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ACADEMIC & ADMINISTRATIVE AUDIT-REPORT FOR THE SESSION:2024-2025
(Period:01/07/2024 to 30/06/2025)

Part-I

Name of the College: SURYA SEN MAHAVIDYALAYA, BLOCK-B, SURYA SEN COLONY, SILIGURI-734004

Members of the Academic and Administrative Audit Team :

1. **Prof. Anirban Mishra**, Professor, Department of Chemistry, University of North Bengal
2. **Prof. Laxmikanta Padhi**, Professor, Department of Philosophy, University of North Bengal

Date of Audit: 23/11/2025

College Timings:	Observation	Remarks / Suggestions
9 A.M to 5 P.M	<ul style="list-style-type: none"> The College was re-accredited by NAAC in its 2nd Cycle with Grade B+ (CGPA 2.68) on 29 August 2024, with a validity period of five years. The existing infrastructure and instructional facilities are inadequate to cater to the growing number of students and staff members, necessitating expansion and upgradation. To address infrastructural constraints, the Government of West Bengal has allotted 2.99 acres of land to the College for the development of a second campus at Sahudangi. Initially, the GB has approved for construction of its boundary wall and gate. The College has separate academic departments, each supported by a departmental library for the academic benefit of both students and faculty members. All departments are equipped with smart boards for ICT-enabled teaching, and six additional classrooms have also been provided with smart boards for Programme course students. From the academic session 2023–24, the College has implemented the Four-Year Undergraduate Programme (FYUGP) with a single major discipline, in accordance with the guidelines of the West Bengal Higher Education Department (WBHED) and the affiliated university. The College has received provisional affiliation to introduce M.A. programmes in Bengali, English, History, and Political Science, along with a UG programme in BBA (Tourism & Hospitality Management), commencing from the 2024–25 academic session under the self-financing mode. The college has signed MOU with 7 organizations / industries for providing Internship Programmes to the students as per NEP guideline in different Skill Development Programmes. 	<ul style="list-style-type: none"> The College authority should initiate steps for the creation of new teaching and non-teaching positions to meet the academic and administrative requirements arising from increased student enrolment and the introduction of new programmes. Construction work at the proposed Second Campus at Sahudangi should commence immediately, with a view to shifting at least one academic stream in the initial phase to ease infrastructural pressure on the existing campus. The College authority should take necessary measures to establish student hostels, particularly to support outstation and economically disadvantaged students, thereby promoting access, equity, and retention. The college authority should take necessary steps to increase the pass % in some of the subjects, as the result is poor, like, B.Sc Programme, B.Com Programme, Mathematics (Major).

I. Curricular Aspects								
Sl No.	Courses offered			Students' Strength(Last three Years)			Observation	Remarks
	Course	Year	Categ ory	2022-23	2023-24	2024-25		
a)	BA	Part I	Hons.	412	2692	378	VERIFIED AND AUTHENTICATED	VERIFIED AND AUTHENTICATED
b)	BA	Part II	Major	334	355	1907		
c)	BA	Part III	Hons.	346	317	334		
d)	B.Com	Part I	Hons.	182	589	169		
e)	B.Com	Part II	Major	159	171	504		
f)	B.Com	Part III	Hons.	173	155	167		
g)	B.Sc	Part I	Hons.	64	129	76		
h)	B.Sc	Part II	Major	36	47	96		
i)	B.Sc	Part III	Hons.	59	35	42		
j)	BA	Part I	Gen	1944	NA	1719		
k)	BA	Part II	Gen	1777	1490	NA		
l)	BA	Part III	Gen	1425	1384	1042		
m)	B.Com	Part I	Gen	412	2692	585		
n)	B.Com	Part II	Gen	334	355	NA		
o)	B.Com	Part III	Gen	346	317	211		
p)	B.Sc	Part I	Gen	182	589	19		
q)	B.Sc	Part II	Gen	159	171	NA		
r)	B.Sc	Part III	Gen	173	155	32		
s)	BBA (TH)	Sem-I	Maj	--	--	17		
t)	M.A (Ben)	Sem-I		--	--	09		
u)	M.A (Eng)	Sem-I		--	--	13		
v)	M.A (His)	Sem-I		--	--	04		
w)	M.A (P.Sc)	Sem-I		--	--	12		
2.	Add-on/Certificate Courses/ Work Shop: 1. Department of Bengali: 22.02.2025 to 01.03.2025: 30 Hrs add on course on ' Jibananda Das o Adhunik Kabita ' 2. Department of Education: 24.04.2025 to 30.04.2025 :30 Hrs add on course on 'Inclusive Education: A Holistic Approach ' 3. Department of Economics : 02.04.2025 to 09.04.2025 :30 Hrs add on course on 'Basics of Investment and Money Management '. 4. Department of English: 05.10.2024 to10.05.2025 : IT Enabled English Language Certificate Course 5. Department of English: 24.04.2025 to25.04.2025 :Inter-						VERIFIED AND AUTHENTICATED	VERIFIED AND AUTHENTICATED

	Departmental Translation Workshop: Bridging Gaps			
5.	Department of English: 15.01.2025- One Day Workshop on 'Mastering Communication Skill for Enhanced Placement, Future Success and Career Advancement', organised by Cambridge University Press and Assessment in collaboration with Language Learning Centre			
3.	Annual Curricular Plan		Yes	
4.	Attendance		Yes	
5.	Coverage of Syllabus		Yes	
II. Teaching & Learning				
1.	Teaching Diary and Teaching Notes 1. No of Teaching staff including contract/SACTs: 2. No Teachers submitted: 3. No Teachers Not submitted with details:			The online Faculty Appraisal Diary is replaced with Print copy w.e.f July 2025
2.	Conduct of Classes		<ul style="list-style-type: none"> • On Line Classes through G-suite • Audio Visual Teaching/ Power point • Unit test • E-engage Portal 	
3.	Use of supplementary teaching tools and application of ICT		Yes	
4.	Student Centric Activities		<ul style="list-style-type: none"> • Debates and discussion\, • Student's presentation, • Drama competition • Dance and Musical performance • Youth Parliament competition • Publication in student's e-magazine • Departmental e-magazine 	VERIFIED AND AUTHENTICATED
5.	Student Centric Seminars		Yes	Students' Seminars need to be introduced for the general students also.
6.	Remedial Coaching		Yes	
7.	Students' Assignment		Yes	
8.	Students' Feedback (Analysis done or not)		Yes	Continued from the Session 2016-17
III. Evaluation & Results				
1.	Conduct of Internal Examinations(On Line)		Yes	

2.	Maintenance of Marks Register/File(CLOUD)		Yes	
3.	Result of University Examination (Last Exam)			
Analysis of University Results (Percentage of passed students)				
	Course	2022-23	2023-24	2024-25
1	Bengali (Hons)	72.41	59	84.21
2	Chemistry (Hons)	47.06	46	90.00
3	Economics (Hons)	80.00	40	100.00
4	English (Hons)	69.70	58	89.71
5	Geography (Hons)	86.21	92	100.00
6	History (Hons)	72.09	69	60.00
7	Mathematics (Hons)	3.57	19	50.00
8	Physics (Hons)	61.54	33	47.06
9	Political Science (Hons)	61.29	58	76.71
10	Sociology (Hons)	46.88	65	75.81
11	Commerce (Hons)	15.12	41	67.51
12	B.A (General)	17.44	24	49.10
13	B.Sc(General)	17.24	23	26.47
14	B.Com(General)	72.41	10	33.73
IV. Learning Resources				
1.	Library: Total Books: 20221, Journals: 14, Magazine:09, Newspaper-05, Employment News: 2 (Total No. of Books added during the Academic Session: 2003			Yes
2.	Laboratories			Yes
3.	e-Class Rooms			Yes
4.	Computer & Internet			Yes
V. Physical Activities				Yes
VI. Basic Facilities				
1.	Sanitation			Yes
2.	Drinking Water Facilities			Yes

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Part-II

AUDIT QUESTIONS

The auditors are guided by the questions given in each section in carrying out the academic audit of Departments. These questions guide the formulation of the Self-Evaluation Document (SED).

DEFINING INTENDED LEARNING OUTCOMES

Decisions based on facts

Do you seek external input in the formulation of the learning outcomes?
Yes
If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?
After analysis of feedback from all the stake holders.
Are data from such surveys analyzed so that you can establish a <i>priori</i> case? Explain
Yes. Learning outcome is properly approved by IQAC and the Governing Body of the College
What have you learnt from former students and employers?
On the basis of the feedback analysis, new Courses like M.A in Bengali, English, History & Political Science and professional course like BBA in Tourism & Hospitality Management asself financed course are started.
How do you ensure that there is convergence or agreement on the essential elements of the curriculum?
By facilitating the demands of the faculties and the students in consultation with the affiliated University.

DESIGNING TEACHING AND LEARNING PROCESSES

How are your courses managed?
The courses are managed as per students' need, their placement, their values development and University guidelines.
Is there an appropriate and up-to-date teaching and learning strategy in the Department?
Yes
How are teaching and learning organized for students?
By student counseling and other educational practices as set forth by UGC, Affiliating University and the Higher Education Department of the State Government
What pedagogical approaches are used?
As set forth by UGC ,State Government and the Affiliating University from time to time.
What strategies are used to stimulate student participation in the classroom and enhance student learning?
Student counseling is a regular process in the college which stimulates students' participation. Department also conducts mentor-mentee activities regularly for this.
What resources are used in teaching and learning?
Books and journals, materials received from refresher courses and academic conferences attended by the faculty members through e-resources mode.
How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?

Feedback from various stakeholders—students, alumni, Governing Body members, and faculty—is systematically collected by the IQAC of the College as required from time to time. The feedback analysis is discussed in IQAC meetings and subsequently forwarded to the Governing Body for necessary action and implementation.

How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?

Six faculty members, including the Principal, are approved as research supervisors in University of North Bengal and are actively supervising Ph.D. scholars in various disciplines such as Sociology, English, Bengali, History, Political Science, Physics, and other allied subjects.

Is there any academic support including handbooks and other written documents that is given to students?

Yes

Were the faculties engaged themselves for their Academic Development during this Period?

Yes. As per the details mentioned below:

DEPARTMENT	JOURNAL/PUBLICATION	BOOK/CHAPTER	WEBINAR/SEMINAR / Conference / Workshop		SKILL DEVELOPMENT PROGRAM			SPECIAL COUNSELLING
			PRESENTED	ATTENDED	Orientat ion Course	Refresher Course	Short Term Courses / Others	
BENGALI	1	7	4	12	0	0	0	0
CHEMISTRY	6	1	4	11	1	0	7	4
COMMERCE	0	1	0	13	0	1	10	0
COMPUTER SCIENCE	0	0	0	2	0	0	2	0
ECONOMICS	0	2	1	7	0	0	0	5
EDUCATION	0	1	0	6	0	0	3	0
ENGLISH	1	1+2	4	12	0	0	6	8
GEOGRAPHY	3	0	2	10	0	1	5	4
HINDI	0	0	1	1	0	0	0	0
HISTORY	3	4	6	7	0	0	7	24
POLITICAL SCIENCE	4	0	2	7	0	0	6	0
SOCIOLOGY	1	0	0	5	0	0	5	0
PHYSICS	1	0	2	0	0	0	0	3
MATHS	1	0	0	6	0	0	3	0
EVS								
LIB	0	0	0	0	0	0	0	0

What was the Role of IQAC for Academic Development during the period?

The Internal Quality Assurance Cell (IQAC) has contributed a lot for the Academic Development of the institution during the period. Some of the Important programmes are as follows:

1. Prepared Academic Calander for smooth running of the Academic Activities of the Institution
2. In Collaboration with Womens' Cell & ICC, Organised Legal Awareness Programme for Women on 27/07/2024 and 'Basic Human Rights on Gender Equality & Approach against Sexual Harassment & Abuse at Workplace on 30/01/2025.
3. In Collaboration with IIT, Kharagpur ' Entrepreneurship Awareness Drive' was organised for

<p>students of Local College students , where 700 students form different colleges had participated, on 23/10/2024.</p> <ol style="list-style-type: none"> 4. In Collaboration with ISRO, Bengaluru organised Social Outreach Programme for School and College students entitled ' Space on Wheels' on 23/01/2025. 5. In Collaboration with Jalpaiguri District Consumer Affair Department, Govt of West Bengal; organised awareness programme on ' Consumer Affairs and Fare Business Practices' on 30/01/2025. 6. In Collaboration with Department of English and Chemistry organised ICSSR two-day National Seminar entitled 'Unravelling Indian rituals and Festivals: The Interplay of Culture, Science & Knowledge System' on 10th & 11th January 2025. 7. In collaboration with Electoral Literacy Club, observation of National Voters' Day to generate awareness among First Time Voters. 8. Organised Post-field Study presentation of the students having Field Study from 21-24/04/2025. 9. In Collaboration with the Department of English, organised International Young Researchers Conference on 'Planet, Text & Context: Perspectives on Ecology'. 10. Besides, Career Counselling, Placement Drive, Motivational Speeches on Mental Health, Thursday ROSTRA and other activities during the whole Academic Session.
Is there any Registered Alumni Association of the Institution?
Yes. The last audit done by the CA was for the year 2023-2024 and total fund available in the account as on 30/06/2024 is Rs.4,92,865.39.
If yes, what is the Total No. of Members and How many meetings were organized during this period?
The total members enrolled during the Academic Session is 1673 and the total membership is 12,135 as on 30/06/2025. The AGM was organized on 26 th April 2025 while three nos. of executive committee meetings were held on 14/09/2024; 11/01/2025 and 19/04/2025.
How does Alumni Association contribute for the development of the Institution?
<p>The Alumni Association has contributed in both Academic and non-academic affairs of the institution. The details of the contribution of Alumni are:</p> <ol style="list-style-type: none"> 1. Organised One Day Seminar on 'Intellectual Property Rights in India: A Catalyst for Innovation, Research, and Creative Industries' on 15/02/2025, in which 153 students, faculties and staff had participated. 2. 10 days free Tally with GST Certification Course in collaboration with NSS Academy, Siliguri in 6 batches from 28th February to 5th May 2025, in which 245 students were trained. 3. Free Self-defense Training Programme for Girls was conducted from 19th April 2025, where 493 girl students were trained. 4. In collaboration with the Department of Geography, Career Counselling and Hands-on-Training on Drone Technology was provided to 140 participants on 21st April 2025. 5. Career Counselling Drive was organized on 8th April 2025, where 159 students had participated and benefitted. 6. In collaboration with Students' Support, Placement and Progression Cell, Placement Drive was conducted on 15th April 2025, where 34 participants had participated.

Part-III
(Financial Report) Last Three Years

1. Details of the Fund Received from:

Funds Category	2022-2023	2023-2024	2024-25
UGC	497744.00	45000.00	0
State Government (Including Salary)	61438502.00	69624821.00	70603766.00
Others (Including Opening Balance)	46892948.00	61940166.05	35166198.04
Total	108829194.92	131609987.05	105769964.04


2. Income

Income Source	2022-2023	2023-2024	2024-25
Income from Students	27938674.00	30126037.00	27375056.94
Income from others	80890520.92	101483950.00	78394907.10
Total	108829194.92	131609987.05	105769964.04

3. Fund Utilization

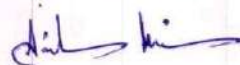
Fund Utilized	2022-2023	2023-2024	2024-25
Building Construction	2847048.00	404649.00	3054700.00
Play Ground	00	00	8500.00
Student Welfare	319050.00	245910.00	186259.00
Faculty Development	166915.00	70773.00	5000.00
Others (Including closing balance)	105496181.92	130888655.05	102520505.04
Total	108829194.92	131609987.05	105769964.04

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

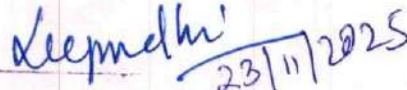

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Signature of the Members of the Academic and Administrative Audit Team

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