officer NSS Unit I Program officer NSS Unit II	2	198

Walk for Blood a rally	Program officer NSS Unit I Program officer NSS Unit II in collaboration with Siliguri Suryanagar Samaj-Kalyan Sanstha	28	1282
Voluntary Blood Donation Motivational and Safe blood Transfusion" one day certificate course	Program officer NSS Unit I Program officer NSS Unit II in collaboration with Siliguri Suryanagar Samaj-Kalyan Sanstha	18	107
Blood Donation Camp	Program officer NSS Unit I Program officer NSS Unit II in collaboration with North Bengal Medical College and Hospital Blood Bank.	12	106

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Walk for Blood a rally	Active Participation	Siliguri Suryanagar Samaj-Kalyan Sanstha	1282
Fund collection for Kerela " Chief Minister's Distress Relief Fund	Active Participation	Government of Kerala	422
Workshop on Waste Management	Active Participation	Paschim Banga Vigyan Munch	1080
Rally on Anti Drug	Active Participation	Siliguri Police Commissionerate.	598

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	Dept. of Physics, SSM	Poster presentation by students on 07.09.2018	4	228
NA	Dept. of Physics, SSM with	Observation of National Science Day	7	1624

	collaboration of Dept. Of Mathematics, SSM	2019 on 28.02.2019		
NA	Political Science Department, SSM	Wall Magazine 'Gyananewshan' Topic-Contemporary Political Issues	3	528
NA	Dept. Of Sociology, Surya Sen Mahavidyalaya	Basanta Utsav	4	3581
NA	Dept. Of Sociology, Surya Sen Mahavidyalaya	GENDER SENSITIZATION PRO	4	1278
NA	Dept. Of History, Surya Sen Mahavidyalaya	Wall Magazine SAKABDA on 14.08.2018	5	1000
NA	Dept. of Geography, Surya Sen Mahavidyalaya	Exhibition of Charts on 28.09.201	4	1279
NA	Dept. of Commerce, Surya Sen Mahavidyalaya	1st edition of Commerce Chronicle Wall Magazine	9	520
NA	Dept. of Commerce, Surya Sen Mahavidyalaya	Seminar on Union Budget Organized by Faculty of Commerce, SSM	15	228
NA	Dept. of Commerce, Surya Sen Mahavidyalaya	Gender Sensitization Program	9	522
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Program organised by Dept. of History	142	INSTITUTIONAL	1
Invited Lecture on selected issues Practical Geography by Prof. Bijan Ghosh (Retd.	64	INSTITUTIONAL	1

Associate Prof.), of Siliguri College			
Invited Lecture on UTM Projection by Prof.(Dr.) Ranjan Roy, Department of Geography, NBU	58	INSTITUTIONAL	1
Invited Lecture on Cotemporary Research Trend in Geography by Prof.(Dr.) Ashis Sarkar, Presidency University	61	INSTITUTIONAL	1
Faculty Exchange Program on "Vector Analysis" by Prof. Phurba Tamang, Assistant Professor, Dept. of Mathematics, organised by Dept. of Physics	15	INSTITUTIONAL	1
Invited Lecture on cultural geography in the discipline of Geography by Dr.SuphalBiswas, Assistant Prof., Department on Bengali, Surya Sen Mahavidyalaya	53	INSTITUTIONAL	1
One day special lecture on application of statistics in the discipline of Geography by Rahul Paul, Assistant Professor (management post) Department of Economics, Surya Sen Mahavidyalaya	62	INSTITUTIONAL	1
Faculty Exchange Programme on Sahitya-Samaj-Sanskriti O Sikshabistare Vidyasagerer Obodan. By Dept. of Bengali	145	INSTITUTIONAL	1
Invited Lecture by Dr.Soumitra De, NBU on "Understanding Political Science",	187	INSTITUTIONAL	1

organized by Political Science Department, SSM			
Invited Lecture by Dr.Soumitra Ghosh, Tata Institute of Social Sciences, Mumbai on "India's Quest for Universal Health Care: Ayushman Bharat an Answer?" organized by Political Science Department, SSM	188	INSTITUTIONAL	1

[View File](#)

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Collaborative Research	Materials Science Division, UGC-DAE Consortium for Scientific Research, Kolkata Centre , Sector, III, LB-8 , Bidhan Nagar , Kolkata 700 106	09/02/2018	08/02/2019	Dr. Arindam Karmakar and Dr. Souvik Chatterjee

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
70	69

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha Open Source Library System	Fully	17.11	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11011	2895893	1034	271567	12045	3167460
Reference Books	132	85800	53	34218	185	120018
e-Books	3135000	5900	0	0	3135000	5900
Journals	284	54500	140	21200	424	75700
e-Journals	6020	0	162	0	6182	0
Digital Database	0	0	7	0	7	0
Library Automation	0	0	1	212400	1	212400
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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Dr. Pranab Kr Mishra	Quality Enhancement in HEIs in India: Issues and Challenges	you tube	17/02/2019
Dr. Suphal Biswas	Indian Folklore	You Tube	10/02/2019
Dr. Bablee Mandal	Molecular Orbitals and Hybridisation	You Tube	17/02/2019
Sima Barman	Relation and Mapping	You Tube	17/02/2019
Dr. Tamali Mustafi	Protestant Movement and the rise of Buddhism	You Tube	17/02/2019
Dr. Romyani Goswami	Wave motion and velocity of wave	You Tube	17/02/2019
Tuhin Kanti Roy	Classification of Urban Settlement	You Tube	17/02/2019
Dr. Arnab Baul	Journey of the Magi	You Tube	17/02/2019
Smt Reema Doma Sherpa	Evolution of Management thought	You Tube	17/02/2019
Ranjit Kumar Barman	Bengali short Stories and Rabindra Nath	You Tube	17/02/2019
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	61	10	0	0	0	11	40	20	0
Added	5	2	0	0	0	1	2	0	0
Total	66	12	0	0	0	12	42	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E-ngage	http://suryasencollege.org.in/eNgagePortal.php
E Content : Bengali	http://suryasencollege.org.in/new_2020_econt_Banla.php
E Content: Chemistry	http://suryasencollege.org.in/new_2020_econt_Chemistry.php
E Content:Commerce	http://suryasencollege.org.in/new_2020_econt_Commerce.php

E Content: Economics	http://suryasencollege.org.in/new_2020_econt_Economics.php
E Content: Education	http://suryasencollege.org.in/new_2020_econt_Education.php
E Content: English	http://suryasencollege.org.in/new_2020_econt_English.php
E Content: Geography	http://suryasencollege.org.in/new_2020_econt_Geography.php
E Content: History	http://suryasencollege.org.in/new_2020_econt_History.php
E Content: Mathematics	http://suryasencollege.org.in/new_2020_econt_Matematics.php
E Content: Political Science	http://suryasencollege.org.in/new_2020_econt_PolSc.php
E Content: Physics	http://suryasencollege.org.in/new_2020_econt_Physics.php
E Content: Sociology	http://suryasencollege.org.in/new_2020_econt_Sociology.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.5	0.42	30	29.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. Library: Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping the library clean is done frequently by library staff and external pest management agency. Classrooms: The institution possesses spacious classrooms which have sufficient fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance. Furniture's/ related items: The caretaker looks after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed. The maintenance of these facilities is very much necessary and therefore, the institute has framed the following policy for this purpose: Building infrastructure: Generally as far as practicable for a fully government owned institution, a constant effort is made to provide a dedicated and secure space for equipment and tools. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair, and maintenance of the main building and physical infrastructure like water, the power supply is looked after by this committee. All work is done through the tender system as per standard norms. During all maintenance and up-gradation work related to civil, always a supervisor is assigned by the college authority to verify the work

done by the contractors. All minor electrical faults are attended and repaired by trained electrician cum caretaker. Maintenance of toilets and service areas are performed by sweeping staffs and hired plumbers. Computer IT infrastructure: Well qualified ICT-in-Charges are recruited for the maintenance and up-gradation of computer and IT infrastructure of the college. Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Intercom etc. are renewed regularly to ensure their good service. Laboratory Equipment's/Machinery: Gas connection pipeline is checked regularly for any leakage by the able technicians. They also maintain stock register by the laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory. Annual Maintenance Contracts (AMC) for different laboratory instruments, machines are done. The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary.

http://suryasencollege.org.in/newSite2020_doc/Maintenance_Policy.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Fund	173	494720
Financial Support from Other Sources			
a) National	.WB Kanyashree, Swami Vivekananda Merit -cum Means Scholarships, SC, ST, OBC, Minority Scholarships	1560	8225000
b) International	NA	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Special Coaching for advanced Learners	22/11/2018	312	All Departments
Remedial Coaching for slow learners	19/11/2018	672	All Departments
Personal Counselling and Mentoring	06/09/2018	2770	All Departments
Yoga	16/07/2018	315	Yoga Ayurved Centre ,Siliguri.

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Care	50	43	5	2
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BA HONOURS	ENGLISH	SIKKIM UNIV	MA
2018	5	BA HONOURS	HISTORY	IGNOU	MA
2018	1	BA HONOURS	GEOGRAPHY	KU	BEd
2018	2	BA HONOURS	GEOGRAPHY	NBU	MA
2018	1	BA HONOURS	ENGLISH	NBU	MA
2018	9	BCom HONOURS	COMMERCE	NBU	MCom
2018	3	BSc HONOURS	CHEMISTRY	NBU	MSc
2018	4	BA HONOURS	BENGALI	NBU	MA
2018	1	BA HONOURS	POLITICAL SCIENCE	CBPBU	MA
2018	1	BA HONOURS	POLITICAL SCIENCE	NBU	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Social Program SAMPRITI	Intra college	3953
Farewell Function	Intra college	1238
Freshers' Welcome	Intra college	2307
Cultural competitions	Intra college	215
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Silver Medal	National	1	0	18/CG/0209	Prity Jha
2019	Bronze Medal	International	1	0	18/CG/0128	Rupam Roy
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council is not in place for the time being ,but we have representations in different working and Executive Committees like Sports Games ,Campus Beautification and Environment from the Student community of the college. In different events of Sports and Cultural programmes held in the college ,Student volunteers and enthusiasts take active part in organizing and conducting those events successfully .Besides there are provisions for students' representation in the IQAC and the Governing Body of the college .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the Alumni Association is registered with the registration number:S0004580 of 2019-20, dated,30th May 2019 under Government of West Bengal Society Registration Act XXVI of 1961. It has been activated recently with the Membership and participation of the Recent and Regular pass outs of the college .The Association takes enthusiastic and active role in the day-to -day activities and events held in the College .

5.4.2 – No. of enrolled Alumni:

2175

5.4.3 – Alumni contribution during the year (in Rupees) :

17050

5.4.4 – Meetings/activities organized by Alumni Association :

One AGM on 10/08/2018 and two Executive committee meetings during the period/the year 2018-19 as held on the 20th July 2018 and 30th of May,2019.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution believes and practices in decentralized functioning mechanism in all its governance. The Governing Body of the college is the highest decision making authority which is comprised of representatives from State Government, affiliating University, teaching staff, Non-teaching staff and students. The Principal, being the ex-officio Secretary of the Governing Body, implements the decisions of the Governing body, State Higher Education Department and University of North Bengal through consultation with different academic and administrative committees and sub-committees duly constituted on the basis of their competencies in the respective fields. The Principal is empowered by the Governing Body to take independent decision in Academic matters and day to day activities of the institution. For example, the Academic Committee is constituted taking all heads of the departments, Secretary, Teachers' Council (Ex-officio Member), Convener, Examination Committee (Ex-officio member), Librarian and Head Clerk. The Academic Committee takes all the decision in regards to academic affairs of the institution. Similarly, each department has its own departmental committee, comprising of all the teaching and non-teaching staff, and supervised by the Head of the Department. Such committee is instrumental in implementing the decision of Academic Committee and the Governing Body, while taking its own decision regarding the wellbeing of the department. Further, in decentralized process, the head of the department is empowered to approve any item within Rs. 1000/- without the prior approval of the Principal in case of any exigency, in the case of Principal, the amount is Rs.20,000/- and for the President, G.B, Rs. 50,000/-. Likewise, the Building and Purchase Committee can approve any quotation for any work or purchase below Rs.100,000/- without the approval of Finance Committee and Finance Committee may approve any work / purchase below Rs.2,00,000/-. This system has empowered the departments and various committees in decentralization of governance and functioning in a more flexible way. The institution has implemented Participatory Management System in all of its functions. As described above, from the constitution of Governing Body to different sub-committees, representation of members from all stake holders are ensured. For example, the IQAC is comprised of representatives of Governing Body, Teaching and Non-teaching staff, educationist of the locality, Alumni and students' representative. Similarly, the Anti-ragging Committee is constituted with representatives of Police Administration, Civil Administration, Parents, Students, teaching and Non-teaching staff. In the meeting, the members are free to express their valuable opinion on any issue and the authority gives importance to all the issues raised by any particular member. All the decisions in the meeting are taken in a democratic method. Further, in the beginning of the session, the Principal directly interacts with the Parents and students while at the end of the session, feedback is taken from all the stakeholders and the management tries to implement any possible suggestion received by it through feedback. The Secretary, teachers' Council, teaching and non-teaching staff representatives to the Governing Body are elected as per the affiliating university norms.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>? Admission of the students is done totally in online mode. It started after declaration of the results of 102 examinations by various boards. Admission is done purely on merit basis. The merit list is displayed online in our website. The reservation policies are maintained as per the Govt. rule. The college follows the system of online counseling and has help line number in order to keep the process transparent.</p>
Industry Interaction / Collaboration	<p>? The college does not have any documented collaboration with any external agency. However, industrial visit is done by the department of Commerce in each year to make the students familiar with different industries around the locality. Some local industrialists are also invited to deliver lectures and interact with the students.</p>
Human Resource Management	<p>? Teachers are facilitated to attend Refresher and Orientation Courses and any other workshop related to their service. ? Faculty Appraisal Diary is maintained by the teachers and evaluated by IQAC in each month. ? The institute has Grievance Redressal Cell, Anti-Ragging Squad and Sexual Harassment Committee. ? Training Programs are conducted for Non-teaching staff as per the requirement.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>? The college has the facility of campus wide Wi-Fi and broadband. ? Several ICT enabled classrooms are there which are shared by various departments. ? Construction of a new building is going on using the grant from NBDD. ? Renovation and upgradation of different laboratories and office and processing for the purchase of new computers for construction of a common computer laboratory and a language laboratory is going on in the current year.</p>
Research and Development	<p>? The faculties have several publications in national and international peer reviewed journals. ? The administration encourages the faculty members to undertake different research projects funded by various state and central agencies. ? The college library has the subscription of NLIST for the students and staff</p>

	supporting the research output.
Examination and Evaluation	? The college conducts the year end and semester end examination as per rule of the affiliating university in annual and CBCS mode respectively. The internal assessment of the students are conducted as per the university guidelines through class tests, students seminars, interactive sessions, debates etc.
Teaching and Learning	? The traditional classroom teaching is conducted along with some special and invited lecture are organized by various departments to enrich the students. ? Field tours are organized by department of Geography and Sociology in different parts of India as per their curriculum. Industrial visit is organized for the students of the department of commerce. Museum visit is also conducted by the department of History. ? Central Library and various departmental libraries are enriched by the purchase of several new books. The college subscribes N-LIST to provide the support of e-book and e-journal facilities for carrying out project work. ? Organizing of students' seminar by departments for evaluation of students.
Curriculum Development	The curriculum development and design is made by the affiliating university. Principal and faculties of various departments express their views in the development of syllabus in different workshops organized by the affiliating university. Some of our faculties play important roles as members of Board of Studies in the affiliating university.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Library Automation system has been implemented using KOHA along with the Institutional Repository software DSpace.
Administration	? Different notices and circulars for the students and general public are displayed in the website. ? E-tendering process is executed through Govt. portal ? The resolutions of IQAC are uploaded in website.
Finance and Accounts	? All types of fees are received through online transactions. The

	college has the policy to encourage cashless transaction in its income and expenditures. ? Salary of different faculty members and staff are transferred directly to the respective bank accounts through the IFMS software of the Govt. of West Bengal.
Student Admission and Support	? Applications are submitted through online admission portal of the college. Merit List is declared in the portal and the entire admission system is conducted following online mode of counseling and the admission as per the instruction of the Govt. of West Bengal. All types of fees are received through online transactions. ? The college helpline number and email address are provided in college website for any kind of support during admission.
Examination	? Internal examinations in the college are a part of continuous evaluation system. These constitute class tests, seminar presentation, viva-voce, evaluation of project report etc. ? The final examination is conducted by the college following the norms of the affiliating university at the end of each year and semester in annual and CBCS mode respectively. Teachers perform their duties of invigilation and evaluation of the answer scripts as per the schedule assigned by the university.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Training	N.A.	04/07/2018	04/07/2018	62	0

	on CBCS Module Syllabus					
2018	Admission Procedure for CBCS	Admission Procedure for CBCS	05/07/2018	05/07/2018	62	12
2018	N.A.	Onsite Training on Koha ILMS DSpace Repository	10/09/2018	14/09/2018	0	4
2018	Training Programme on the Exa mination Process under CBCS	N.A.	18/11/2018	18/11/2018	62	0
2018	N.A.	Training Programme on the Exa mination Process under CBCS	18/11/2018	18/11/2018	0	12
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program on Combating Violence Against Women and Girls for College/University Teachers	1	27/08/2018	31/08/2018	5
Orientation Program	1	20/02/2019	19/03/2019	28
Refresher Course	1	01/09/2018	21/09/2018	21
Refresher Course	1	04/12/2018	24/12/2018	21
Refresher Course	1	07/12/2018	27/12/2019	21
Short Term Course	1	23/08/2018	29/08/2018	7
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF Facility for teachers in management post, West Bengal Health Scheme for permanent staff, On duty leave to attend seminar, workshop and conferences, Maternity and Paternity leaves, Child Care leave	EPF Facility for staff in management post, Medical Insurance for staff in Management post, Free uniform to all Group D staff, Swastha Sathi Prakalpa for permanent staff, Maternity and Paternity leaves	Fee paid for health care facilities through Students Health Home, Full fee and half fee exemption for economically backward students, Different Govt. scholarships, Merit cum means scholarships, Free uniform for poor students. Need based financial assistance are provided for treatment of few students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

? The external financial audit is conducted every 2/3 years by a firm of Chartered Accountants appointed by the DPI, West Bengal. The external audit is done by S. Guha Associates, CJ-19, Sector-II, Salt Lake, Kolkata-9 for the financial year 2018-19. ? The college conducted an internal audit by M. Dutta Associates, Rina Bhawan, 2nd Floor, Opp. HDFC Bank, Panitanki More, Sevoke Road, Siliguri for the financial year 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Donation received from Dr. S. Debnath, Sri B. Chanda, Sri P. Chanda, Smt. B. Prasad, Sri J. Moulik, Sri T.K. Ghosh	96000	Development of the College and SSM Student Scholarship
View File		

6.4.3 – Total corpus fund generated

96000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of North Bengal (Prof. Pranab Ghosh Dr.	Yes	IQAC and GB, Surya Sen Mahavidyalaya

		Laxmikant Padhi)		
Administrative	Yes	University of North Bengal (Prof. Pranab Ghosh Dr. Laxmikant Padhi)	Yes	IQAC and GB, Surya Sen Mahavidyalaya

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? The college does not have any registered Parent – Teacher Association. However, the parents are free to meet any teacher and express their problems, views about the college. ? The college welcomes all kinds of suggestions from the parents using direct communication to the teachers, via the helpline number and the official email address displayed on the website. ? Some of the parents directly meet the Head of the department or the Department-in-Charge for expressing their views on many affairs, which the students feel shy to communicate directly to the teachers. Parent-Teachers meetings are also arranged by some departments to discuss the problems related to the students.

6.5.3 – Development programmes for support staff (at least three)

? The support staff related to the admission process are trained each year before the beginning of the online admission procedure on the newly introduced features in the college admission portal. ? Support staff was trained by the college to be familiar with e-Pradan, HRMS of the Govt. of West Bengal. ? Training for the Library support staff is organized in need basis to make them familiar with the new features of the library management system.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Since the NAAC accreditation is received on 15th July 2019 which falls after the end of the academic year 2018-19 it is not possible to consider any initiative by the college as a post accreditation initiative this year.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Request of six (06) faculties are granted and forwarded to GB for attending Ph.D. course work	17/01/2019	17/01/2019	17/01/2019	9
2019	Academic and Administrati	20/11/2019	20/11/2019	26/11/2019	104

	ve Audit				
2018	Free admission to 200 Meritorious and Economically Backward students	14/06/2018	14/06/2018	14/06/2018	962
2018	Workshop on Gender Awareness And Recent Trends	12/09/2018	12/09/2018	13/09/2018	2665
2018	Series of special in house counselling session, and meetings arranged by IQAC to apprise students , guardians , office staff and teachers about newly introduced CBCS	20/09/2018	20/09/2018	15/01/2019	3012
2018	Verification of CAS documents of Dr. Arnab Baul, Asst. Prof., Dept. of English and Dr. Tamali Mustafi, Asst. Prof., Dept. of History	28/11/2018	28/11/2018	28/11/2018	6
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Gender Awareness By	08/03/2019	08/03/2019	952	865

Prof Anita
Bagchi

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Electricity Generated from solar energy 10 KV, meeting 30 of the total power requirement of the college

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	06/10/2018	1	President, GB of College distributed TShirts and fruits to blind students of Matri Chhaya Seva Sangathan, Matigara on behalf of college	Social Welfare	1968
2019	1	1	01/03/2019	1	Distribution of clothings among	Social Welfare	2691

students
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Handbook on human values and professional ethics uploaded on website	04/07/2018	Keeping in mind this pretext regarding values and ethics of life, we have prepared a handbook comprising of a set of beliefs for students and staff which is posted on its website. To understand the human values that ought to guide the profession, resolve the moral issues in the profession, To justify the moral judgment concerning the profession. To develop a set of beliefs, attitudes, and habits that human beings should display concerning morality. To create an awareness on Ethics and Human Values. To inspire Moral and Social Values. To appreciate the rights of others.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value Education programme held weekly during the entire academic year with discussion, debates and talks on universal values and ethics with students	16/07/2018	30/04/2019	3773
Promoting the Spirit of Patriotism on the occasion of the Birth Anniversary	22/03/2019	22/03/2019	1545

of Surya Sen			
Promoting the Spirit of Nationalism on the occasion of the Birth Anniversary of Netaji Subhash Chandra Bose	23/01/2019	23/01/2019	1784
Constitutional Awareness on the Occasion of Republic Day	26/01/2019	26/01/2019	1924
Revitalizing Indian Languages: A panel discussion on the occasion of International Mother Language Day	21/02/2019	21/02/2019	1655
Science for the People and People for Science: an awareness program on the occasion of National Science Day 2019	28/02/2019	28/02/2019	1624
Think Equal - Balance for Better: a gender awareness program on the occasion of International Womens Day	08/03/2019	08/03/2019	2025
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Following the Annual Green Audit Report recommendations
Eco Club organized the planting of Saplings
Recycling of waste
Installation of Rooftop Solar Panels
Strategic use of LED lights
Following Green protocol by banning the use of disposable glasses and plates
Plastic-free Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>1. Title of the Practice 1. Use of LED Lighting 2. Students Health Home, medical assistance for students 2. Objectives Firstly, to use LED luminaries in the institution means it will cut energy and maintenance costs of the institution drastically. As our institution experiences high occupancy of energy throughout the day and even at night comprising of various areas like corridors, stairs, classrooms, office, labs, hallways, College premises at night time etc, making them vulnerable to accidents and mishaps, use of LED</p>

lights can save the institution of this kind of untoward situations. It also ensures the safety of students and staff. Secondly, all regular students taking admission in Surya Sen Mahavidyalaya have to go for membership of the Students Health Home where they can seek and get medical assistance at a very low cost. This membership entitles them to avail the benefits of SHH only by producing their current feebook and photo ID at the reception counter of the Home and receive fair treatment. Institutions objective is to provide for them medical advice in the easiest possible way in order to keep them in a state of good health.

3. The Context Being sensitive and responsive to the environment is a part of our Higher Education Curriculum. LEDs are mercury free and one hundred percent recyclable, thus making them the most environmentally safe lighting option and it also uses less energy than any lighting technology on the market. Favourable lighting condition and suitable illumination also aid in the creation of an optimal visual setting, produce minimum glare to ensure comfortability which is conducive to learning, as it is asserted that environmental conditions in educational institutions lay a significant influence on the health and behaviour of the students. Coming to the Students Health Home, at any part of our state, any student of any member - institution would go to their nearest SHH regional centre for consulting physicians which is free and they would be served medicine only at rs 5/- per day despite any actual cost. It is evident that good health improves learning potentials which is also acknowledged by our National Education Policy. Students are to study with healthy minds and bodies. So to provide low-cost health care for Students is a responsibility of this institution.

4. The Practice Experts claim that integration of natural light in Educational Institutions is one of the best ways to boost the overall efficiency of the students. As humans are biologically designed to be exposed to natural lights, LED lighting serves this purpose the best. So in Surya Sen Mahavidyalaya this is a human centric lighting solution that works in harmony with Earths natural cycle and it has been programmed to emulate natural daylight. Similarly in regard to the Students Health Home, the World Bank and WHO made a comparison of the cost effectiveness of various public health programs and concluded that an educational institution that provides safe and low-cost health service is most effective for Students. So the goal being Health for All and Education for All, Surya Sen Mahavidyalaya has taken up this comprehensive approach to make the membership of SHH mandatory for all students enrolling in this College.

5. Evidence of Success LED lighting condition in Surya Sen Mahavidyalaya has proved to be a a very favourable lighting option which is a proper eco-friendly lighting system for both students visual comfortability and safety and at the same being very much cost-effective. As Surya Sen Mahavidyalaya is based in a semi-rural area and Students mostly are from lower income group, this almost free medical counselling and treatment by the Students Health Home is much beneficial for them. In order to avail low-cost, easy and ready medical assistance, Regular students membership of the SHH during 2018 - 2019 session is as follows, 1st year : 2606 2nd year : 1300 3rd year : 908 Total 4814 Students.

6. Problems Encountered Considering all the benefits of LED lighting system, there was no problem in decision making on part of the College Administrative Body for installing it. As the Students Health Home is a non charity Social benefit organization aimed to help students and also imparts to the students mode of knowledge about preventive and social aspects of medicine and develop in them idea of civic health responsibilities through arranging lectures, debates, symposiums for creating social awareness, no such problem arose for implementation of mandatory membership of the Home.

7. Notes Apart from the above-mentioned best practices, College also has been working on the following practice 1. Language Lab under the aegis of English Department is on the verge of completion. Computers with headphones and software have been purchased, classes will start from next academic session 2019-20.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://suryasencollege.org.in/new_2020_iqacBestParctice.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Surya Sen Mahavidyalaya is persevering hard to achieve the vision of establishing a perfect academic culture. As most students are from economically backward families, College provides them with various incentives. The College sponsored scholarships, scholarships offered by outside stakeholders, free uniform for needy students, students health-scheme , fully free and half-free studentship are some major incentives. As the college is situated in an under- developed area, a turnover of students belonging to SC/ST/OBC and other backward communities is significant resulting into a first generation-graduates every year. Demographically the institution attracts many students not only from the city itself but also many first generation learners from the surrounding remote areas. As a result , sometimes along with some toppers , college feels proud to identify many meritorious students from marginal areas. In every session almost all the departments of the college plan to conduct general seminars, both national and international, conferences , workshops, invited talks and lectures, studentcentric seminars, powerpoint classes, research facilities for faculties and so on. Subscriptions to more journal databases by the central library is already in the process. Implementation and installation of KOHA software for full automation is already completed . In addition to this, functioning of a language laboratory is already on the verge of completion in the Central Library under the aegis of English Department.Classes for Language Lab will start from next 2019-20 session. The College has its plan to build a second campus in the near future. In Social Outreach program, the college has adopted a nearby village and is working towards its socio economic development as a social-moral responsibility. To eradicate gender inequality and discrimination, Womens Cell and Internal Complaint Committee of the college regularly organise seminars, talks ,gender equity programs etc. NSS units of the college continuously work towards Social , moral , spiritual ,hygienic and value upliftment . To augment parental involvement in the affairs of the college and well-being of the students, series of parent-teacher meeting sessions have been organised by the college which generated a growing concern among parents regarding the college and having a control over the students. Collection of Feedback from Students, faculties, staff of the college alongwith external stakeholders, alumni, guardians , Governing Body members prove useful. Installation of solar panels, plans for rainwater harvesting, medical assistance for students through the Students' Health Home membership,use of LED lamps and lights , ban on plastic all these lead us to an absolute green campus of future. The College wishes to inculcate in the students certain ethics who would further transmit these values to the future generation and to the society. Hence the very emblem of the college quotes the motto from the Upanishad that speaks in volume about its vision, TAMOSO MA JYOTIRGAMAYO, which means ascension from dark to light.

Provide the weblink of the institution

<http://suryasencollege.org.in/>

8.Future Plans of Actions for Next Academic Year

The IQAC has chalked out a detailed plan of action for the academic year 2019-2020 giving necessary weightages to various components. It has specified the areas where the institution has the scope to develop the present state of things

immensely. Primary Plan: Accreditation of the college by NAAC, the process of which has already started. Academic Field: The teachers of the departments should sit together periodically and frame their own policies of development. The routine activities that a department should follow are: ? Improvised teaching learning process with greater thrust on active student participation. ? Use of technology in class management like recording of classes , uploading in YouTube, use of online platform for interaction. ? Use of innovative testing methodology to assess students in unit tests ? Inter-departmental teacher exchange program, as per the guidelines lay down by the IQAC. ? Invited Talk, Student-centric Seminar ? Organising State Level and National Level seminars Seminar. ? Remedial classes for advanced and slow learners ? Strict following of Annual plan of the department mentioning examination schedule, invited lectures, faculty exchange, student-seminar. Administrative Planning: ? IQAC has plan to go for NIRF Ranking IQAC has a plan for complete transformation of work culture in office by minimizing use of papers. ? Useful implementation of Management Information System by including new areas of operation under its purview. ? Timely implementation of Academic Administrative Audit. Responsibility for Stakeholders: IQAC has always tried to incorporate suggestions from guardians, alumni and other stake holders in framing it's policy. For the next year also IQAC plans to: ? Arrange Parent-Teacher Meeting. ? Principal's series of meeting with the guardians explaining the mission and vision of the college and the strategy to achieve the desired target. Plan for various cells and bodies: ? Every cell and committees' performance will be assessed periodically. ? NSS should carry on with all the government assigned and other works that establish the institution's potential to reach out to the community and serve. ? Eco-Club should work on to generate awareness among the students about environment and to organize seminars. ? To Carry out Green Audit. ? Career Counseling Cell will organize Career Counseling Seminar on behalf of the IQAC. ? Organizing Library Orientation Program (Awareness about library facilities, available e resources, OPAC and D space access etc.) by the Central Library ? To organize Gender Awareness Program by Women's Cell ? Observation of all the important anniversaries and days and to organize competition and other competitive programs for the students. ? More use of Management Information System in redressing grievances.