



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

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

• Name of the Affiliating University	UNIVERSITY OF NORTH BENGAL				
• Name of the IQAC Coordinator	DR ARNAB BAUL				
• Phone No.	03532663662				
• Alternate phone No.	9476383963				
• Mobile	03532663662				
• IQAC e-mail address	iqac@suryasencollege.org.in				
• Alternate e-mail address	abaul@suryasencollege.org.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://suryasencollege.org.in/iqac/Final_IQAR_2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.85	2019	15/07/2019	14/07/2024
6.Date of Establishment of IQAC			14/06/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
SURYA SEN MAHAVIDYALAY A	SALARY FOR THE YEAR 2020-2021	STATE GOVERNMENT	2020-21/ 1 YEAR	59726345	
SURYA SEN MAHAVIDYALAY A	UGC-DAE-CSR	UGC-DAE	2020-21/1 YEAR	239880	
DEPARTMENT OF POLITICAL SCIENCE, SSM	INTERNATIONAL WEBINAR	ICSSR-ERC	2020-20/1 YEAR	50000	
DEPARTMENT OF ENGLISH, SSM	NATIONAL WEBINAR	ICSSR-ERC	2020-20/1 YEAR	50000	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	No File Uploaded
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>INTER-NATIONAL WEBINAR BY THE DEPT. OF POLITICAL SCIENCE [ICSSR-ERC SPONSORED], DEPARTMENT OF PHYSICS & NATIONAL WEBINAR BY THE DEPARTMENT OF ENGLISH [ICSSR-ERC SPONSORED] 1. INTER-NATIONAL WEBINAR BY THE DEPT. OF POLITICAL SCIENCE [ICSSR-ERC SPONSORED], DEPARTMENT OF PHYSICS & NATIONAL WEBINAR BY THE DEPARTMENT OF ENGLISH [ICSSR-ERC SPONSORED] INTER-NATIONAL WEBINAR BY THE DEPT. OF POLITICAL SCIENCE [ICSSR-ERC SPONSORED], DEPARTMENT OF PHYSICS & NATIONAL WEBINAR BY THE DEPARTMENT OF ENGLISH [ICSSR-ERC SPONSORED]</p>	
<p>A SERIES OF SPECIAL COUNSELING PROGRAMS FOR MENTAL HEALTH FOR STUDENTS IN THE WAKE OF THE SPREAD OF THE COVID PANDEMIC</p>	
<p>SIX FACULTY DEVELOPMENT PROGRAMS WERE CONDUCTED BY THE IQAC FOR FACULTIES AND OFFICE STAFF ON VARIOUS TOPICS AND ISSUES.</p>	
<p>PUBLICATION OF EDITED RESEARCH VOLUME ON THE TOPIC - INDIA AND THE PANDEMIC: THE TRAJECTORIES OF COVID -19 & ITS COROLLARIES.</p>	
<p>GREEN AUDIT, ENERGY AUDIT , ENVIRONMENTA .AUDIT, ACADEMIC & ADMINISTRATIVE AUDIT DONE</p>	

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

Plan of Action	Achievements/Outcomes
To conduct Green Audit, Energy Audit , Academic and Administrative Audit	Auditing process completed
To carry out all the routine academic, cultural and other activities online till the college reopens. And after reopening academic and other activities will continue in online mode in addition to physical classes	Yes, done. Throughout the year online academic and other activities continued
To conduct Faculty Development Programs for faculties and Office associates and Laboratory Staff. For Office Associates, the suggested topics are: [1] Accounting System, [2] Work Ethics, [3] Use Of Office Software, [4] Safety And Hygiene	Yes, such programs are conducted in online mode.
Organizing Gender Sensitization Program	Yes, conducted by the women's cell
Opening up of carrier oriented courses in collaboration with external agencies	Yes, MOU signed with Anudip Foundation
Mandatory organization of student-centric seminar/webinars /organising National and International Webinars	Yes . International webinars , national webinars and student-centric webinars were conducted
Promotion of research activities and publication of books by the Research Cell	Yes. During this Pandemic Situation, the institution has Published TWO Edited volumes of Books, entitled " Crises & Creativity : Contemporary Insights From The Field of Social and Basic Sciences'' and " India and The Pandemic: The Trajectories of Covid -19 & It's

	Corollaries''
To aim for complete office automation and preparation of tailor-made software for this dedicated App for this	Process initiated but not completed due to COVID 19 Pandemic
To participate in NIRF ranking	Participated
Renewal of Academic collaboration with Plassey College	Term Renewed
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC and Governing Body	29/11/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	17/05/2021

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	518
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	7658
File Description Data Template	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1545
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	1860
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	61
File Description Data Template	Documents View File
3.2 Number of Sanctioned posts during the year	61
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	194.65
4.3 Total number of computers on campus for academic purposes	102

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The IQAC prepares an academic calendar of the college which is uploaded in the college website at the beginning of the session.
- A well planned credit based routine is prepared and circulated among the students via notice board and college website.
- Forced by the pandemic situation, online curriculum delivery was carried out using google meet platform and you tube live classes. Our college regularly organized faculty development program and enrolled in G-suite for Education. Teachers developed study materials and posted them on - Ngage, a portal available in our college website for students and also in their respective google classroom.
- Apart from the central library, some departments have a fully functional seminar library. The central library has membership of both N-List Program and National Digital Library providing free access to 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, feedback is taken and analyzed by IQAC from all the stakeholders on various questions on syllabus and curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://suryasencollege.org.in/new_2020_academic_calender_2020-21.php

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

Internal assessment of a student is continuous throughout the session. In the pandemic situation internal assessment methods included:

- Regular online assignments submitted in google classroom
- Regular online quiz using google form
- Online seminar presentations by students using google meet platform
- Online project assignments for field work based papers
- Online viva voce of the students for their regular assessment
- For practical papers, regular assessment was done via online submission of practical notebooks.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://suryasencollege.org.in/Depart Notice /454.pdf

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

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

1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2595

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

1295

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

1.3 - Curriculum Enrichment

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

Chemistry syllabus includes Pesticide Chemistry dealing with their toxic effects on environment and living beings. Green Methods in

Chemistry dealing the various methods to carry out

sustainable chemistry. Industrial Chemicals & Environment covers pollution and role of mankind prohibiting the same.

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

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

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

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

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

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

11

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

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

4328

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

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://suryasencollege.org.in/new_2020_feedbackAnaly_student.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

3049

2.1.1.1 - Number of sanctioned seats during the year

3433

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1545

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students are categorized into Slow and Advanced Learners based on their classroom responses. Respective departments chalk out their strategies to address the issue of comprehensibility of learning of the students. Since due to Covid 19 pandemic no physical class was taken during the last academic year, we executed the whole process online with the mentioned objectives and the process of executions.

Objectives for Slow-learners

1. To improve their ability of understanding texts
2. To raise the confidence level of the slow learners
3. To improve their examination performance.

Policies of Execution for slow-learners

1. Special online classes for the slow-learners
2. Arrangement of special online Doubt-Clearing Session.
3. 24x7 online accessibility of the teachers for such students for academic support.
4. Special session for their mental wellbeing

Strategies to address the issue of Advanced-Learners:

Objectives:

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

Policies of Execution:

1. Special online sessions by the teachers for such students
2. Providing e-reference/text books on the topic to develop a comprehensive understanding of the topic
3. Encouragement to present paper in the student-centric webinars organized by the department.

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

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

Number of Students	Number of Teachers
7658	61

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To cater to a heterogeneous student community having different socio-economic and linguistic backgrounds, departments take extreme care in choosing a particular method of teaching by the nature and scope of the subject and the target group. In general, teachers try to make the teaching-learning process an enjoyable and meaningful one for the students through various innovative means, to augment the practical usability in real-life. The pandemic related lockdown of the institution made the situation challenging, as no excursions or lab-based experiments were possible, but our faculties implemented various student-centric innovative online methodologies throughout the session, like :

Social Science Departments:

1. Student-centric webinars with a mandatory presentation of papers
2. Online group discussion by the students on a given topic.
3. Screening of Educational videos/Film screening followed by analysis.[English, History]
4. Publication of e-magazine by the departments.[geography, English]

Science Department:

1. Simulated video tutorials for Chemistry and Physics as a replacement for practical classes
2. Online presentation and group discussion
3. Practical classes taken using virtual lab.

Faculty of Commerce:

1. Online project submission.
2. Facilitating online business house-student interaction
3. Training on taxation practices and GST calculation through web workshop

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

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

The institution extensively uses ICT tools in imparting daily lessons. During the lockdown last year, the institution has streamlined its ICT machinery to deliver the best online education. We have procured a separate G-Suite domain, which has transformed the way facilities are delivered to campus, by streamlining administration and technology. It ensured (1) powerful and hassle-free email connectivity for faculties, staff, and students; (2) taking of all online classes through newly opened Google Classrooms, and (3) implementation of an online evaluation mechanism.

Our 'e-engage' portal, a dedicated repository of online study material in various formats, was of great help to the students during the lock-down period as students could access stored materials at their convenience.

By using IT enabled tools science departments took virtual practical classes by simulating the experiments and uploading the same on the virtual classroom.

For the Communicative English course, we used dedicated software and through this teachers could take all the classes.

We have opened our institutional YouTube channels and departments have their separate YouTube channels to showcase all the webinars we have conducted from time to time. YouTube channels are also used to take classes for program course students where the number is very high.

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

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

2.3.3.1 - Number of mentors

61

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

2.4 - Teacher Profile and Quality

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

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

528

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

2.5 - Evaluation Process and Reforms

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

In a normal situation, we use Flexible Assessment Methodology for our students

to test their knowledge base. The last pandemic year, since there was no scope to take online tests, we framed an online-assessment mechanism for the students. Following are some of the ways by which the college could ensure a robust mechanism of taking online internal tests:

1. Use of Google Classroom to arrange online internals through

Google Forms

2. Use of Google Classroom for seminar presentation and group discussion by the students and subsequent assessment of their performance.
3. Online guidance for project preparation and submission and the related assessment thereafter.

All the faculties needed to conduct monthly online tests and it was the responsibility of the HOD to maintain a record of the students' performances. The Academic Committee, comprising of all the HoDs would meet from time to time to assess the performance of the students. A student, if dissatisfied with his/her performance, had the scope of reviewing his mark or sitting for a re-test. One of our best practices in this regard is to make arrangements for special internal tests for those students who could not attend a scheduled exam for poor network issues.

File Description	Documents
Any additional information	View File
Link for additional information	https://suryasencollege.org.in/Depart Notice /454.pdf

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

In general, the college conducts (a) monthly class tests (b) Re-test for those who miss the scheduled test for genuine reasons (c) Test examination before board examination (d) re-test for those who cannot qualify for the test. This year because of Covid related closure of the institutions all the tests were conducted online. We displayed the results online on the college website and a student, dissatisfied with her/his performance, had the provision of reviewing his/her script online. The Exam Committee also arranged an online teacher-examinee meeting for those who wanted clarification regarding various issues about internal tests. The Examination Help Desk operated for an extra hour beyond the scheduled college timings to cater to the queries of the aggrieved students. Such students could also post their queries in the respective departmental WhatsApp groups and could draw the attention of the HoDs for speedy disposal of the grievances if any. The Technical Team of the college lent support to those students who faced technical problems in attempting online internal examinations. In addition to all these, any student could directly communicate with the Principal through the Facebook page of the college to bring to his notice any specific

issue regarding the examination.

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

2.6 - Student Performance and Learning Outcomes

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

In this pandemic year, we display all the COs on the College website before the beginning of the admission process. During online classes also teachers apprise the student about the COs of different subjects and help them make informed decisions about the future.

Sample Cos :

BENGALI: Studying different courses of Bengali will make students aware of the historical evolution of Bengali Literature, textual nuances of Medieval and Modern Bengali, mode of co-relating fictional characters and incidences with real-life situations..

CHEMISTRY: Fundamentals of Organic Chemistry will help the students to get a clear idea about the formations of organic molecules, their nature and properties and the factors which influences the chemical behaviour.

COMMERCE: Understand the concepts of basic accounting and business. To enrich communication, ethical values, teamwork, professional and leadership skill of students.

ECONOMICS: Students will be able to learn different nuances of the role of capital in society.

EDUCATION: To develop an understanding of the meaning, aim, and functions of education.

ENGLISH: The Department strives to make its pass and honours

programme students familiar with a wide range of works of British writers in particular and World literature in general with a special focus on Indian writings in English.

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

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

The outcome of POs, PSOs and COs of various subjects are assessed broadly in platforms- (1) Academic Council ;(2) Departmental Meetings and (3) the IQAC.

The Academic Council of the college is the main body to analyse the outcomes followed by further discussion in the departmental meeting. During the last academic year, such meetings were held online through google meet as the institution was closed because of Covid 19 lockdown. While assessing the outcomes of the courses, teachers kept in mind the issue of shifting of teaching mode from physical class to online class and framed new policies to ensure effective delivery of POs, PSOs and COs of various subjects. The IQAC analysis the level of implementation of the decisions taken in Academic and other committees' meetings regarding the outcome of POs, PSOs and COs, and put forward the corrective measure to ensure the academic quality of the institution. Academic Audit by the external agency also analysed the level of implementation of such policies and gave a favourable report, endorsing all the positive steps the college has taken towards implementation of policies in this regard.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://suryasencollege.org.in/iqac/AAA_2021.pdf

2.6.3 - Pass percentage of Students during the year

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

1860

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://suryasencollege.org.in/igac/AAA_2021.pdf

2.7 - Student Satisfaction Survey

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

https://suryasencollege.org.in/igac/Student_feedback_analysis_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

? 1,35,000

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

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

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

01

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

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

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

17

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

3.2 - Research Publications and Awards

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

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

07

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

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

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

14

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

3.3 - Extension Activities

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

Imparting knowledge is a multi-methodological activity. The academic policy of our institution attempts to strike a fine balance among various teaching methodologies to provide students a wider scope to gain knowledge and implement the same for the development of the society. By regularly involving students in various community centered activities, we help them to learn, in a thoughtfully organized activities, the meaning and importance of gaining knowledge, that is, serving the humanity.

Our institution is implementing an academic policy where students' participation in various extension activities is on the top of our academic agenda. Our NSS wings regularly organize such extension programs every year. Some of the important programs conducted by our college during this year are:

- International AIDS Day Celebration
- Campus Cleanliness and watering Programme
- Blood Donation Camp
- Thalassaemia Awareness & Free Check-up Camp

- Adopted Village Cleaning Programme
- Covid awareness to children at adopted village and Ananda Marg Ashram on children day
- First Aid Training to 16 children at Anand Marg Ashram Orphan children
- Literacy Mission at our adopted village.
- Special Camp- organised self defence training for 60 girls at adopted village, Jabravita etc.

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_Nss.php
Upload any additional information	View File

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

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

07

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

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

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

64

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

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

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

19222

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

3.4 - Collaboration

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

18

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

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

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Teaching -Learning Equipments in the classroom: The institution has thirty two (32) fully functional Class Rooms and The mode of teaching is both conventional Chalk & Talk method along with online mode.

Digital Class Rooms and ICT enabled class Rooms: The institution has three smart classrooms with a high-end interactive digital board, desktop computer, portable audio system with wi-fi facility. Apart from that, five classrooms are equipped with necessary ICT equipment such as portable projector and desktop computer etc. for conducting seminars and presentations.

Laboratory Infrastructure: Physics, Chemistry, Mathematics & Geography department of the college has well-equipped laboratories along with computer and internet facilities.

Laboratory infrastructure for Department of Chemistry: The laboratory has three sections: Honours Laboratory, General Laboratory, and Physical Laboratory. The laboratories are equipped with different types of equipment such as Centrifuge Machine, Photo-electric Colorimeter, pH-Meter combined Electrode, Potentiometer etc.

Laboratory infrastructure for Department of Physics: Physics laboratory consists of three sections: Honours lab 1, Honours lab 2 and General lab along with a dark room. The laboratories are equipped with different types of equipment such as a

spectrophotometer, digital voltmeter, moment of inertia, modules of rigidity etc.

Laboratory infrastructure for the Department of Mathematics:
 Mathematics Laboratory has 11 functional computers with software installed Code Block for C language, Scilab, Mint Linux etc.

Laboratory infrastructure for Department of Geography: The geography laboratory is equipped with different instruments such as barometer, rain gauge, Rotameter, Rocks and Minerals Set etc.

Computing Equipment:

Currently, the institution has around 100 computers available for academic purposes.

Other supporting facilities

The college has 30 KW generator for uninterrupted power supply during an electrical failure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/new_2020_dept_Chemistry.php

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

Indoor games (table tennis, carrom, etc.) are available on campus, and outdoor sports are often conducted in nearby playgrounds. Throughout the year, students participate in inter-college sporting activities under the supervision of teachers. Although many of our students have gained distinction at inter-college competitions for their remarkable performance in sports and cultural disciplines, the physical facilities for games, sports, and cultural activities are insufficient.

A well-equipped gymnasium centre was built last year to help students improve their physical fitness.

In the college, there is a positive art and culture environment. Cultural activities are held to commemorate events such as College

Foundation Day, Rabindra Jayanti, Bhanu Bhakta Jayanti, World Environmental Day, International Women's Day, Teachers' Day, and many others. During the yearly programme, awards are handed to exceptional and deserving students. Aside from that, there are National and State Observation Days.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/drive/folders/1-jI4bEI0zKIHx7enbq88FtINwff6HkG2

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suryasencollege.org.in/naac/supportdoc/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

17.04

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

4.2 - Library as a Learning Resource

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

Name of the ILMS: Koha Open Source Library System

software Nature of automation (fully or partially): Fully

Version: 17.11

Year of automation: 2018

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

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

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**4.18**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

1

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Since the institution values sincerity in teaching, confidentiality in testing and evaluation, validity in research, and clarity in administration, it has developed a comprehensive IT policy to support and facilitate teaching, testing and evaluation, research, and administration via a secure and well-protected system.

For the procurement and upgrade of its IT facilities, the college has a well-defined policy and procedure. As a result, the institution has enough IT facilities for teaching, learning, assessment, and office management, and it reviews the needs and takes actions to upgrade them on a regular basis.

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

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

2.64

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

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

The 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. 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.

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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1210

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

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

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

141

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://suryasencollege.org.in/new_2020_career_oriented_course.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2233

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

2233

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

106

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

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

5.2.2.1 - Number of outgoing student progression to higher education

294

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

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

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

examinations) during the year

00

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

02

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

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

The Institution facilitates Students' representation and engagement in various administrative,co-curricular and extracurricular activities. Although there has been no Students' Council or Union in place till recently for the last few years,students are always taken into confidence in all such areas or issues where their interests are concerned and related in the Institution like Admission ,Examination ,conduct of Cultural and Sports activities to be organized ,especially observance of different Special Days and Saraswati Puja celebration in the campus on the Vasant

Panchami .Student Representatives form a very important part of the presently operational IQAC , Anti Ragging Squad , Environment and Campus Beautification committee and Games & Sports committee .So this particular stakeholder has got enough scope to ventilate their feelings and opinions in the larger platform so as to be able to effect policy decisions in the Institution.

File Description	Documents
Paste link for additional information	http://suryasencollege.org.in/new_2020_about_IQAC.php
Upload any additional information	View File

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

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

18

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

5.4 - Alumni Engagement

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

The Alumni Association of Surya Sen Mahavidyalaya has always come up with newer ideas as to how to improve the levels of co-ordination with the ex-students of this college and the Institution in organizing different socially relevant workshops and adopting welfare measures like organizing Eye check-up camps and Blood donation campaigns

during this ongoing pandemic period .This appears to be of more importance when people did not venture out of their respective residential premises in the fear of getting infected during the last one and half-year .The Association also developed a culture of co-operation in the process of generating awareness among common people and our students in particular .In future we expect the association to scale greater heights in the path of Nation-building .

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to establish an academic culture which would help students realize their innate potentials. The teachers are trained to enhance their knowledge of the online mode of teaching in the time of COVID-19 pandemic to ensure quality teaching. Teachers' and students representatives in GB, IQAC and different other necessary bodies express their views and highlight the problems related to their academics and help the college to make a fruitful solution. The students of NCC and NSS wings of our college participate in different event inside and outside of the college.

The mission of the college is to make a comprehensive plan for the students in order to ensure their fruitful participation in the learning process. The teaching and non-teaching staff participate in the admission committee, examination cell and ensure the timely execution of the. The admission committee of the college makes

proper decisions following the guideline of the Govt., the affiliating university ensuring the quality of the students in different courses. In the COVID-19 pandemic, the examination was performed in online mode for which the examination committee made many decisions including the development of the portal for receiving and evaluating the answer scripts.

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

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

Decentralization:

The Governing Body (GB) of the college takes all the necessary decisions related to the administration of the college ensuring academic development in consultation with IQAC and Teachers' Council (TC). The GB of the college forms important committees like IQAC, Building committee, Finance committee, Grievance Redressal cell etc. in operational level, while the Academic committee has been formed consisting of the Head of the Department or the Department-in-Charge from all the departments along with the Secretary of the Teachers' council to ensure the steady academic progress of the students.

Participative Management:

Members of different committees are chosen from teachers, non-teaching staff and students who participate in different meetings and the resolution of these meetings are forwarded to the higher authorities like TC, IQAC, GB for their timely execution. IQAC forms the annual plan of action for the smooth functioning of the institution and submits this to the GB for its approval and guidance. At the end of each academic year, the feedback is taken from all the stakeholders of the college for further analysis and necessary modification of the plan of action of the subsequent year.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/new_2020_SubCommittee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping the effect of COVID-19 related lockdown in mind, the college authority has successfully implemented the Google Classroom as an online learning management system to deliver the class lectures to all the students of the college in online mode. The E-engage portal of the college acting as a repository is enhanced by adding e-learning materials for the students including audio and video files. The institutional YouTube channel is there to hold web-conferences and online departmental webinars. YouTube live streaming is also used to engage a large number of students and facilitate them to watch the sessions at their convenient time in order to make the effect of network-related issues minimum from the students' perspective. WhatsApp Groups are also created to communicate with the students and address their issues during COVID-19 pandemic. All possible efforts are made to support the students using different digital media. Lastly, an online examination portal of the college is developed to organize the final examination of the even semesters in August 2021 in a fully online mode and the online evaluation process is also completed within time as per the guideline of the affiliating university.

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

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

The college is affiliated by the Govt. of West Bengal and the

University of North Bengal. The Principal, being the administrative head of the institution, forms and supervises the activity of different committees in consultation with the Governing Body (GB), IQAC, Teachers' Council (TC) and Non-teaching staff. The Head Clerk, under the supervision of the principal, manages duties of all the Group-C and Group-D staff. The IQAC makes strategic plans deploy them with the help of the TC and Academic committee. Departmental activities are supervised by the respective Head of the department / Department-in-charge along with the teaching and supporting staff of the department. Principal, with the consultation of TC and GB, forms various committees and cells such as Finance committee, Purchase Committee, Building committee, Internal Complaint Cell, Anti-ragging Cell, Grievance Redressal Cell, SC/ST/Minority Cell, Library Committee, Research and Development Cell, Magazine Committee, Website Committee, Admission Committee, Examination Committee, NSS, NCC, Alumni Association and many more as per the requirement of the institution. Coordinators of each cell or committee look after their respective operations taking proper approval from the higher authorities like GB, IQAC, TC.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching Staff

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

Welfare Measures for Non-teaching Staff

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

Bonus during Puja festival

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

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

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

3

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

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

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

6

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

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

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

61

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

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

Appraisal System for Teaching Staff:

The institute regularly assesses the performance of the teaching staff through the performance appraisal by the respective Head of the Department / Department-in-Charge. The salient features of the performance appraisal system are given below.

1. The performance of the faculty members are assessed according to the guidelines prescribed by the State Govt. following the UGC norms, vide G.O. No. 920-Edn (CS)/5P-52/98dated 31.12.2012, together with all amendments made therein from time to time.
2. The institute initiates a wide range of activities besides academics, the responsibility of which are assigned to the teaching staff.
3. In the COVID-19 pandemic monthly report on the performance of teachers are placed by all the departments in the meeting of Academic committee which are forwarded to the Governing Body and IQAC for appraisal.

Appraisal System for Non-teaching Staff:

The appraisal of office staffs are done by the Governing Body based on the report of the Head Clerk and the Principal. A similar report is placed by the HOD/DIC of the department for the laboratory assistants and by the Librarian for the library staffs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The mechanisms of internal and external audits of financial transactions ensure financial transparency. Internal audit is conducted each year by the internal audit committee and the expenses incurred under different heads are checked to verify the bills and vouchers. The detail of income and expenditure are verified properly. Any discrepancy found in the process of internal audit is brought to the notice of the Principal. The report internal audit is submitted to the Governing Body by the Principal. The internal audit for the year 2020-21 has been performed by M Datta & Associates on 5th August 2021 and is approved by the Governing Body in its meeting on 10th August 2021.

The external audit is done by the Auditor assigned by the Govt. of West Bengal. As a result, we have to wait for the appointment of the Auditor for a period of Two to Three years. The Govt. of West Bengal has not assigned any auditor for the financial year 2020-21 and so the external audit is still pending for this period.

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

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

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

1.25

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

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

Mobilization of Funds:

1. The student Tuition fee is a major resource of income of the institute.
2. Grant from UGC, RUSA and other State and Central Govt. agencies are received by the college.
3. Various government and non-government agencies sponsor events like seminars and workshops.
4. Interest in corpus funds is another source of income.
5. Alumni contribute to the institute by raising funds.

Utilization of Funds:

1. Funds received for Salary from State Govt. are spent on teaching and non-teaching staff of the college. The college itself bears the salary of management staff.
2. Expenditures for purchase of books, construction of the building and other heads are performed following the respective norms and budget allocations after the approval from the Finance committee, Purchase Committee, Building Committee, Library Committee and other statutory committees of the college.

Utilization of Resources:

1. In each financial year the budget is prepared by the college which includes recurring expenses viz. electricity and internet charges, stationery & other maintenance costs.
2. The college infrastructure is utilized as an examination

centre for Government examinations/University Examinations.

Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.

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

6.5 - Internal Quality Assurance System

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

The IQAC has immensely contributed to the implementation of quality assurance strategies and processes at all levels. Two of the most significant practices initiated by IQAC in the current academic year are described below.

1. The teaching-learning and evaluation process throughout the current academic year could not be done in traditional technique due to the COVID-19 pandemic. The IQAC took the initiative of using a full-fledged Learning Management System through Google Suite and Google classroom and an institutional email ID has been assigned to all the students by which they can participate in their online classes. An expert team having good knowledge of ICT is there to look after all the issues of the students related to LMS and other necessary aspects.

2. IQAC through elaborate planning and rigorous activities identified the key performance indicators and successfully achieved the yearly target across the entire functioning of the Institute throughout the year. Achieving ISO Certification for academic practice is an acknowledgement of our efforts. Our college has ISO 9001:2015 and ISO 21000:2021 certification for the current academic year.

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UCRtx8yaKNeTYOjfAGTCgmOg/featured
Upload any additional information	View File

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

1. The college experienced a change of mode of study from an annual pattern to the semester system under CBCS. The COVID-19 pandemic compelled us to arrange the classes using Google Classroom LMS. However, the examination process has undergone significant reform. The college set an online examination portal following the order of the affiliating university for the semester-end examination in August 2021. The submissions of the answer scripts and the entire evaluation process have been performed completely in online mode.

2. The college has set the infrastructure for recording lectures of the teachers to make them available on YouTube. The E-engage portal, a repository of study materials for the students have been developed which include audio and video files. Many of the teachers have created their individual YouTube channels and posted the recording of the classes for the students so that students can review their classes any time as per their convenience, which is a novel facility, especially for slow learners.

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

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

A. All of the above

Certification, NBA)

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

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

The CBCS syllabi of many Social Science subjects offered in our College includes various topics related to gender equity and sensitization. For instance some topics highlights different hierarchy in society, politics, religious domain and some traces the origin of inequality among various genders. The logical discussion on the topic makes the students aware of equal rights of all gender. The College organizes many co-curricular activities like quiz, singing, dancing, painting, writing competition. Opportunities are provided equally to all the students irrespective of gender. Seminars/ Webinars, invited talks, surveys, plays, etc. are organized by different Departments and Women Cell of the College in collaboration with the IQAC on the related topics to sensitize the students. For the safety measures the institution is fully under CCTV surveillance with security guards both male and female round the clock, uniform and ID cards are must to enter the college premises. Entry and exit register is maintained for the visitors in the main gate. Separate Common rooms and washrooms for boys and girls, vending machine for girls are available in the College. During this ongoing pandemic situations counseling specially for the students were provided on regular basis.

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

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

B. Any 3 of the above

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

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

The Institution has taken care to manage degradable and non-degradable waste. Solid waste management practices are followed in the surroundings of the institutions for sound environmental development. For these purpose proper waste bins in and around the campus are kept and are properly collected for its disposals by the Siliguri Municipal solid Waste Management on daily basis. Bulks of papers are reused or send for recycling purposes every year. Degradable waste is dumped in to the compost pits and is utilized as manure in the gardens. Similarly, for liquid waste management the College provides the proper sewage system. The Institution's Chemistry laboratory chemical liquid waste is carefully disposed through separate pipe into a covered pit so that it may not harm the environment. E-waste or broken electronic equipments are often repaired and reused as much as possible and in case of beyond repairable condition are taken away by electronic suppliers. So that the computer or electronic parts can be utilized for other works.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

Hazardous chemicals and radioactive waste management

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

5. landscaping with trees and plants

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

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

Surya Sen Mahavidyalaya is one of the institutions in the area that provides education in humanities, Science and Commerce to the students from the districts of Darjeeling, Jalpaiguri, Coochbehar, Kalimpong and the state of Sikkim and Bihar. The heterogeneous demographic composition of the region of North Bengal speaking multiple languages, following different religion and cultural affinities with different economic backgrounds both from towns and interiors deserve special mention. In this regard the institution maintains harmony towards cultural, linguistic, communal socio-economic and other diversities and provides inclusive environment to the students. Multi-linguistic pedagogical environment are offered by the teachers while delivering lectures in classes and appearing in examinations. Equal opportunities are provided in the co-curricular activities to the students. For instance, the students participates in essay writing, singing and dancing, poetry and articles for College magazine in different languages like Bengali, English, Hindi and Nepali languages. The College celebrates cultural events like Rabindra Jayanti, Bhanu Jayanti, Kazi Nazrul Jayanti, etc. to maintain and promote communal harmony amongst students.

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

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

The Institution adheres to the Indian Constitution and fulfils the Fundamental Duties of responsible citizens. Like every year the College did not lag behind in observing and celebrating national events and festivals. Following Covid19 protocols our students in NCC and NSS participated in the parade on Independence Day and Republic Day. Principal Sir and Governing Body members, some teachers attended the flag hoisting ceremony, remembered and paid respects to all the freedom fighters, martyrs on those days. Teaching and office staff also participated on the occasion through their patriotic songs, poems, etc. The recordings were shared on virtual platform. Students participated on essay, painting, dance and singing competitions organized by the College on online mode. Some students shared their recordings of mono act depicting the lives of soldiers and their family. The College students and employees enthusiastically takes part in governmental awareness activities among the public regarding health and hygiene habits like Swatchha Bharat, spit-free India, etc. our students and teachers volunteer themselves for relief work be it in the cyclone hit area of West Bengal, Orissa or distributing food and mask to the needy. Students and employees actively takes part in Blood Donation camp organized in the College premises.

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

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

4. Annual awareness programmes on Code of Conduct are organized

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

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

Like every year Surya Sen Mahavidyalaya continued its tradition of observing and celebrating the national and international events and festivals even in Covid 19 situation following all the protocols. Virtual platform became new means to observe and celebrate commemorative days and events. Independence Day, Republic Day were observed, students, teachers and staffs participated and performed on these national days. Although locked down in our own homes but we were able to connect with one another and felt the pride and joy forgetting all our uncertainties. World Environment Day, World Ozone Day, International Language Day, International Women's Day, International Yoga Day, Gandhi Jayanti, Netaji Jayanti, Surya Sen Jayanti, etc. were all celebrated by our Institution. Painting, singing, dancing, creative writings, etc., were organized on these days where students actively participated online.

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

7.2 - Best Practices

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

1. REDUCTION OF FEES FOR ALL STUDENTS

1. **Objective:** The Covid 19 pandemic situation has hit hard the economy of most country. The governmental aided institution charges reasonable fees from the students in order to provide education to masses mostly belonging to middle and lower economic sections. But in the past year situation has been difficult to large section of the society. Education becomes secondary when it comes to survival resulting the cases of drop outs. The objective of this practice is to keep the continuity and completion of studies of the students so that their future may be secure and dropout rate be nil.

1. **The Context:** The institution caters knowledge mostly to students coming from low income group in the area. The large number of students in different faculties of the Institution is benefitted in various ways apart from education. Overall development of the students through various activities and counseling are taken care of by the Institution. The successes of the students as a responsible citizen of the country and bright future in career are our goals and achievement. Therefore, keeping this in mind the college Governing Body took the decision to reduce the fees to half so to lighten the burden of the parents already tackling with the pandemic situation. The students were encouraged to continue their studies.

1. **The Practice:** students are our priorities and the institution is concern and takes care of them. Since past years the students benefits from many schemes provided by the college regarding health, insurance, etc. The College has been providing full and half scholarship to students of merits and in need from past many years. The facilities and resources in multi- Stream College require funding to improve the infrastructure and requirements. But keeping in mind the ongoing pandemic situation and the future of our students the college decided to choose to secure the future of students and hence reduce the fees to half of what they were suppose to pay. Even then there were many who could not afford to pay that much. Relaxation in days and no fines were charged from

the students. Moreover the college continued the practice of full and half fee scholarship along with this practice. As many as 4 students were given full fee scholarship and 9 half fee scholarships in this session. Along with this 130 students received free uniforms worth Rs.1,04,000/ and 1 student received medical aid of Rupees 20,000. The Institution has almost 7000 students strength. Reduction of fees to all definitely affects the maintenance in other areas of the institution but the practice was for its worth. As students are the pivots of any institution and future of our country, the practice of reduction of fees indeed was the call of the hour.

1. Evidence of Success: The practice proved success. The effort to ease the economic burden on the students and continuity of their studies achieved its targets. There was none of the students who did not appear in exam due to non-payment of fees. The last Semester students successfully appeared in exam and completed their graduation.

1. Problems Encountered and Resources Required: The Institution took full care to inform all the students of this big step through website and social media Whatsapp group, facebook. The main problem encountered by the College was to make up the financial burden of the College due to such holistic practice. There was no extra financial support from other sources that could have been helpful. But nonetheless the College achieved its goal in benefitting large number of students. If some extra resources in future towards this practice become available from government or other sources it would benefit many students who come from poor financial condition.

BEST PRACTICE 2

1. PHILANTHROPIC MEASURES

1. **Objective:** The main objective of this measure is to enhance awareness among students of social problems and nonprofits, improve critical thinking, communication, leadership, life skills, attitudes, intentions and behaviors to civic responsibilities. To increase the knowledge of grant seeking and grant making and integrating theory into practice.

1. **The Context:** In the present digital world and connections through social media the generations of young students are more detach from reality. The Institution adopted this method of Philanthropy among students so that opportunities are provided to them through experiential learning to study the social problems and nonprofit organizations.

1. **The Practice:** The Covid'19 situations particularly in developing countries like India with large population needed more number of volunteers apart from those serving in governmental sectors to cope up with the ongoing situations. The students, the future of our country, are the best one to be given firsthand knowledge towards this philanthropy. Many willing students volunteer themselves to help out the people in need. They helped the people by distributing cooked meal at night. Distribution of masks, sanitizers, hand gloves, clothes, etc. collected through charitable donations made by faculties, staff or collection from helpful people was carried by the students.

1. **Evidence of Success:** The philanthropic work carried by our students was successful in the sense that they did not give up their good work after completion of one area. Rather they became more aware of the difficulties and day to day problems of the people and volunteered themselves for more such social services. They needed money to buy them medicines, gloves, masks and other food items and did not hesitate to come forward approaching other people for help. Out of such selfless dedication they were able to bring a smile and ray of hope among the needy and destitute. Villages, slum areas, railway platforms wherever the need was felt our students reached out there for help. Not only for lockdown period but in times of natural calamity like cyclone or flood they

volunteered themselves. These measures in deed encouraged their determination and boosted self confidence in them. The sense of civic responsibilities and to do something more for the society is materialized practically in them. The world of social media in which most of our young generations are engaged have seen and witnessed the actual lives and harsh realities of many deprived people that are reflected in stories or digital series. Hopefully, small but effective change has been made to the lives of these students, to keep up the good work, to keep faith in humanity and humility. In times of festivals some teacher donated them new clothes to bring a smile on their face.

1. **Problems Encountered and Resources Required:** Many parents were afraid of the ongoing Covid'19 situation as many students were not vaccinated and to allow them for volunteering for this philanthropic work in the beginning. Resources finance and food items were insufficient to cover all the people or area in need for continuous supply. But whatever was in the reach of the volunteers they did their best physically with their presence and helping hand to the society.

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

7.3 - Institutional Distinctiveness

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

In the academic year 2020-2021, keeping the effect of COVID-19 related lockdown in mind, the college authority took an elaborate plan to upgrade its e-learning delivery system by subscribing to G Suite and multiple domains. This has helped the institution to create (1) Gmail accounts for students and staff and (2) a suite of office software through which students and stakeholders can use multiple tools.

As a result of this timely initiative, the institute could turn the lockdown-induced shortfalls in the on-campus teaching-learning

process to its advantage by familiarizing all the students with the online learning modules.

The E-engage portal of the college acting as a repository is enhanced by adding e-learning materials for the students including audio and video files. The institutional YouTube channel is there to hold web conferences and online departmental webinars. YouTube live streaming is also used to engage a large number of students and facilitate them to watch the sessions at their convenient time to make the effect of network-related issues minimum from the students' perspective. WhatsApp Groups are also created to communicate with the students and address their issues during the COVID-19 pandemic. All possible efforts are made to support the students using different digital media. Lastly, an online examination portal of the college is developed to organize the final examination of the even semesters in August 2021 in a fully online mode and the online evaluation process is also completed within time as per the guideline of the affiliating university.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The IQAC prepares an academic calendar of the college which is uploaded in the college website at the beginning of the session.
- A well planned credit based routine is prepared and circulated among the students via notice board and college website.
- Forced by the pandemic situation, online curriculum delivery was carried out using google meet platform and you tube live classes. Our college regularly organized faculty development program and enrolled in G-suite for Education. Teachers developed study materials and posted them on - Ngage, a portal available in our college website for students and also in their respective google classroom.
- Apart from the central library, some departments have a fully functional seminar library. The central library has membership of both N-List Program and National Digital Library providing free access to 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, feedback is taken and analyzed by IQAC from all the stakeholders on various questions on syllabus and curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://suryasencollege.org.in/new_2020_academic_calender_2020-21.php

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

Internal assessment of a student is continuous throughout the session. In the pandemic situation internal assessment methods included:

- Regular online assignments submitted in google classroom
- Regular online quiz using google form
- Online seminar presentations by students using google meet platform
- Online project assignments for field work based papers
- Online viva voce of the students for their regular assessment
- For practical papers, regular assessment was done via online submission of practical notebooks.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://suryasencollege.org.in/Depart_Notice/454.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
25	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
18	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
2595	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
1295	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	

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

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

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

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

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

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

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

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

11

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

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

4328

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

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://suryasencollege.org.in/new_2020_feedbackAnaly_student.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

3049

2.1.1.1 - Number of sanctioned seats during the year

3433

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1545	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The students are categorized into Slow and Advanced Learners based on their classroom responses. Respective departments chalk out their strategies to address the issue of comprehensibility of learning of the students. Since due to Covid 19 pandemic no physical class was taken during the last academic year, we executed the whole process online with the mentioned objectives and the process of executions.</p> <p>Objectives for Slow-learners</p> <ol style="list-style-type: none"> 1. To improve their ability of understanding texts 2. To raise the confidence level of the slow learners 3. To improve their examination performance. <p>Policies of Execution for slow-learners</p> <ol style="list-style-type: none"> 1. Special online classes for the slow-learners 2. Arrangement of special online Doubt-Clearing Session. 3. 24x7 online accessibility of the teachers for such students for academic support. 4. Special session for their mental wellbeing <p>Strategies to address the issue of Advanced-Learners:</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. To inculcate the habit of in-depth thinking. 	

2. To develop research aptitude

Policies of Execution:

1. Special online sessions by the teachers for such students
2. Providing e-reference/text books on the topic to develop a comprehensive understanding of the topic
3. Encouragement to present paper in the student-centric webinars organized by the department.

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

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

Number of Students	Number of Teachers
7658	61

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To cater to a heterogeneous student community having different socio-economic and linguistic backgrounds, departments take extreme care in choosing a particular method of teaching by the nature and scope of the subject and the target group. In general, teachers try to make the teaching-learning process an enjoyable and meaningful one for the students through various innovative means, to augment the practical usability in real-life. The pandemic related lockdown of the institution made the situation challenging, as no excursions or lab-based experiments were possible, but our faculties implemented various student-centric innovative online methodologies throughout the session, like :

Social Science Departments:

1. Student-centric webinars with a mandatory presentation of papers
2. Online group discussion by the students on a given topic.
3. Screening of Educational videos/Film screening followed by analysis.[English, History]
4. Publication of e-magazine by the departments.[geography, English]

Science Department:

1. Simulated video tutorials for Chemistry and Physics as a replacement for practical classes
2. Online presentation and group discussion
3. Practical classes taken using virtual lab.

Faculty of Commerce:

1. Online project submission.
2. Facilitating online business house-student interaction
3. Training on taxation practices and GST calculation through web workshop

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

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

The institution extensively uses ICT tools in imparting daily lessons. During the lockdown last year, the institution has streamlined its ICT machinery to deliver the best online education. We have procured a separate G-Suite domain, which has transformed the way facilities are delivered to campus, by streamlining administration and technology. It ensured (1) powerful and hassle-free email connectivity for faculties, staff, and students; (2) taking of all online classes through newly opened Google Classrooms, and (3) implementation of an online evaluation mechanism.

Our 'e-engage' portal, a dedicated repository of online study material in various formats, was of great help to the students during the lock-down period as students could access stored materials at their convenience.

By using IT enabled tools science departments took virtual practical classes by simulating the experiments and uploading the same on the virtual classroom.

For the Communicative English course, we used dedicated software and through this teachers could take all the classes.

We have opened our institutional YouTube channels and departments have their separate YouTube channels to showcase all the webinars we have conducted from time to time. YouTube channels are also used to take classes for program course students where the number is very high.

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

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

2.3.3.1 - Number of mentors

61

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

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
61	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
15	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
528	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

In a normal situation, we use Flexible Assessment Methodology for our students

to test their knowledge base. The last pandemic year, since there was no scope to take online tests, we framed an online-assessment mechanism for the students. Following are some of the ways by which the college could ensure a robust mechanism of taking online internal tests:

1. Use of Google Classroom to arrange online internals through Google Forms
2. Use of Google Classroom for seminar presentation and group discussion by the students and subsequent assessment of their performance.
3. Online guidance for project preparation and submission and the related assessment thereafter.

All the faculties needed to conduct monthly online tests and it was the responsibility of the HOD to maintain a record of the students' performances. The Academic Committee, comprising of all the HoDs would meet from time to time to assess the performance of the students. A student, if dissatisfied with his/her performance, had the scope of reviewing his mark or sitting for a re-test. One of our best practices in this regard is to make arrangements for special internal tests for those students who could not attend a scheduled exam for poor network issues.

File Description	Documents
Any additional information	View File
Link for additional information	https://suryasencollege.org.in/Depart_Notice/454.pdf

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

In general, the college conducts (a) monthly class tests (b) Re-test for those who miss the scheduled test for genuine reasons (c) Test examination before board examination (d) re-test for those who cannot qualify for the test. This year because of Covid related closure of the institutions all the tests were conducted

online. We displayed the results online on the college website and a student, dissatisfied with her/his performance, had the provision of reviewing his/her script online. The Exam Committee also arranged an online teacher-examinee meeting for those who wanted clarification regarding various issues about internal tests. The Examination Help Desk operated for an extra hour beyond the scheduled college timings to cater to the queries of the aggrieved students. Such students could also post their queries in the respective departmental WhatsApp groups and could draw the attention of the HoDs for speedy disposal of the grievances if any. The Technical Team of the college lent support to those students who faced technical problems in attempting online internal examinations. In addition to all these, any student could directly communicate with the Principal through the Facebook page of the college to bring to his notice any specific issue regarding the examination.

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

2.6 - Student Performance and Learning Outcomes

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

In this pandemic year, we display all the COs on the College website before the beginning of the admission process. During online classes also teachers apprise the student about the COs of different subjects and help them make informed decisions about the future.

Sample Cos :

BENGALI: Studying different courses of Bengali will make students aware of the historical evolution of Bengali Literature, textual nuances of Medieval and Modern Bengali, mode of co-relating fictional characters and incidences with real-life situations..

CHEMISTRY: Fundamentals of Organic Chemistry will help the students to get a clear idea about the formations of organic molecules, their nature and properties and the factors which influences the chemical behaviour.

COMMERCE: Understand the concepts of basic accounting and business. To enrich communication, ethical values, teamwork, professional and leadership skill of students.

ECONOMICS: Students will be able to learn different nuances of the role of capital in society.

EDUCATION: To develop an understanding of the meaning, aim, and functions of education.

ENGLISH: The Department strives to make its pass and honours programme students familiar with a wide range of works of British writers in particular and World literature in general with a special focus on Indian writings in English.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://suryasencollege.org.in/new_2020_cop/Bangla.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The outcome of POs, PSOs and COs of various subjects are assessed broadly in platforms- (1) Academic Council ;(2) Departmental Meetings and (3) the IQAC.

The Academic Council of the college is the main body to analyse the outcomes followed by further discussion in the departmental meeting. During the last academic year, such meetings were held online through google meet as the institution was closed because of Covid 19 lockdown. While assessing the outcomes of the courses, teachers kept in mind the issue of shifting of teaching mode from physical class to online class and framed new policies to ensure effective delivery of POs, PSOs and COs of various subjects. The IQAC analysis the level of implementation of the decisions taken in Academic and other committees' meetings

regarding the outcome of POs, PSOs and COs, and put forward the corrective measure to ensure the academic quality of the institution. Academic Audit by the external agency also analysed the level of implementation of such policies and gave a favourable report, endorsing all the positive steps the college has taken towards implementation of policies in this regard.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://suryasencollege.org.in/igac/AAA_2021.pdf

2.6.3 - Pass percentage of Students during the year

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

1860

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://suryasencollege.org.in/igac/AAA_2021.pdf

2.7 - Student Satisfaction Survey

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

[https://suryasencollege.org.in/igac/Student feedback analysis 2020-21.pdf](https://suryasencollege.org.in/igac/Student%20feedback%20analysis%2020-21.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

? 1,35,000

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

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

01

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

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

17

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

3.2 - Research Publications and Awards

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

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

07

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

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

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

14

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

3.3 - Extension Activities

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

Imparting knowledge is a multi-methodological activity. The academic policy of our institution attempts to strike a fine

balance among various teaching methodologies to provide students a wider scope to gain knowledge and implement the same for the development of the society. By regularly involving students in various community centered activities, we help them to learn, in a thoughtfully organized activities, the meaning and importance of gaining knowledge, that is, serving the humanity.

Our institution is implementing an academic policy where students' participation in various extension activities is on the top of our academic agenda. Our NSS wings regularly organize such extension programs every year. Some of the important programs conducted by our college during this year are:

- International AIDS Day Celebration
- Campus Cleanliness and watering Programme
- Blood Donation Camp
- Thalassaemia Awareness & Free Check-up Camp
- Adopted Village Cleaning Programme
- Covid awareness to children at adopted village and Ananda Marg Ashram on children day
- First Aid Training to 16 children at Anand Marg Ashram Orphan children
- Literacy Mission at our adopted village.
- Special Camp- organised self defence training for 60 girls at adopted village, Jabravita etc.

File Description	Documents
Paste link for additional information	https://suryasencollege.org.in/new_2020_Ns_s.php
Upload any additional information	View File

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

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

07

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

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

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

64

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

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

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

19222

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

3.4 - Collaboration

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

18

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

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

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Teaching -Learning Equipments in the classroom: The institution has thirty two (32) fully functional Class Rooms and The mode of teaching is both conventional Chalk & Talk method along with online mode.

Digital Class Rooms and ICT enabled class Rooms: The

institution has three smart classrooms with a high-end interactive digital board, desktop computer, portable audio system with wi-fi facility. Apart from that, five classrooms are equipped with necessary ICT equipment such as portable projector and desktop computer etc. for conducting seminars and presentations.

Laboratory Infrastructure: Physics, Chemistry, Mathematics & Geography department of the college has well-equipped laboratories along with computer and internet facilities.

Laboratory infrastructure for Department of Chemistry: The laboratory has three sections: Honours Laboratory, General Laboratory, and Physical Laboratory. The laboratories are equipped with different types of equipment such as Centrifuge Machine, Photo-electric Colorimeter, pH-Meter combined Electrode, Potentiometer etc.

Laboratory infrastructure for Department of Physics: Physics laboratory consists of three sections: Honours lab 1, Honours lab 2 and General lab along with a dark room. The laboratories are equipped with different types of equipment such as a spectrophotometer, digital voltmeter, moment of inertia, modules of rigidity etc.

Laboratory infrastructure for the Department of Mathematics: Mathematics Laboratory has 11 functional computers with software installed Code Block for C language, Scilab, Mint Linux etc.

Laboratory infrastructure for Department of Geography: The geography laboratory is equipped with different instruments such as barometer, rain gauge, Rotameter, Rocks and Minerals Set etc.

Computing Equipment:

Currently, the institution has around 100 computers available for academic purposes.

Other supporting facilities

The college has 30 KW generator for uninterrupted power supply during an electrical failure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://suryasencollege.org.in/new_2020_dept_Chemistry.php

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

Indoor games (table tennis, carrom, etc.) are available on campus, and outdoor sports are often conducted in nearby playgrounds. Throughout the year, students participate in inter-college sporting activities under the supervision of teachers. Although many of our students have gained distinction at inter-college competitions for their remarkable performance in sports and cultural disciplines, the physical facilities for games, sports, and cultural activities are insufficient.

A well-equipped gymnasium centre was built last year to help students improve their physical fitness.

In the college, there is a positive art and culture environment. Cultural activities are held to commemorate events such as College Foundation Day, Rabindra Jayanti, Bhanu Bhakta Jayanti, World Environmental Day, International Women's Day, Teachers' Day, and many others. During the yearly programme, awards are handed to exceptional and deserving students. Aside from that, there are National and State Observation Days.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/drive/folders/1-jI4bEI0zKIHX7enbq88FtINwff6HkG2

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://suryasencollege.org.in/naac/supportdoc/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

17.04

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

4.2 - Library as a Learning Resource

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

Name of the ILMS: Koha Open Source Library System

software Nature of automation (fully or patially): Fully

Version: 17.11

Year of automation: 2018

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.18	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
1	

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

4.3 - IT Infrastructure

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

Since the institution values sincerity in teaching, confidentiality in testing and evaluation, validity in research, and clarity in administration, it has developed a comprehensive IT policy to support and facilitate teaching, testing and evaluation, research, and administration via a secure and well-protected system.

For the procurement and upgrade of its IT facilities, the college has a well-defined policy and procedure. As a result, the institution has enough IT facilities for teaching, learning, assessment, and office management, and it reviews the needs and takes actions to upgrade them on a regular basis.

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

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2.64

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

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

The 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. 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.

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.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1210

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

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

141

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://suryasencollege.org.in/new_2020_career_oriented_course.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2233

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

2233

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

106

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

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

5.2.2.1 - Number of outgoing student progression to higher education

294

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

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

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

00

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

5.3 - Student Participation and Activities

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

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

02

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

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

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

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

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

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

18

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

5.4 - Alumni Engagement

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

The Alumni Association of Surya Sen Mahavidyalaya has always come up with newer ideas as to how to improve the levels of co-ordination with the ex-students of this college and the Institution in organizing different socially relevant workshops and adopting welfare measures like organizing Eye check-up camps and Blood donation campaigns during this ongoing pandemic period .This appears to be of more importance when people did not venture out of their respective residential premises in the fear of getting infected during the last one and half-year .The Association also developed a culture of co-operation in the process of generating awareness among common people and our students in particular .In future we expect the association to scale greater heights in the path of Nation-building .

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to establish an academic culture which would help students realize their innate potentials. The teachers are trained to enhance their knowledge of the online mode of teaching in the time of COVID-19 pandemic to ensure quality teaching. Teachers' and students representatives in GB, IQAC and different other necessary bodies express their views and highlight the problems related to their academics and help the college to make a fruitful solution. The students of NCC and NSS wings of our college participate in different event inside and outside of the college.

The mission of the college is to make a comprehensive plan for the students in order to ensure their fruitful participation in the learning process. The teaching and non-teaching staff participate in the admission committee, examination cell and ensure the timely execution of the. The admission committee of the college makes proper decisions following the guideline of the Govt., the affiliating university ensuring the quality of the students in different courses. In the COVID-19 pandemic, the examination was performed in online mode for which the examination committee made many decisions including the development of the portal for receiving and evaluating the answer scripts.

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

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

Decentralization:

The Governing Body (GB) of the college takes all the necessary decisions related to the administration of the college ensuring academic development in consultation with IQAC and Teachers' Council (TC). The GB of the college forms important committees like IQAC, Building committee, Finance committee, Grievance Redressal cell etc. in operational level, while the Academic committee has been formed consisting of the Head of the Department or the Department-in-Charge from all the departments along with the Secretary of the Teachers' council to ensure the steady academic progress of the students.

Participative Management:

Members of different committees are chosen from teachers, non-teaching staff and students who participate in different meetings and the resolution of these meetings are forwarded to the higher authorities like TC, IQAC, GB for their timely execution. IQAC forms the annual plan of action for the smooth functioning of the institution and submits this to the GB for its approval and guidance. At the end of each academic year, the feedback is taken from all the stakeholders of the college for further analysis and necessary modification of the plan of action of the subsequent year.

File Description	Documents
Paste link for additional information	http://www.suryasencollege.org.in/new_2020_SubCommittee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping the effect of COVID-19 related lockdown in mind, the college authority has successfully implemented the Google Classroom as an online learning management system to deliver the class lectures to all the students of the college in online mode. The E-engage portal of the college acting as a repository is enhanced by adding e-learning materials for the students including audio and video files. The institutional YouTube channel is there to hold web-conferences and online departmental webinars. YouTube live streaming is also used to engage a large number of students and facilitate them to watch the sessions at their convenient time in order to make the effect of network-

related issues minimum from the students' perspective. WhatsApp Groups are also created to communicate with the students and address their issues during COVID-19 pandemic. All possible efforts are made to support the students using different digital media. Lastly, an online examination portal of the college is developed to organize the final examination of the even semesters in August 2021 in a fully online mode and the online evaluation process is also completed within time as per the guideline of the affiliating university.

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

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

The college is affiliated by the Govt. of West Bengal and the University of North Bengal. The Principal, being the administrative head of the institution, forms and supervises the activity of different committees in consultation with the Governing Body (GB), IQAC, Teachers' Council (TC) and Non-teaching staff. The Head Clerk, under the supervision of the principal, manages duties of all the Group-C and Group-D staff. The IQAC makes strategic plans deploy them with the help of the TC and Academic committee. Departmental activities are supervised by the respective Head of the department / Department-in-charge along with the teaching and supporting staff of the department. Principal, with the consultation of TC and GB, forms various committees and cells such as Finance committee, Purchase Committee, Building committee, Internal Complaint Cell, Anti-ragging Cell, Grievance Redressal Cell, SC/ST/Minority Cell, Library Committee, Research and Development Cell, Magazine Committee, Website Committee, Admission Committee, Examination Committee, NSS, NCC, Alumni Association and many more as per the requirement of the institution. Coordinators of each cell or committee look after their respective operations taking proper approval from the higher authorities like GB, IQAC, TC.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching Staff

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

Welfare Measures for Non-teaching Staff

1. Swastha Sathi Prakalpa for permanent staff

2. EPF and Child Support Leave facility for staff in management post
3. Medical Insurance for the staff in management post
4. Free Uniform to all the Group - D staff
5. Maternity and Paternity leaves for all the non-teaching staff
6. Reimbursement of Participation fee for Seminars/Workshops

Bonus during Puja festival

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

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

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

3

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

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

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

6

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

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

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

61

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

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

Appraisal System for Teaching Staff:

The institute regularly assesses the performance of the teaching staff through the performance appraisal by the respective Head of

the Department / Department-in-Charge. The salient features of the performance appraisal system are given below.

1. The performance of the faculty members are assessed according to the guidelines prescribed by the State Govt. following the UGC norms, vide G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012, together with all amendments made therein from time to time.
2. The institute initiates a wide range of activities besides academics, the responsibility of which are assigned to the teaching staff.
3. In the COVID-19 pandemic monthly report on the performance of teachers are placed by all the departments in the meeting of Academic committee which are forwarded to the Governing Body and IQAC for appraisal.

Appraisal System for Non-teaching Staff:

The appraisal of office staffs are done by the Governing Body based on the report of the Head Clerk and the Principal. A similar report is placed by the HOD/DIC of the department for the laboratory assistants and by the Librarian for the library staffs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The mechanisms of internal and external audits of financial transactions ensure financial transparency. Internal audit is conducted each year by the internal audit committee and the expenses incurred under different heads are checked to verify the bills and vouchers. The detail of income and expenditure are verified properly. Any discrepancy found in the process of internal audit is brought to the notice of the Principal. The report internal audit is submitted to the Governing Body by the

Principal. The internal audit for the year 2020-21 has been performed by M Datta & Associates on 5th August 2021 and is approved by the Governing Body in its meeting on 10th August 2021.

The external audit is done by the Auditor assigned by the Govt. of West Bengal. As a result, we have to wait for the appointment of the Auditor for a period of Two to Three years. The Govt. of West Bengal has not assigned any auditor for the financial year 2020-21 and so the external audit is still pending for this period.

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

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

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

1.25

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

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

Mobilization of Funds:

1. The student Tuition fee is a major resource of income of the institute.
2. Grant from UGC, RUSA and other State and Central Govt. agencies are received by the college.

3. Various government and non-government agencies sponsor events like seminars and workshops.

4. Interest in corpus funds is another source of income.

5. Alumni contribute to the institute by raising funds.

Utilization of Funds:

1. Funds received for Salary from State Govt. are spent on teaching and non-teaching staff of the college. The college itself bears the salary of management staff.

2. Expenditures for purchase of books, construction of the building and other heads are performed following the respective norms and budget allocations after the approval from the Finance committee, Purchase Committee, Building Committee, Library Committee and other statutory committees of the college.

Utilization of Resources:

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

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

Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.

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

6.5 - Internal Quality Assurance System

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

The IQAC has immensely contributed to the implementation of quality assurance strategies and processes at all levels. Two of the most significant practices initiated by IQAC in the current

academic year are described below.

1. The teaching-learning and evaluation process throughout the current academic year could not be done in traditional technique due to the COVID-19 pandemic. The IQAC took the initiative of using a full-fledged Learning Management System through Google Suite and Google classroom and an institutional email ID has been assigned to all the students by which they can participate in their online classes. An expert team having good knowledge of ICT is there to look after all the issues of the students related to LMS and other necessary aspects.

2. IQAC through elaborate planning and rigorous activities identified the key performance indicators and successfully achieved the yearly target across the entire functioning of the Institute throughout the year. Achieving ISO Certification for academic practice is an acknowledgement of our efforts. Our college has ISO 9001:2015 and ISO 21000:2021 certification for the current academic year.

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UCRtx8yaKNeTYOjfAGTCgmOg/featured
Upload any additional information	View File

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

1. The college experienced a change of mode of study from an annual pattern to the semester system under CBCS. The COVID-19 pandemic compelled us to arrange the classes using Google Classroom LMS. However, the examination process has undergone significant reform. The college set an online examination portal following the order of the affiliating university for the semester-end examination in August 2021. The submissions of the answer scripts and the entire evaluation process have been performed completely in online mode.

2. The college has set the infrastructure for recording lectures of the teachers to make them available on YouTube. The Engage portal, a repository of study materials for the students have been developed which include audio and video files. Many of

the teachers have created their individual YouTube channels and posted the recording of the classes for the students so that students can review their classes any time as per their convenience, which is a novel facility, especially for slow learners.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The CBCS syllabi of many Social Science subjects offered in our College includes various topics related to gender equity and

sensitization. For instance some topics highlights different hierarchy in society, politics, religious domain and some traces the origin of inequality among various genders. The logical discussion on the topic makes the students aware of equal rights of all gender. The College organizes many co-curricular activities like quiz, singing, dancing, painting, writing competition. Opportunities are provided equally to all the students irrespective of gender. Seminars/ Webinars, invited talks, surveys, plays, etc. are organized by different Departments and Women Cell of the College in collaboration with the IQAC on the related topics to sensitize the students. For the safety measures the institution is fully under CCTV surveillance with security guards both male and female round the clock, uniform and ID cards are must to enter the college premises. Entry and exit register is maintained for the visitors in the main gate. Separate Common rooms and washrooms for boys and girls, vending machine for girls are available in the College. During this ongoing pandemic situations counseling specially for the students were provided on regular basis.

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

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

B. Any 3 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

The Institution has taken care to manage degradable and non-degradable waste. Solid waste management practices are followed in the surroundings of the institutions for sound environmental development. For these purpose proper waste bins in and around the campus are kept and are properly collected for its disposals by the Siliguri Municipal solid Waste Management on daily basis. Bulks of papers are reused or send for recycling purposes every year. Degradable waste is dumped in to the compost pits and is utilized as manure in the gardens. Similarly, for liquid waste management the College provides the proper sewage system. The Institution's Chemistry laboratory chemical liquid waste is carefully disposed through separate pipe into a covered pit so that it may not harm the environment. E-waste or broken electronic equipments are often repaired and reused as much as possible and in case of beyond repairable condition are taken away by electronic suppliers. So that the computer or electronic parts can be utilized for other works.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

Hazardous chemicals and radioactive waste management

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting

B. Any 3 of the above

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

Surya Sen Mahavidyalaya is one of the institutions in the area that provides education in humanities, Science and Commerce to the students from the districts of Darjeeling, Jalpaiguri, Coochbehar, Kalimpong and the state of Sikkim and Bihar. The heterogeneous demographic composition of the region of North

Bengal speaking multiple languages, following different religion and cultural affinities with different economic backgrounds both from towns and interiors deserve special mention. In this regard the institution maintains harmony towards cultural, linguistic, communal socio-economic and other diversities and provides inclusive environment to the students. Multi-linguistic pedagogical environment are offered by the teachers while delivering lectures in classes and appearing in examinations. Equal opportunities are provided in the co-curricular activities to the students. For instance, the students participates in essay writing, singing and dancing, poetry and articles for College magazine in different languages like Bengali, English, Hindi and Nepali languages. The College celebrates cultural events like Rabindra Jayanti, Bhanu Jayanti, Kazi Nazrul Jayanti, etc. to maintain and promote communal harmony amongst students.

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

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

The Institution adheres to the Indian Constitution and fulfils the Fundamental Duties of responsible citizens. Like every year the College did not lag behind in observing and celebrating national events and festivals. Following Covid19 protocols our students in NCC and NSS participated in the parade on Independence Day and Republic Day. Principal Sir and Governing Body members, some teachers attended the flag hoisting ceremony, remembered and paid respects to all the freedom fighters, martyrs on those days. Teaching and office staff also participated on the occasion through their patriotic songs, poems, etc. The recordings were shared on virtual platform. Students participated on essay, painting, dance and singing competitions organized by the College on online mode. Some students shared their recordings of mono act depicting the lives of soldiers and their family. The College students and employees enthusiastically takes part in governmental awareness activities among the public regarding health and hygiene habits like Swatchha Bharat, spit-free India, etc. our students and teachers volunteer themselves for relief work be it in the cyclone hit area of West Bengal, Orissa or

distributing food and mask to the needy. Students and employees actively takes part in Blood Donation camp organized in the College premises.

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

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

A. All of the above

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

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

Like every year Surya Sen Mahavidyalaya continued its tradition of observing and celebrating the national and international events and festivals even in Covid 19 situation following all the protocols. Virtual platform became new means to observe and celebrate commemorative days and events. Independence Day, Republic Day were observed, students, teachers and staffs

participated and performed on these national days. Although locked down in our own homes but we were able to connect with one another and felt the pride and joy forgetting all our uncertainties. World Environment Day, World Ozone Day, International Language Day, International Women's Day, International Yoga Day, Gandhi Jayanti, Netaji Jayanti, Surya Sen Jayanti, etc. were all celebrated by our Institution. Painting, singing, dancing, creative writings, etc., were organized on these days where students actively participated online.

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

7.2 - Best Practices

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

1. REDUCTION OF FEES FOR ALL STUDENTS

1. **Objective:** The Covid 19 pandemic situation has hit hard the economy of most country. The governmental aided institution charges reasonable fees from the students in order to provide education to masses mostly belonging to middle and lower economic sections. But in the past year situation has been difficult to large section of the society. Education becomes secondary when it comes to survival resulting the cases of drop outs. The objective of this practice is to keep the continuity and completion of studies of the students so that their future may be secure and dropout rate be nil.

1. **The Context:** The institution caters knowledge mostly to students coming from low income group in the area. The large number of students in different faculties of the

Institution is benefitted in various ways apart from education. Overall development of the students through various activities and counseling are taken care of by the Institution. The successes of the students as a responsible citizen of the country and bright future in career are our goals and achievement. Therefore, keeping this in mind the college Governing Body took the decision to reduce the fees to half so to lighten the burden of the parents already tackling with the pandemic situation. The students were encouraged to continue their studies.

1. The Practice: students are our priorities and the institution is concern and takes care of them. Since past years the students benefits from many schemes provided by the college regarding health, insurance, etc. The College has been providing full and half scholarship to students of merits and in need from past many years. The facilities and resources in multi- Stream College require funding to improve the infrastructure and requirements. But keeping in mind the ongoing pandemic situation and the future of our students the college decided to choose to secure the future of students and hence reduce the fees to half of what they were suppose to pay. Even then there were many who could not afford to pay that much. Relaxation in days and no fines were charged from the students. Moreover the college continued the practice of full and half fee scholarship along with this practice. As many as 4 students were given full fee scholarship and 9 half fee scholarships in this session. Along with this 130 students received free uniforms worth Rs.1,04,000/ and 1 student received medical aid of Rupees 20,000. The Institution has almost 7000 students strength. Reduction of fees to all definitely affects the maintenance in other areas of the institution but the practice was for its worth. As students are the pivots of any institution and future of our country, the practice of reduction of fees indeed was the call of the hour.

1. Evidence of Success: The practice proved success. The effort to ease the economic burden on the students and

continuity of their studies achieved its targets. There was none of the students who did not appear in exam due to non-payment of fees. The last Semester students successfully appeared in exam and completed their graduation.

1. **Problems Encountered and Resources Required:** The Institution took full care to inform all the students of this big step through website and social media Whatsapp group, facebook. The main problem encountered by the College was to make up the financial burden of the College due to such holistic practice. There was no extra financial support from other sources that could have been helpful. But nonetheless the College achieved its goal in benefitting large number of students. If some extra resources in future towards this practice become available from government or other sources it would benefit many students who come from poor financial condition.

BEST PRACTICE 2

1. PHILANTHROPIC MEASURES

1. **Objective:** The main objective of this measure is to enhance awareness among students of social problems and nonprofits, improve critical thinking, communication, leadership, life skills, attitudes, intentions and behaviors to civic responsibilities. To increase the knowledge of grant seeking and grant making and integrating theory into practice.

1. **The Context:** In the present digital world and connections through social media the generations of young students are more detach from reality. The Institution adopted this method of Philanthropy among students so that opportunities are provided to them through experiential learning to study the social problems and nonprofit organizations.

1. The Practice: The Covid'19 situations particularly in developing countries like India with large population needed more number of volunteers apart from those serving in governmental sectors to cope up with the ongoing situations. The students, the future of our country, are the best one to be given firsthand knowledge towards this philanthropy. Many willing students volunteer themselves to help out the people in need. They helped the people by distributing cooked meal at night. Distribution of masks, sanitizers, hand gloves, clothes, etc. collected through charitable donations made by faculties, staff or collection from helpful people was carried by the students.

1. Evidence of Success: The philanthropic work carried by our students was successful in the sense that they did not give up their good work after completion of one area. Rather they became more aware of the difficulties and day to day problems of the people and volunteered themselves for more such social services. They needed money to buy them medicines, gloves, masks and other food items and did not hesitate to come forward approaching other people for help. Out of such selfless dedication they were able to bring a smile and ray of hope among the needy and destitute. Villages, slum areas, railway platforms wherever the need was felt our students reached out there for help. Not only for lockdown period but in times of natural calamity like cyclone or flood they volunteered themselves. These measures in deed encouraged their determination and boosted self confidence in them. The sense of civic responsibilities and to do something more for the society is materialized practically in them. The world of social media in which most of our young generations are engaged have seen and witnessed the actual lives and harsh realities of many deprived people that are reflected in stories or digital series. Hopefully, small but effective change has been made to the lives of these students, to keep up the good work, to keep faith in humanity and humility. In times of festivals some teacher donated them new clothes to bring a smile on their face.

1. **Problems Encountered and Resources Required:** Many parents were afraid of the ongoing Covid'19 situation as many students were not vaccinated and to allow them for volunteering for this philanthropic work in the beginning. Resources finance and food items were insufficient to cover all the people or area in need for continuous supply. But whatever was in the reach of the volunteers they did their best physically with their presence and helping hand to the society.

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

7.3 - Institutional Distinctiveness

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

In the academic year 2020-2021, keeping the effect of COVID-19 related lockdown in mind, the college authority took an elaborate plan to upgrade its e-learning delivery system by subscribing to G Suite and multiple domains. This has helped the institution to create (1) Gmail accounts for students and staff and (2) a suite of office software through which students and stakeholders can use multiple tools.

As a result of this timely initiative, the institute could turn the lockdown-induced shortfalls in the on-campus teaching-learning process to its advantage by familiarizing all the students with the online learning modules.

The E-engage portal of the college acting as a repository is enhanced by adding e-learning materials for the students including audio and video files. The institutional YouTube channel is there to hold web conferences and online departmental webinars. YouTube live streaming is also used to engage a large number of students and facilitate them to watch the sessions at their convenient time to make the effect of network-related issues minimum from the students' perspective. WhatsApp Groups are also created to communicate with the students and address their issues during the COVID-19 pandemic. All possible efforts are made to support the students using different digital media.

Lastly, an online examination portal of the college is developed to organize the final examination of the even semesters in August 2021 in a fully online mode and the online evaluation process is also completed within time as per the guideline of the affiliating university.

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

7.3.2 - Plan of action for the next academic year

Last year due to pandemic the college authority had to improvise their earlier plan to address the issues that concern the institution. In the current academic year (2021-2022) we have planned out things keeping in mind the possibility of further lockdown in the wake of outbreak of covid. The institution will utilise their online facilities to the optimum level if covid induced lockdown is imposed. From now onwards the college will use blended mode of teaching to thereby adding extra hours in teaching learning process.

Our thrust areas for this year are noted as below;

- (1) Continue with the online classes if covid situation continues
- (2) To organise webinars/seminars and online/offline workshop
- (3) To organise FDPs for faculties and staff
- (4) To participate in NIRF, Green Audit, Academic and Administrative Audit
- (5) To continue with teacher exchange program
- (6) To complete the work of office automation
- (7) To organise regular gender sensitization activities
- (8) To publish new books under the aegis of research cell.
- (9) To further the research activities

(10) To create an inclusive environment for students of all class, community and religion

(10)

NAAC