



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
SURYA SEN MAHA VIDYALAYA**

**SILIGURI
West Bengal
734004**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	SURYA SEN MAHAVIDYALAYA SILIGURI West Bengal 734004	
2.Year of Establishment	1998	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	3	
Departments/Centres:	3	
Programmes/Course offered:	12	
Permanent Faculty Members:	24	
Permanent Support Staff:	23	
Students:	4629	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	<ol style="list-style-type: none">1. Students from Socio-economically backward category. Majority of them are first – generation students, coming from parts of hills and the plain regions. Ratio of boy and girl students is almost equal.2. The college is affiliated to the University of North Bengal.3. Very supportive Management, and committed faculty and students.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 01-07-2019 To : 02-07-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. BISHNU CHARAN BARIK	FormerVice Chancellor,SAMBALPUR UNIVERSITY
Member Co-ordinator:	DR. NIRMALA BABU RAO	Professor,DEPARTMENT OF BOTANY OSAMANIA UNIVERSITY HYDERABAD
Member:	DR. INDER JEET	Principal,COLLEGE OF VOCATIONAL STUDIES UNIVERSITY OF DELHI
NAAC Co - ordinator:	Vishnu Mahesh K R	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics (QIM) in Criterion 1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The Surya Sen Mahavidyalaya was established in the year 1998 as the Government-aided college and got affiliated to the University of North Bengal. It was subsequently recognized by UGC under section 2(f) and 12(b). The college offers 12 under graduate programmes in Arts, Science and Commerce. The curriculum is prepared by the respective Board of Studies of the North Bengal University and is implemented by the college. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes have been developed and displayed on the college website. The curriculum is revised from time to time by the University Board of Studies on the basis of feedback received from alumni and other stakeholders. While designing the curriculum, cross cutting issues like gender, environment sustainability, human values and professional ethics have been given due attention. The institution's academic time table, teaching plan, internal tests etc ensures the timely completion of the syllabus. The Peer Team observed that there is a feedback mechanism at the end of each semester through pre-designed form. The college conducts assessment of the teachers at the end of each academic session. It is noted by the peer team that the course contents are covered by all the

teachers of all the departments.

The college has program for gender equality, sustainability, human values and ethics by organising extension lectures by the experts on different themes. The institution engages the students through NSS in co-curricular activities and social outreach programs in the vicinity. The co-curricular activities range from field trip, educational trip, seminars, symposia, workshops, invited lectures and group discussion etc. are used to make learning student-centric. The students are made to understand human values and follow professional ethics in their relevant fields. Various departments organises lectures especially on gender equality and women empowerment.

Social responsibility in students may be well invoked through eco-club and students' Cultural Societies. No incident of ragging and harassment of girl students have been reported by the guardians and counselling cell. Structured feedback obtained by the teachers and from students is analysed and reviewed. Follow up measures need to be taken up based on the feedback from the stakeholders.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The college has 24 permanent and 35 contractual faculties on rolls. Admissions are given as per the norms of North Bengal University, Government of West Bengal. The teachers of the concerned discipline make a clear list that differentiates slow learners and advanced learners and accordingly conduct extra classes to bridge the gap. The advanced learners are also advised to accompany them and assist them in solving the subject related problems. Books which are easy to read are made available in the library.

The college follows the procedure prescribed by the University of North Bengal to conduct the continuous internal evaluation. The transparency is maintained in the internal assessment. The internal assessment used to be comprehensive. The college has the authority to evaluate the students internally. The college needs to set up the Moderation and Monitoring Committee for internal assessment. Fifteen marks would be allotted to students through the mechanism of internal assessment. The theory exams are conducted by the University of North Bengal. Any discrepancies in marks noticed by the institution are immediately submitted to the University authorities and amendments /corrections are only done after getting instruction from the university. Other grievances are sent to the university examination unit, through Principal of the college and the issue are solved as per the instructions of Controller of Examinations.

The Principal conducts meetings with Heads of Departments to review academic progress of respective departments and other faculty members to carry out constructive planning to adhere to academic calendar, from time to time.

Teachers practice chalk and talk teaching method .The college also has six ICT enabled class rooms for making teaching meaningful to the students.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The college has now taken the initiative to ensure eco-friendly environment by planting new trees inside the campus area. The campus ambience is reasonably good but the team could not notice any activities concerning to innovations/incubation centre for transferring knowledge. The college needs to concentrate on these areas in coming days.

Thirteen faculty members are having Ph.D. degree and another eight faculty members are having M.Phil. degree. Some of the faculty members are pursuing Ph.D. The faculty members have published around 117 research papers in the national and international journals. The faculty members have also contributed 55 chapters in edited books and also published 08 books with sole authorship. A few science faculty members have published research papers in Springer and Elsevier and reputed national journals. During the last five years three Minor Research Projects have been completed under UGC funding and another MRP has been submitted to the UGC which has been already sanctioned. One faculty member in science stream has been awarded for creative writing by Nikhil Bharat Banga Sahitya with citation and cash award. Faculties are advised to subscribe research papers and articles to recognised and refereed Journals.

NSS (Two) units carry out activities inside the college and in the near vicinity of the college, such as Blood Donation Camps, *swachhata* activities, plantation of trees, Dengue Awareness Camp etc. The NSS units have also adapted two villages at a distance of twelve kilometres and NSS volunteers are continuously undertaking awareness program and different activities.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The college campus is located in Surya Sen Colony, Block B, having an area of 1.9 acres. There are five buildings (one under construction) and all of them are three storied. The buildings have Principal's office , Administrative Office, 34 class rooms, 6 ICT enabled class rooms, 3 Chemistry practical labs, 2 Physics labs, 1 Geography lab, 1 Computer lab for Mathematics. The college has Wi-Fi facility. The college has Boys' Common room, Girls' common room, six Aqua Drinking machines installed in six different locations in the campus for meeting the drinking water needs of the students. Electric supply is observed regularly by the WBSEDCL, but the college has installed a 10 kv generator and solar panel of 10 kv. as a standby, to ensure uninterrupted power supply in case of failure. The cleanliness of the washrooms and the Girls' Common Room should be ensured.

The college has a small play ground , where outdoor games liker, volley ball, basket ball are played by the students. On the first floor of the canteen , indoor games facilities are available like table tennis and carom. Part of the first floor also houses office of the students' council.

Library building has an area of 8000 sq.ft., and it has been constructed with a budget of 2.5 corers. The cost of the library building is donated by Amit Agarwal Foundation Trust and named after Late Mr. Amit Agarwal. It is observed by the team members that it is automated,12228 books, including text books, academic Journals 15 and it is automated by using the integrated Library Management System KOHA,17.11, and it avails of remote access to e-source like NDL, NLIST, and Open Access Resources. The college library uses connectivity bandwidth 4 mbps. By SINET ALONG WITH AN OLD 512 Kbps broadband connection provided by BSNL. The college needs to increase the number of books including text books and the journals.

The college has gone for AMC for Xerox machine and Aqua Guards and campus maintenance is done by government appointed staff members. Campus security is maintained by 50 percent government and 50 percent private agencies. A total number of 94 CCTV cameras have been installed in different strategic locations of the campus and fire safety system is installed in two buildings. To regulate the attendance of the faculty and the office staff, Biometric attendance is installed.

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Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

The college conducts an induction program for the students soon after the completion of admission process. One student of this college has figured in top ten of the university results. The students of the college have participated in cultural activities. But the involvement of the students in cultural performance activities needs to be strengthened. Two students of the college participated in international Karate Championship and received gold and bronze medals. Another four students of the college have also participated in table tennis , yoga and boxing championships and got prizes. The college needs to have space/good amount of land area for conducting outdoor sports activities such as cricket, football and other sporting events. The college could think of another campus nearer to present campus. The college should have a Physical Education teacher to take care of the sports activities.

The Government of West Bengal has stopped Student Union activities since 2018. Therefore, the college has no authority to conduct students' union election. However, the peer team could notice a separate office room is allotted in the first floor of the canteen for students' Union activities.

Alumni Association is functional in the college and it has been registered under West Bengal Society Registration Act, in the year 2019. This association should be pro-active and it needs to get itself involved in the developmental activities of the college.

The college needs to embark upon opening a placement and Career Counselling Cell for providing employment avenues to the students.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The Vision and Mission of the College focuses on imparting quality education to the students who comes from under privileged class of the society. The college being an aided college, day to day governance rests with Governing Body and the Principal of the college. The Principal is the ex-officio secretary to the Governing Body. The Governing Body has 11 members consisting of Government nominees, teachers' representatives, non-teaching representatives. The Principal constitutes various committees under his leadership for taking decision on areas like library, purchase, and day to day administrative activities.

Self Appraisal System for faculties and non-teaching staff is in place. Annually the Self Appraisal Diaries are circulated to all the members with an instruction to fill up the necessary information and submit the document to the IQAC. Later on all the documents collected by the IQAC are placed before the Principal.

The college has mobilised resources from various trusts and individuals to the tune of Rs 2.67 crores (approximately) for the construction of Library Building, Canteen Building and students' scholarship. Extension of faculty building, with a budget of approximately 3.81 crores, sanctioned by the Government of West Bengal, is under progress

The perusal of various documents, the team observed that internal audit has been introduced w.e.f 2017-18. Accounts are being maintained on manual basis. The external audit is being done by the Govt. Of West Bengal. The college needs to automate office operations and the objections in the audit report should be taken care of.

The college has constituted an IQAC in the year 2014 and it needs further strengthening and should follow the procedure of record keeping and maintaining proper documents.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The college has a Grievance Cell, which looks into the issues related to girls. It was informed to the visiting team that the campus life is harmonious and no incident such as ragging or teasing has been noticed during the last five years. The programs related to sexual harassment, women health and sensitizing female gender are undertaken. The students both boys and girls use private transport to arrive at the college.

The waste from washrooms, canteen etc. are stored in safety tank inside the college campus. The college should try to conserve rain water through installation of Rain-Water Harvesting System. The college needs to plant more trees to make the campus green. The faculty members and the students use public/private transport for coming to the college. Five ramps have been constructed. However, more ramps are required in some of the buildings and the ramps should be as per the specifications. The guiding tiles should also be laid.

National festivals, birth and death anniversaries of great Indian personalities are being organised. The code of conduct and core values of the institution are displayed on the website. The institution maintains transparency in its financial, academic, administrative and auxiliary functions.

Two best practices, as pointed by the College are :

- (1) Installation of Integrated Fire Safety Mechanism in all the buildings in the campus and
- (2) Medical Insurance Policy with Accidental Benefits for the students and management staff.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strengths:

1. Located at the periphery of local city.
2. Providing education to the students of underprivileged class and empowering girl students.
3. Cordial relationships between teachers and students.
4. Participation in extension and outreach activities.

Weakness:

1. Space constrains
2. Recruitment of permanent faculty
3. Poor competency due to first generation students
4. Inadequate space for outdoor games for students and absence of Gymnasium for keeping students fit and healthy.
5. The students, sanctioned seats are not being filled up.

Opportunities:

1. Extensive use of ICT may be introduced.
2. Introduction of more value-added and need based add-on courses for the students.
3. Develop e-contents material for the students.
4. Linkage with local industries and research centres to establish
5. Use of innovative teaching-learning methods such as case studies, experiential learning etc.

Challenges:

1. To make provision for adequate infrastructure and setting up of new campus elsewhere.
2. The Alumni Association to be made pro active.
3. To improve the communication and professional skills of the students.
4. To control students' absenteeism.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Introduction of new professional, vocational and market driven certificate and diploma courses as add-on courses.
- Strengthening Alumni Association and making it pro-active.
- Setting up a Placement Cell with a teacher in charge and students' coordinators.
- Establishment of incubation centre and Entrepreneur Development Cell.
- Enhancing e-learning resources.
- Setting up of Research Cell to promote research among teachers and students and improving computational facilities with appropriate software and hardware.
- Adapt cluster approach in community development programmes
- Increase the number of text books and reference books in the library in accordance with the number of students.
- Rain Water Harvesting System may be installed as per the government specification.
- The Solar Power System be installed on all the buildings for use of power in the college.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. BISHNU CHARAN BARIK	Chairperson	
2	DR. NIRMALA BABU RAO	Member Co-ordinator	
3	DR. INDER JEET	Member	
4	Vishnu Mahesh K R	NAAC Co - ordinator	

Place

Date

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