



Yearly Status Report - 2019-2020

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 own campus		Yes
Phone no/Alternate Phone no.		03532691489
Mobile no.		9233463895
Registered Email		principal@suryasencollege.org.in
Alternate Email		pkmishra@suryasencollege.org.in
Address		BLOCK-B, SURYA SEN COLONY SILIGURI TOWN SILIGURI
City/Town		Siliguri
State/UT		West Bengal
Pincode		734004

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		ARNAB BAUL			
Phone no/Alternate Phone no.		03532663662			
Mobile no.		9476383963			
Registered Email		iqac@suryasencollege.org.in			
Alternate Email		abaul@suryasencollege.org.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://suryasencollege.org.in/new_2020_AQARreport.php			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://suryasencollege.org.in/new_2020_academic_calender_2019-20.php			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.85	2019	15-Jul-2019	14-Jul-2024
6. Date of Establishment of IQAC			14-Jun-2014		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Collaborative	09-Jan-2020		1968		

International Webinar with CPB University	3	
Opening of English Language Lab	28-Feb-2020 365	81
MoU with Plassey College	25-Jun-2019 365	1707
International Webinar on Gender Bias & Gender Stereotyping	25-Jun-2019 1	1208
National Conclave on New Education Policy	02-Sep-2020 1	1123
International Webinar on Intellectual Property Rights	30-Sep-2020 1	1012
Faculty Development Program	24-Sep-2020 7	62
Academic and Administrative Audit	21-Dec-2020 7	5946
GREEN AUDIT	04-Apr-2020 3	5024
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SURYA SEN MAHAVIDYALAYA	SALARY FOR THE YEAR 20192020	STATE GOVERNMENT	2019 365	382239163
SURYA SEN MAHAVIDYALAYA	UGC-DAE-CSR PROJECT	UGC-DAE	2020 365	239880
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	9
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	100000
Year	2019

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

? Procuring dedicated G Suite domain to carry out online classes and other activities with separate institutional G Suite accounts for all. ? Organized 4 International Webinars and 16 National Webinars and Workshops also conducted National Conclave on NEP ? Organising Faculty Development Program separately for Teaching and Nonteaching staff. ? InterCollegiate Cultural Fest ZESTIVAL was organized from February 25 to February 26, 2020, with the participation of 22 colleges. ? Also conducted Academic and Administrative Audit and Green Audit for the current session.

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

Plan of Action	Achivements/Outcomes
To do Green Audit, Academic and Administrative Audit	Both are done
To procure land for a second campus of the college	College was officially handed over land for its second campus , by the state government in March 2020.
To prepare a dedicated language lab and a computer lab	On 28th February both the language lab and computer lab were inaugurated
To organize an Inter-college Cultural Fest	ZESTIVAL : Inter Collegiate Cultural fest was organized from February 25 to February 26, 2020
Faculty exchange program with MoU signatory college and other institutions	A MoU was signed between Surya Sen Mahavidyalaya and Plassey College, Nadia, West Bengal, to exchange faculties and to jointly collaborate in various academic and extra curricular activities
Organizing International & National Seminars	We organized 4 international webinars and a good number of national webinars on varied topics
Organising Gender Sensitization Program	International Webinar On Gender Bias & Gender Stereotyping: It was organized by the Women's Cell and IQAC on 01/09/2020
Organising Psychological Counseling	Although it was a part of our general

	planning but due to Covid-19 pandemic we attached extra importance to this and conducted a series of departmental counseling sessions and a Covid-19 specific counseling involving renowned doctors and psychologists.
Conducting Faculty Development Program For Teaching And Non Teaching Staff	FDPs for teaching staff and office associates were successfully implemented. The FDP for the teaching fraternity was carried out from 24-30 September,2020 online
To ensure successful implementation of all the teaching learning initiatives	The year began with conventional teachinglearning practices but due to the outbreak of Corona pandemic and the closure of the college , we switched on to the online mode by procuring dedicated webdomain and creating G suite IDs for all. All the plans were thus implemented.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC and Governing Body of the College	09-Nov-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	01-Jul-2019
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	17-Mar-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The college has an operational Management Information System which we are trying to improve each year. In comparison to the previous year , for this year the system has been used more purposefully. Due to Covid19 pandemic most of the academic and administrative activities are carried out online
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through this system. The aim of the systems is three folds: 1. To maintain a methodical and systematic approach in carrying out administrative activities. 2. To standardize the accounting process towards achieving a zeroerror target. 3. To guarantee transparency in all sorts of academic and administrative activities. 4. Working towards achieving a paperless work culture in office thereby contributing to the save nature campaign. At present Management Information System is used in the following fields: a) In the admission process and publication of the merit list. b) To smoothly conduct examination and publication of the results, c) To prepare salary statement through HRMS (Human Resource Management System), as per the directives of the government of West Bengal. d) To successfully implement Grievance redressal mechanism. e) Online feedback from all stakeholders. Example of functioning of academic module: This year the college has procured its separate online domain for which separate institutional g mail account is generated for all. Each teacher created his/her classroom who join the class through their unique institutional G suite account. From Google meet class to circulation and online submission of assignments all are thus done online and result sheet is generated. Moreover, webinar, student centric seminars are carried out in online mode and participation certificate is generated thereafter.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

- Based on University notifications, the IQAC prepares an academic calendar of the college which is uploaded in the college website at the beginning of the session. It includes provisional dates of internal assessments, university examinations, co-curricular activities, holidays etc.
- The routine committee of the college prepares a well planned credit based routine. The Departmental Head distributes syllabus and allots classes to the respective teachers in departmental meetings. The routine with assigned teachers are circulated among the students via notice board as well as college website.
- Principal orients parents at the beginning of the session about the rules and regulations of the college, the infrastructural facilities and the college's own mechanism of

evaluation. Students' Orientation is organized by the respective departments. • The curriculum delivery methods include traditional board and marker lectures, power point lectures in ICT-enabled classrooms, invited lectures, interdepartmental faculty exchange, educational excursions, group discussions, practical sessions in well-equipped laboratories, use of scientific models/charts etc. • Apart from the routine classes, some departments hold extra classes for slow learners as well as advanced learners maintaining separate attendances. • Teachers guide the students in co-curricular activities like wall magazine publication, exhibition of scientific / geographical models, essay writing/debate/mock parliament etc. to encourage participative learning among the students. • Internal assessment of a student is continuous throughout the session and is based on unit tests, project works, seminar presentation, poster presentation, field visits etc. Project work and Field visit reports are preserved in the departmental repository as reference for the future students.

• Apart from the central library; Departments of Chemistry, Physics, Mathematics, Geography and Commerce have a fully functional seminar library; helping the students as well as teachers to enrich themselves in the subject. Apart from lending, reading room facility is also provided by both departmental as well as Central library. The central library has membership of both N-List Program and National Digital Library. Hence the library has 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. The pandemic situation towards the end of the 2019-20 academic session forced both students as well as teachers towards online education. Many teachers attended workshops organized by different educational institutes of our country to acclimatize themselves with the numerous techniques available for online classroom teaching. Our college also organized faculty development program and enrolled in G-suite for Education to give the students as much academic support as possible in this pandemic situation. Teachers developed study materials and posted them on - Ngage, a portal available in our college website for students. • At the end of the session, online feedback was taken and analyzed by IQAC from all the stakeholders on various questions on syllabus and curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course on Computer Applications	NIL	04/07/2019	180	Both	Computer Application Skills
Certificate Course on Travel and Tourism Management	NIL	04/07/2019	180	Both	Tourism Management Skills
IT Enabled English Language Certificate Course [English in Daily Life]	NIL	10/08/2019	180	Both	Language learning skill for everyday use

IT Enabled English Language Certificate Course [Practical English]	NIL	20/02/2020	180	Both	Language learning skill for everyday use
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Computer Science COMSGE 1	04/07/2019
BSc	Computer Science COMSGE 2	02/01/2020
BSc	Computer Science COMSDSC 1	04/07/2019
BSc	Computer Science COMSDSC 2	02/01/2020
BSc	Physics Hons III PSHHPAPVII	04/07/2019
BSc	Physics Hons III PSHHPAPVIII	04/07/2019
BSc	Physics Hons III PSHHPAPIX	04/07/2019
BSc	Physics Hons III PSHHPAPX	04/07/2019
BSc	Physics Hons III PSHHPAPXI	04/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Already adopted in 2018-19	Nil

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

	Certificate	Diploma Course
Number of Students	179	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Life-skill Education - Stress Management	16/07/2019	301
Self defense for girls	21/08/2019	115
Human Values and	11/11/2019	166

Professional Ethics		
Pollution and Mental Health	16/12/2019	304
Value- added Course on Swami Vibekanander Jeebandarsha O Juba Samaj	02/01/2020	173
The Cultural Value of Indian Art and Architecture	04/01/2020	152
Financial Planning and Quality of life	06/01/2020	34
Educational Philosophy of Rabindrath Tagore	05/03/2020	197
The value of English language in Business Communication	18/09/2020	73
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	21
BA	Geography	24
BA	Economics	71
BA	Political Science	110
BCom	Commerce	120
BA	Sociology	165
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<ul style="list-style-type: none"> • Questionnaires for the feedback of students, teachers, parents and management has been framed, approved by IQAC and are available in the college website. The stakeholders can download the same or collect it from IQAC. Due to the pandemic situation, in 2019-20 feedback was collected online through "google form" also from all the stakeholders of the college. • Feedback was given by the students of all the semesters of the 2019-20 academic session, where they gave their feedback on curriculum, teacher / teaching and institutional facilities. The feedback was collected online through google form or through the feedback portal in the website and was submitted to IQAC for analysis. • The teachers,

management members and alumni gave their feedback online through google form and the parents' feedback was collected via google form as well as through the feedback portal in the website. • The feedback thus collected was analyzed by IQAC and the results of the analysis were forwarded to the Academic Committee or to the Governing Body depending on its academic or administrative nature for necessary action. • A "Suggestion Box" is installed at the entry of the college building where the students can drop their grievances or suggestions regarding any college affair. Our Principal goes through the contents everyday and forwards the suggestions to Grievance Redressal Cell, Disciplinary Committee, IQAC etc. depending on the nature of complaints / suggestions. • The respective committees / cells on receipt of such complaints / suggestions initiate action to take corrective measures.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics (H)	15	218	12
BSc	Mathematics (H)	47	264	40
BSc	Chemistry (H)	20	204	13
BA	Sociology (H)	81	376	77
BA	Political Science (H)	81	870	81
BA	History (H)	55	884	55
BA	Geography (H)	32	557	31
BA	English (H)	81	1549	79
BA	Economics (H)	81	39	7
BA	Bengali (H)	81	785	81

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	6153	Nil	60	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
60	60	2385	10	10	6

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

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

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

The institution has a well established monitoring system which undergo timely modification as per the practical need. It is already functional with three well defined paths: (1) Academic wellbeing of the students,(2) Psychological wellbeing , and (3) Special mentoring for social adaptability. PRIMARY MECHANISM: Academic Mentoring: Students of a department are divided into groups and each group is mentored by a teacher. The teacher encourages the students under his/her tutelage to share their problems and doubts in academic matters . After getting the feedback from the students, the concerned teacher either tries to resolve the student's problem or directs him/her to other teachers with specialization on the topic. Psychological Mentoring: In the wake of COVID 19 pandemic outbreak we have revamped our psychological monitoring systems specially focused on taking care of the students who faced problem in adjusting with blended mode of learning which the college has initiated to cope up with the COVID 19 challenges. As per the necessity, the professional counselor or psychiatrists are also consulted by the teacher for better grasping of the student's issue and the subsequent resolving of the same. Social Adaptability: This is done through a coordinated approach by the teachers of the department . In Special Counseling Session all the students are addressed and they are given lessons on soft-skills, etiquette, behavioral codes and on other issues which can help them face the social reality in a confident manner. This time because of the abrupt closure of the institution because of pandemic outbreak, we have arranged special counseling session online. SECONDARY MECHANISM: All the teachers are always accessible to the students to cater to their queries and problem, during college hour and beyond college hour. Teachers provide their telephone number to the students and encourage them to bring before them any issues which a student feels needs attention. Through departmental social media groups teachers of a department access their students and give necessary instructions—all for their betterment and wellbeing. To ensure safety of the students in the campus we have CC Camera installed all over the campus which is monitored by the Principal directly from his office. Principal has a dedicated Facebook page where any student can post their ideas, issues directly to him. Every query is answered by the Principal. We have a separate Counseling Room which is used for individual counseling of student and to discuss matters with specific student which is confidential in nature. We also have a well-established mentor-mentee system in the institution. Till the beginning of lockdown we have conducted physical mentoring session and during the lockdown period we continued mentoring students in online mode.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6153	60	1:103

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
60	60	Nill	2	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr Pranab Kumar Mishra,National	Principal	National Education Leadership Award
2020	Dr Romyani Goswami, International	Assistant Professor	Best Paper Award in the Two Day International Conference on Recent Trends in

[View File](#)**2.5 – Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGH	3	06/10/2020	10/11/2020
BA	ENGH	3	06/10/2020	10/11/2020
BA	ECOH	3	06/10/2020	10/11/2020
BA	PLSH	3	06/10/2020	10/11/2020
BA	SOCH	3	06/10/2020	10/11/2020
BA	GEOH	3	06/10/2020	10/11/2020
BA	HISH	3	06/10/2020	10/11/2020
BCom	MNAH	3	06/10/2020	10/11/2020
BSc	MTMH	3	06/10/2020	10/11/2020
BSc	PHSH	3	06/10/2020	10/11/2020

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

Our CIE system is robust and innovative. We regularly review and implement new ideas in making the mechanism more effective. We use our ICT enabled classrooms to continuously engage students in various creative activities. To gauge their presentation skill we design assignments which they have to present in front of teachers and take part in post-presentation discussion. Surprise Tests are conducted to evaluate and record students' performance and analyze their areas of deficiencies. Taking of mandatory Monthly Class Tests for Honours students by the respective teachers of the departments is also a part of our academic planning. Teachers are free to plan their monthly test formats. Beyond sit and write mode many teachers rely on Group Discussion, Essay and Assignment Writing etc. During the pandemic related lockdown period we have continued with the evolution process online. Each department used various online platforms and software to gauge students' progress. Thus , by blending two modes of evaluation during this academic year, disturbed by the onslaught of pandemic, we could , with fullest satisfaction, cater to students' intellectual well-being.

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

The institution makes the Academic Calender available to all annually in the beginning of the session to apprise the stakeholders about the routinized activities that the college plans to perform to achieve it's annual academic goal. While time period for annual examination, declaration of result and time for taking new admissions are fixed by the affiliating university, the College Academic Calendar also includes tentative schedule for various class tests and unit tests conducted by various departments. The academic calendar of our institution is planned in such a way that while providing a guideline to all the teachers regarding various academic and assessment activities, it provides

enough scope for a teacher and a department to design and implementing their own plan of assessment of students. Tentative schedule for Unit Tests, Class Tests and, annual examination are all parts of the academic calendar. The draft of the Academic Calendar is placed in the IQAC meeting for approval and after unanimous approval accorded by the members the same is posted in the website for students' viewing. Because of the onslaught of pandemic we have made necessary modification in the academic calendar, providing scope to arrange and organize programs and events in online mode.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
CEMH	BSc	CHEMISTRY (H)	5	5	100
MTMH	BSc	MATHEMATICS (H)	21	21	100
ACNH	BCom	ACCOUNTANCY (H)	51	48	94
MNAH	BCom	MGMT (H)	6	5	83
SOCH	BA	SOCIOLOGY (H)	65	64	98
HISH	BA	HISTORY (H)	40	38	95
GEOH	BA	GEOGRAPHY (H)	22	22	100
PLSH	BA	POL SCIENCE (H)	53	53	100
ENGH	BA	ENGLISH (H)	47	47	100
BNGH	BA	BENGALI (H)	80	80	100

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2.7 – Student Satisfaction Survey

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

<http://suryasencollege.org.in/iqac/Feedbackanalysis2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	UGC DAE Consortium for Scientific Research, Kolkata Center	239880	239880
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
International Webinar on Intellectual Property Rights: Issues related to Research and Publication Ethics	Central Library IQAC, Surya Sen Mahavidyalaya	30/09/2020
Two Day workshop on Tips and Tricks of GST Income Tax E-Filing	Commerce	03/09/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Paper Award in the Two-day International Conference on Recent Trends in Basic and Applied Sciences	Dr. Romyani Goswami, Faculty, Dept. of Physics, SSM	Department of Physics, Bhairab Ganguly College in association with Department of Physics, Dum Dum Motijheel College, West Bengal, India	07/07/2020	Academic
Certificate of commitment to uphold highest standards of integrity and good governance	Surya Sen Mahavidyalaya	Central Vigilance Commission, New Delhi, India	29/10/2020	Administrative
Swachhta Action Plan Institution	Surya Sen Mahavidyalaya	Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education, Govt. Of India	14/07/2020	Administrative
	Surya Sen	Sub	14/08/2020	

Implementation of Kanyashree Prakalpa (achieved the 3rd Position)	Mahavidyalaya	Divisional Officer, Siliguri, West Bengal, India		Administrative
National Education Leadership Award	Dr. Pranab Kumar Mishra	Orpit Services Pvt Ltd	15/09/2019	Administrative
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	5000

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	2	0
International	Chemistry	3	6
International	Central Library	2	0
National	English	1	0
International	Physics	2	3
View File			

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

Department	Number of Publication
ECONOMICS	1
GEOGRAPHY	1
Central Library	1
PHYSICS	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
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					mentioned in the publication	excluding self citation
Effect of Cu-doping on the dielectric properties of MnV ₂ O ₆ compound	N. Khamaru, A. Das, D. Das, A. Karmakar, S. Chatterjee	Journal of Magnetism and Magnetic Materials ISSN: 0304-8853 Scopus/Web of Science indexed	2020	5.2	Surya Sen Mahavidyalaya	Nil
Multicatalytic effect in multiferroic sulpho spinel MCr ₂ S ₄ (M Fe Co)	K. Dey, A. Indra, A. Karmakar and S. Giri	Journal of Magnetism and Magnetic Materials ISSN: 0304-8853 Scopus/Web of Science indexed	2020	5.2	Surya Sen Mahavidyalaya	1
THE RURAL IN JIBANANANDA DASS POEMS: FROM SLT TO TLT	SANCHITA DAS	ROCK PEBBLES09750509	2020	0	Surya Sen Mahavidyalaya	Nil
Marching towards Digital India: An Overview on the E-governance Initiatives taken by the Central Government of India to Minimize the Digital Divide During the Period 1998-2018	Santanu Das	Library Philosophy and Practice (ISSN 1522-0222)	2020	0	Surya Sen Mahavidyalaya	Nil
The Status and Impact of Technostre	Santanu Das	Library Philosophy and Practice	2020	0	Surya Sen Mahavidyalaya	Nil

ss on Library Professional s: A Study among the Professionals of the Selected Private College Libraries in North Bengal		(ISSN 1522-0222)				
Oxidative dimerisation of 2-aminophenol by a copper(II) complex: Synthesis, non-covalent interactions and biomimics of phenoxazinone synthase activity	Subham Mukherjee	Journal of Molecular Structure (UGC Care List II)	2020	4	University of North Bengal	Nil
Task?Specific Properties and Prospects of Ionic Liquids in Cross?Coupling Reactions	Bablee Mandal	Topics in Current Chemistry (UGC-Care List II)	2019	13	Surya Sen Mahavidyalaya	5
Alternate Energy Sources for Sustainable Organic Synthesis	Bablee Mandal	Chemistry Select (UGC-Care List II)	2019	2.6	Surya Sen Mahavidyalaya	6
1955 Margaret's Hope Tea Estate: A Historical Labour Movement	Tamali Mustafi	UGC CARE ENLISTED Departmental Journal, Modern Historical studies, 09	2020	0	Surya Sen Mahavidyalaya	Nil

		72-6756				
Khan Pala: Sangraha O Sangrakhan	Tamali Mustafi	Tabu Ekalavya, 0976-9463, UGC-CARE LISTED JOURNAL SL. NO. 16	2020	0	Surya Sen Mahavi dyalaya	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Alternate Energy Sources for Sustainable Organic Synthesis	Bablee Mandal	Chemistry Select (UGC-Care List II)	2019	9	6	Surya Sen Mahavi dyalaya
Multicatalytic effect in multiferroic sulpho spinel MCr ₂ S ₄ (M Fe Co)	K. Dey, A. Indra, A. Karmakar and S. Giri	Journal of Magnetism and Magnetic Materials ISSN: 0304-8853 Scopus/Web of Science indexed	2020	10	1	Surya Sen Mahavi dyalaya
Effect of Cu-doping on the dielectric properties of MnV ₂ O ₆ compound	N. Khamaru, A. Das, D. Das, A. Karmakar, S. Chatterjee	Journal of Magnetism and Magnetic Materials ISSN: 0304-8853 Scopus/Web of Science indexed	2020	10	Nil	Surya Sen Mahavi dyalaya
Oxidative dimerisation of 2-aminophenol by a copper(II) complex: Synthesis, non-	Subham Mukherjee	Journal of Molecular Structure (UGC Care List II)	2020	1	Nil	University of North Bengal

covalent interactions and biomimics of phenoxazinone synthase activity						
Task?Specific Properties and Prospects of Ionic Liquids in Cross?Coupling Reactions	Bablee Mandal	Topic in Current Chemistry (UGC-Care List II)	2019	9	5	Surya Sen Mahavidyalaya
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	206	386	111	41
Presented papers	17	7	2	Nil
Resource persons	3	6	2	5
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	Program officer NSS Unit I Program officer NSS Unit II	54	2552
Program Officers 7 Days Training	Program officer NSS Unit I Program officer NSS Unit II by NSS Empanelled Training Institute at Ram Krishna Mission Ashram Narendrapur, Kolkata	2	Nil
Swachha Bharat Abhiyan	Program officer NSS Unit I Program officer NSS Unit II	33	1945
Rally on Global Climate Strike	Program officer NSS Unit I Program	34	1205

	officer NSS Unit II in collaboration with Science Nature and Wildlife Conservation and Social Organisation		
Rastriya Ekta Diwas	Program officer NSS Unit I Program officer NSS Unit II	4	38
Thalasameia Awarness Camp	Program officer NSS Unit I Program officer NSS Unit II In Collaboration with Siliguri Suryanagar Samaj-Kalyan Sanstha	26	1289
Constitution Day	Program officer NSS Unit I Program officer NSS Unit II	43	2136
Orientation of Volunteers at Village	Program officer NSS Unit I Program officer NSS Unit II	2	188
Walk for Blood a rally	Program officer NSS Unit I Program officer NSS Unit II in collaboration with Siliguri Suryanagar Samaj-Kalyan Sanstha	33	1566
Voluntary Blood Donation Motivational and Safe blood Transfusion" one day certificate course	Program officer NSS Unit I Program officer NSS Unit II in collaboration with Siliguri Suryanagar Samaj-Kalyan Sanstha (SSSS)	20	158

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Extempore Speech Competition	Department of Parliament Affairs Youth Parliament	Department of Parliamentary Affairs, Government of West Bengal	1
Quiz Competition	Department of Parliament Affairs Youth Parliament	Department of Parliamentary Affairs, Government of West Bengal	1
Students Annual Performance	Student of the Year (2020)	Womens Cell, Surya Sen	1

		Mahavidyalaya	
Annual Performance of NSS Volunteers	Best NSS Volunteer 2020	NSS Unit I and II, SSM	2
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Environment Awareness Program	Department of ENVS, SSM	OBSRVATION WORLD ENVIRONMENT DAY	3	450
Student Counseling	Dept. of History, SSM	Counselling on How to deal and cope up with Covid -19 situation	4	152
National Science Webinar	Department of Chemistry, Surya Sen Mahavidyalaya in Collaboration with Department of Chemistry, Siliguri College and Board of Studies, University of North Bengal	'NATIONAL LEVEL WEBINAR ON DISCIPLINE SPECIFIC ELECTIVE-2020'	12	1753
Gender Sensatization Initiative	Womens Cell	Gender Sensitization	6	562
Swachh Bharat Campaign	Surya Sen Mahavidyalaya	Swachh Bharat	6	1858
Aids Awareness	Surya Sen Mahavidyalaya	Seminar on AIDS Awareness	4	2634
National Science Webinar	Dept. of Physics in collaboration with Internal Quality Assurance Cell, Surya Sen Mahavidyalaya	One Day National Level Webinar	3	950
Career Counseling for Students	Department of Economics	Career Counseling	4	127
Covid-19 Counseling	Department of Mathematics,	A General Psychological	5	45

	SSM	Counselling on COVID -19 , Lockdown its impact on Students		
Gender Awareness	Dept. of Sociology	Inspiring Gender Equality	4	140
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research/ Faculty and Scholar exchange	Dr. Arindam Karmakar and Mijanul Islam	RD project grant of UGC DAE Consortium for Scientific Research, Kolkata Center	365
Invited Lecture on Indias struggle for independence 1857-1947 by Mr Biswajit Kar, Faculty of History, SSM	96	Surya Sen Mahavidyalaya	1
Seminar on Revisiting Marxism on Marxs Bicentennial Birth Anniversary (1818-2018)	150	Funded by the SSM and collection from registration	1
Intra-department Faculty Exchange (Dept. of Chemistry)	125	Surya Sen Mahavidyalaya	3
Social Outreach Programme in Collabration with the Department of Economics	110	Surya Sen Mahavidyalaya	1
Two days invited Lecture Series	160	Surya Sen Mahavidyalaya	2
Faculty Exchange Program on Solution of algebraic equations by Dr. Arindam Karmakar. Assistant Professor, Dept. of Physics, organised by Dept. of Mathematics.	35	Surya Sen Mahavidyalaya	1
Seminar	36	Surya Sen	1

Presentation by 5th Sem Honours Students organized by Dept. of Mathematics.		Mahavidyalaya	
Inter Departmental Teacher Exchange program with Sociology Department	70	Surya Sen Mahavidyalaya	1
FACULTY EXCHANGE by Dept. of Education)	150	Surya Sen Mahavidyalaya	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Collaborative Research Scheme	RD project grant of UGC DAE Consortium for Scientific Research, Kolkata Center	01/06/2019	31/05/2020	Dr. Arindam Karmakar, Faculty, Dept. of Physics
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Surya Sen Mahavidyalaya and Plassey College	25/06/2019	Exchange of Student, Staff and Faculty between institutes	1707
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
63	61.13

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12045	3167460	2441	650759	14486	3818219
Reference Books	185	120018	22	6958	207	126976
e-Books	3135000	5900	Nill	Nill	3135000	5900
Journals	424	75700	133	10705	557	86405
e-Journals	6182	11800	102	5900	6284	17700
Digital Database	Nill	Nill	7	Nill	7	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	1	212400	Nill	Nill	1	212400
View File						

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

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
Dr. Suphal Biswas	CHAPTER 11 80P	Engage (College Online Learning Portal)	17/12/2019
Dr.DIPAK SAHA	Pollisomaj uponyase Rama ar Ramesh er somporko	Engage (College Online Learning Portal)	17/12/2019
ISWAR CHANDRA BARMAN	Wave motion and velocity of wave	Engage (College Online Learning Portal)	17/12/2020
SANCHITA GHOSH	BENG SG DSC 4 ???? ???? ???	Engage (College Online Learning Portal)	17/12/2019
MANIK MITRA	???????? ???? ???????? PDF 5TH SEM BENGALI HONOURS STUDY MATERIAL	Engage (College Online Learning Portal)	17/12/2019
RANJIT KUMAR BARMAN	???????? ? ??? ????????	Engage (College Online Learning Portal)	09/03/2020
BISWAJIT BHOWMIK	SEM 4 CC8 Chemistry of some t - elements(2)	Engage (College Online Learning Portal)	09/03/2020
BABLEE MANDAL	Chem BM CC9 Terpenoids I	Engage (College Online Learning Portal)	09/03/2020
PALLABI SARKAR	CHEM PS SEM II CC4 colligative properties (1)	Engage (College Online Learning Portal)	09/03/2020
RANJIT KUMAR BARMAN	3RD SEMESTER BENGALI HONOURS CCVI	Engage (College Online Learning Portal)	09/03/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	66	12	66	0	0	12	42	100	0
Added	35	30	35	4	0	2	3	300	0
Total	101	42	101	4	0	14	45	400	0

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

400 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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E-engage	http://suryasencollege.org.in/eNgagePortal.php
E Content : Bengali	http://suryasencollege.org.in/new_2020_econt_Bangla.php
E Content: Chemistry	http://suryasencollege.org.in/new_2020_econt_Chemistry.php
E Content: Commerce	http://suryasencollege.org.in/new_2020_econt_Commerce.php
E Content: Economics	http://suryasencollege.org.in/new_2020_econt_Economics.php
E Content: Education	http://suryasencollege.org.in/new_2020_econt_Education.php
E Content: English	http://suryasencollege.org.in/new_2020_econt_English.php
E Content: Geography	http://suryasencollege.org.in/new_2020_econt_Geography.php
E Content: History	http://suryasencollege.org.in/new_2020_econt_History.php
E Content: Mathematics	http://suryasencollege.org.in/new_2020_econt_Matematics.php
E Content: Political Science	http://suryasencollege.org.in/new_2020_econt_PolSc.php
E Content: Physics	http://suryasencollege.org.in/new_2020_econt_Physics.php
E Content: Sociology	http://suryasencollege.org.in/new_2020_econt_Sociology.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.3	1.24	12.5	12.45

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

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. 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.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Fund	144	332950
Financial Support from Other Sources			
a) National	Scholarships from State Govt and Central Govt.	778	7580000
b) International	NIL	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Meditation Camp	17/02/2020	105	M/s Heartfulness Organization
Special Coaching for Advanced Learners	02/11/2019	232	Intra-departmental
Remedial Teaching for Slow Learners	31/12/2019	1552	Intra-Departmental
Mentoring	16/07/2019	1726	Intra Departmental
Yoga	16/07/2019	315	Yoga and Ayurved Centre ,Siliguri.

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Care	54	10	3	3
2020	Career Care	74	15	5	5

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
25	25	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
M/s Kamti International	54	28	M/s Acclaris Ltd.	38	8

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2019	1	B.A. Hons.	Geography	CU	M.A
2019	1	B.A. Hons.	Geography	CSMU, Kanpur	M.A
2019	1	B.A. Hons.	Geography	WBUTTEPA	B.Ed
2019	5	B.A. Hons.	Geography	RBU	M.A in Education
2019	1	B.A. Hons.	Geography	NBU	M.A
2019	1	B.A. Hons.	Economics	NBU	M.A
2019	1	B.Sc Hons.	Chemistry	VU	M.Sc
2019	1	B.Sc Hons.	Chemistry	NBU	M.Sc
2019	1	B.Sc Hons.	Chemistry	IIT,Hyderabad	M.Sc
2019	1	B.Sc Hons.	Chemistry	IIT,Mumbai	M.Sc

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Social Programme Sampriti	Intra College	5248
Annual Sports	Intra College	1524
Zestival	Inter-College	2487
Farewell Function	Intra College	2589
Freshers' Welcome	Intra College	1649
Cultural competitions	Intra College	2208

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Bronze Medal	Internat ional	1	Nill	19AG1349	Ankur Barman

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council is not in place for the time being due to Government

Order, but we have representations in different working and Executive Committees like IQAC, Anti-Ragging Committee, Anti-Ragging Squad, Women's Cell, POSHW, NSS Advisory Committee, Sports Games, Campus Beautification and Environment from the Student community of the college. In different events of Sports and Cultural programs held in the college, Student volunteers and enthusiasts take active part in organizing and conducting those events successfully. Besides there are provisions for students' representation in the Governing Body of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registration no. being S0004580 of 2019-20, as per Registration of Societies Act XXVI 1961, and named as Surya Sen Mahavidyalaya Alumni Association, has been activated recently with the Membership and participation of the Recent and Regular pass outs of the college. The Members quite naturally take active interest in different events held in the college and play an important role in the effective and efficient functioning of the college. Some of our Alumni take active part in cultural, social and sporting activities and initiatives.

5.4.2 – No. of enrolled Alumni:

1122

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

56100

5.4.4 – Meetings/activities organized by Alumni Association:

The Annual General Meeting of the Association was held on the 23rd of June, 2019 and 14th September, 2020 and there were 3 Executive meetings held on the 23rd of November, 2019, 27th of January, 2020 and 16th August, 2020 with substantial attendance of the Members. Alumni Association also organized one webinar on "COVID-19: A Matter of Mind" on 6th September, 2020. A Blood donation Camp was also organized by the Association on 24th September, 2020 keeping in mind the scarcity of blood that arises in the city during this period.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization: 1. The Governing Body (GB) has the sole responsibility of taking all kinds of policy decisions to be undertaken by the college. However, GB firmly believes that the mechanism of decentralized governance is essential for the overall growth of the college. As a result, the college ensures the decentralization process by providing operational autonomy at various levels by the formation of different committees and cells. The Principal of the college forms these committees and cells in consultation with the Teachers' Council (TC) for the implementation of academic and administration-related policies. Among these committees, the Internal Quality Assurance Cell (IQAC) is the most important committee which is formed according to the guideline of NAAC having representatives from teachers, non-teaching staff, alumni, students and external members. IQAC monitors all the quality-related activities and submits proposals to the principals in order to ensure improvement of the overall operational and academic quality of the college. In the phase of a pandemic due to COVID-19 and lockdown by the Govt. all the activities of TC and IQAC have

been transformed to online mode using different communication platforms like WhatsApp, Google Meet, Zoom etc. in order to ensure uninterrupted progress of the college. 2. The GB of the college forms important committees like Finance Committee, Building Committee, Library Committee, Magazine Committee, Grievance Redressal Cell, etc. to ensure the decentralization process. Regular meetings of different committees and cells are conducted to ensure the overall progress of the college. The Academic Committee has been formed by the college in which the Head of the Department or Department-in-Charge are the members along with the Secretary of the teachers' council to operate and ensure the quality of the academic progress. Different subcommittees formed by TC of the college ensured the progress of the college by transforming all its activities in online mode in the lockdown scenario due to COVID-19. Participative Management: 1. The Principal along with the GB, IQAC, Teachers' council and members of all the subcommittees/cells monitors the overall progress of the institution. Different subcommittees formed by TC conduct regular meetings and forward their resolutions to the respective higher authority like TC, IQAC, GB for the necessary permission. The respective higher authority ensures their timely execution. 2. IQAC forms an annual plan of action for the smooth functioning of the institution. Feedback is taken from all the stakeholders of the college which is analyzed and incorporated in the annual plan of action for the subsequent year. The plan is then submitted to the GB for approval and guidance.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The admission of the students in each semester is done through online admission portal. The admission in Semester I starts immediately after the declaration of the result of class 12 examination of various boards and is done purely on merit. The merit list is published in our website maintaining the reservation policies as per the Govt. rule. The counselling process is operated totally in online mode through a transparent method. The college has a dedicated help line number for the admission process in order to keep this technique transparent and quickly resolve the problems of the students related to their admission.
Industry Interaction / Collaboration	The college does not have any collaboration with any industry. However, the department of Commerce conducts industrial visit in each year to make the student aware about different industries around the locality. A visit to GODHULI MILK Industry, a unit of Parag Tea Agro Pvt. Ltd Bidhannagar was organized on 1st February 2020 by the department of

Commerce. Smt. Reema Doma Sherpa, Assistant Professor of Commerce, was the program coordinator of the visit along with 120 students from the department. Apart from industrial visit, sometimes, local industrialists are also invited to deliver lecture and interact with the students.

Human Resource Management

The college encourages its students and staff to involve in different activities like seminars, workshop, special lecture, field tour, quiz, debate etc. to increase their capacity and empower the organizational skills. The detail of these events are available in the website of the college. Teachers are encouraged to attend Refresher and Orientation Courses along with different workshops, short term courses and faculty development programs related to their respective field of service. The institute has Grievance Redressal Cell, Anti-Ragging Squad and Sexual Harassment Committee. Training programs are organized for Non-teaching staff in office, library and other departments as and when required. The college has different committee and cells to monitor and manage different activities to maintain a balance between the quality and comfort of all the stakeholders of the college. In the lockdown period many of these activities are conducted in online mode. Some offline activities are conducted in college maintaining the COVID-19 protocol prescribed by the Govt.

Library, ICT and Physical Infrastructure / Instrumentation

The college has facility of Wi-Fi and broadband throughout the campus. Book Bank facility has been initiated using a grant of Rs 2 Lac by P.C. Chandra Group under their 'Gyandhara' Scheme an amount of Rs 40847 is used from the college fund towards this As per the suggestion of NAAC peer team the college has a focus on increasing the number of ICT enabled classrooms. In the lockdown period due to COVID-19 the process of increasing ICT enabled classrooms has been delayed. However, college has introduced Learning Management System through e-NGAGE and Google Classroom. All the classes are performed through Google Classroom to ensure timely completion of the

syllabus and conducting the evaluation process in the lockdown period. North Bengal Development Department sanctioned grand for construction of new three storied building which is in progress and will increase the number of classrooms and facilitate us to introduce new courses. Renovation and upgradation of the laboratories and office are done in this year. 15 new computers have been purchased by the fund received from SJDA under MLA Local area development scheme.

Research and Development

There is a research committee in the college, which provides the support to the staff of the college for any kind of help in their research. One in-house seminars were organized by the research committee in 2019 to introduce the research methodology and the techniques of professional photography by Dr. Bablee Mandal and Dr. Romyani Goswami respectively . In 2020 another oneday webinar on How To Publish Quality Research was also organised . Few of the teaching staff have completed their Ph.D. and some of them are pursuing. The faculties have several publications in national and international peer reviewed journals. Encouragement is provided to the faculties to undertake different research projects funded by various state and central agencies. The Central Library of the college has the subscription of N-LIST and INFLIBNET for all the staff in order to support their research output.

Examination and Evaluation

The college follows the structure of examination and evaluation process as per the rule of the affiliating university. Currently the transition from annual system to CBCS mode is going on. The internal assessment is performed based on the specification given by the affiliating university through class tests, students, seminars, interactive sessions, debates etc. In the lockdown period due to COVID-19 the entire process is transformed to online mode through Google classroom, e-NGAGE portal of the college and several other available online tools. The year end and semester end examinations are conducted as per the guideline of the affiliating university in annual and CBCS mode. Faculties of all the departments are

assigned specific duty by the affiliating university for evaluation of the answer scripts. They conduct this evaluation process as per the norms of the university within specified time frame. Internal assessment is also done by all the faculty members as a part of continuous evaluation.

Teaching and Learning

The college conducts traditional classroom teaching along with some special and invited lectures for their students. However, in the second half of the academic year the traditional classroom lectures were replaced totally by online classes through Google Classroom, Google Meet and other online tools in the lockdown period due to COVID-19. The college has a Central Library and various departmental libraries having a rich collection of books for the students and teachers. The subscription of N-LIST provides us the support of e-books and e-journals. Students' seminars, group discussion, field work are organized by various departments as part of continuous evaluation process. Department of Commerce organized industrial visit for their students to GODHULI MILK Industry, a unit of Parag Tea Agro Pvt. Ltd Bidhannagar on 1st February 2020 with 120 students. The Department of Political Science in collaboration with the Department of Economics organised One Day social outreach programme on 2nd February, 2020, in Toribari under Mahananda Wild Life Sanctuary. This programme was aimed to survey households in the area to understand the living conditions of the people in the village. 110 students participated in the programme. Department of Geography conducted a field study entitled 'Lepchajagat town as urban perspective' between 16th to 18th Nov, 2019 with 21 students and a second field study from 18th Feb to 21st Feb 2020 was conducted to study the physical and socio-economic scenario in micro level for Darjeeling municipality town in which 24 students participated. Department of Sociology conducted field work with tenure of 10 days from 7th January to 16th January 2020 as per the norms of the affiliating university. 165 students and 4 faculties participated in this field work at

Ambika Nagar village of Jalpaiguri district under jurisdiction of Fulbari Gram Panchayat.

Curriculum Development

The college, being affiliated to the University of North Bengal, follows the curriculum prescribed by the university. However, the Principal and faculties of various departments make their contribution by expressing their views to the members of Board of Studies of the affiliating university. Some of the faculties are the members of their respective board of studies.

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

E-governance area	Details
Planning and Development	The open-source integrated library system KOHA is used in the central library of the college along with the institutional repository software DSpace. Every possible effort is made to other areas of operation like Students' Admission, Examination, Accounts etc. A fully functional office automation system is in the development stage which will make the office of the college a paperless one.
Administration	Notices and circulars for the students and general public are displayed on the college website. Govt. portal is used to execute the E-tendering process. The resolutions of the meetings of IQAC are regularly uploaded to the college website.
Finance and Accounts	The college always encourages cashless transactions in its income and expenditures. All kinds of fees from the students are received through online transactions. Salaries of the teaching and non-teaching staff are disbursed to their respective bank accounts through the IFMS portal of the Govt. of West Bengal.
Student Admission and Support	Admission of the students in undergraduate courses starts immediately after the declaration of the results of class 12 examination of different national and state level boards/councils. Application for admission can be done only through the online admission portal of the college. Merit list is declared on the basis of the application and the entire process of counseling and admission is performed in online mode following the instruction of the Govt. of West

	<p>Bengal. Any applicant can check their status at the time of admission through the college portal and the college helpline number with the email address is provided in the admission portal of the website of the college for any kind of support during the admission process.</p>
Examination	<p>The examination is conducted by the college following the norms of the affiliating university. Currently, the transition is going on from the Annual mode to the CBCS mode. Faculties perform the invigilation and evaluation of the answer scripts in the year end and semester end examinations as per the schedule prescribed by the university. The college conducts internal examinations as a part of continuous evaluation system through class tests, seminar presentation, viva-voce etc. following the guideline of the affiliating university.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Tirthankar Chakraborty	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Phurba Tamang	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Payel Dey Sen	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Dr. Bhawna Rai	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750

2020	Ishita Saha	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Subham Mukherjee	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Pallabi Sarkar	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Sourav Barman	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Dr. Arnab Baul	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
2020	Puja Mahajan	Comprehensive e-Learning to e-Training guide for Administrative Work	NIL	750
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	One Week [30 Hrs.] Faculty Development Programme Organised by IQAC, Surya Sen	NIL	24/09/2020	30/09/2020	43	Nil

	Mahavidyalaya					
2020	Two-Day National Level workshop on Easy Implementation of LMS in your Institute, organized by Central Library IQAC, Surya Sen Mahavidyalaya, Siliguri	NIL	25/07/2020	26/07/2020	31	Nil
2020	NIL	2 Days Training program on "Office Automation and Development Program" organized by IQAC, Surya Sen Mahavidyalaya, Siliguri in association with NEXTGEN	28/07/2020	29/07/2020	Nil	29
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
30 Hours Online Certificate Course on Research Data Analysis organised by Accounting and Finance Lab, Department of Commerce, Ramanujan	1	15/06/2020	21/06/2020	7

College, University of Delhi				
Faculty Development Programme on Paradigm Shift in Teaching- Learning Scope of Research Methods In Post Covid Era	1	09/06/2020	15/06/2020	7
Orientation Programme for Faculty in Colleges of Higher Education	1	04/06/2020	01/07/2020	28
Two Week Online Faculty Development Program on The Role of ICT In The Development of Massive Open Online Courses (MOOCs)in Higher Education	1	14/08/2020	28/08/2020	15
Gender, Society, Economy and Polity, organised by Womens Studies, Bharathidasan University, Tiruchirappalli	5	13/07/2020	12/08/2020	31
National Workshop on Probahoman Bangla Sahitye Somaychetona: Bakti O Samastir Dondyo	4	13/07/2020	19/07/2020	7
Two Weeks Faculty Development Programme on Enhancing Psychological Skills for Teaching and Practice	3	15/09/2020	29/09/2020	15
Two Week	13	25/05/2020	05/06/2020	12

Online Workshop on Comprehensive e-Learning to e-Training guide for Administrative Work conducted by Teaching Learnin Centre, Ramanujan College, University of Delhi				
Two-Day National Level workshop on Easy Implementation of LMS in your Institute, organized by Central Library IQAC, Surya Sen Mahavidyalaya, Siliguri	9	25/07/2020	26/07/2020	2
One Week [30 Hrs.] Faculty Development Programme Organised by IQAC, Surya Sen Mahavidyalaya	43	24/09/2020	30/09/2020	7
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	Nil	Nil	Nil

6.3.5 – Welfare schemes for

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

few students.

6.4 – Financial Management and Resource Mobilization

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

The external financial audit is conducted after every 2/3 years by a firm of Chartered Accountants appointed by the DPI, West Bengal. The external audit was done by S. Guha Associates, CJ-19, Sector-II, Salt Lake, Kolkata-9 for the financial year 2019-20. The college conducted an internal audit by M Datta and Associates, Rina Bhawan, 2nd Floor, Opp HDFC Bank, Panitanki More, Siliguri-734001 for the financial year 2019-20.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Radhamadhab Institution, CSR wing of P.C. Chandra Group	200000	Up gradation of existing library/purchasing of books
View File		

6.4.3 – Total corpus fund generated

200000

6.5 – Internal Quality Assurance System

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

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

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

The college does not have any registered Parent – Teacher Association. However, Parent-Teacher Meeting is conducted by various departments from which we get new suggestions related to the development of the students and college. The records of attendance of the students are maintained by each faculty member. Any serious issue regarding their attendance is discussed with the corresponding parent/guardian of the student. We got good responses from the parents/guardians in different meetings. Importance regarding the field study of the students is explained to the parents in order to get maximum participation in field visits in many subjects like Geography, Sociology, History, Commerce etc. where field visit is an integrated part of study. Parents are also free to meet the faculty members of the college and express their opinion about the college. They can discuss the problems of their

children and the faculty members always play an affirmative and sympathetic role in solving the problem of the students.

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

The support staffs play an important role in the admission system of the college which is done totally through the admission portal of the college. The new features of the admission portal are explained to the support staff by the developer before the beginning of the admission process. The library support staffs are trained on need basis to make them familiar about the new features of the library management system. The librarian of the central library take necessary steps as and when required. The year end and semester end examinations are conducted by the affiliating university. The support staffs involved in the examination process are trained before the beginning of the examination process to make them familiar with different steps involved in this process and resolving the problems of the students from college end.

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

Information Communication Technology (ICT) has been given the first priority as a post accreditation initiative in different classes of the institution. In the lockdown period imposed by the Govt. due to COVID-19 the college has introduced the Learning Management System Google Classrooms and used every possible online tool to conduct the classes. Faculties have been encouraged to undertake different faculty improvement programs. Most of the faculty members have participated in Workshops, Faculty Development Programs, Refresher Courses, Orientation Courses related to their subject of interest. Construction of few more smart classrooms in the college are in progress. However, the process has been delayed due to lockdown imposed by the Govt. A language lab has become functional in this year for the students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Academic and Administrative Audit	21/12/2020	21/12/2020	21/12/2020	5946
2019	Framing of Academic Plan for the session: 2019-2020	09/08/2019	09/08/2019	09/08/2019	17
2019	Verification of CAS documents of Dr. Romyani Goswami, Assistant Professor of	09/08/2019	09/08/2019	09/08/2019	17

	Physics and Dr.Suphal Biswas, Assistant Professor of Bengali				
2020	National Webinar on Digital Education	23/06/2020	23/06/2020	23/06/2020	1232
2020	National Webinar on 'Coping with Corona: Literature as Antidote' organized by Dept. of English in collaboration with IQAC.	09/07/2020	09/07/2020	09/07/2020	1473
2020	Three-day national webinar on 'Skill Development' by IQAC Student Support and Placement Cell in collaboration with Skill-to-Hire, Hyderabad.	17/07/2020	17/07/2020	19/07/2020	1187
2020	National webinar on 'Institutional Methodology of Online Induction Program the Issues Related to it in Recent COVID 19 Situation in India' organized by Department of Geography in collaboration with IQAC	22/07/2020	22/07/2020	22/07/2020	978
2020	Two-days	25/07/2020	25/07/2020	26/07/2020	1164

	national webinar by IQAC and Central Library in collaboration with Skill-to-Hire, Hyderabad on 'Easy Implementation of LMS in the Institutions'				
2020	Online workshop entitled 'Read as You Like' organized by the book club of the Department of English in collaboration with IQAC	28/07/2020	28/07/2020	28/07/2020	519
2020	Two-days invited lecture series by the Department of Political Science in collaboration with IQAC entitled 'India's Act East Policy' and 'State of Diplomacy in the COVID 19 era'	28/07/2020	28/07/2020	29/07/2020	1291
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Awareness and Status of Women	07/03/2020	07/03/2020	1025	920

in Contemporary Times				
A Talk on Gender Equity and Gender Bias by Smt. Audity Falguni Gayen and Smt. Moonmoon Sharmin Shams	01/09/2020	01/09/2020	1523	1165
Gender Sensitization Initiatives	22/07/2019	22/07/2019	337	225

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

Percentage of power requirement of the University met by the renewable energy sources
Electricity generated from Solar Energy: 20 KV, meeting 55 of total power requirement of the College

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	9
Provision for lift	Yes	9
Ramp/Rails	Yes	9
Braille Software/facilities	No	Nil
Rest Rooms	Yes	9
Scribes for examination	Yes	5
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	9

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	12/09/2019	01	IGNOU Centre initiated	Facilities for providing higher education	596
2020	1	Nil	10/02/2020	01	Fund Received for devel	Implementation for Book	2791

					opment of Library	Bank Faci lities for the Students	
2020	1	Null	12/03/2 020	01	Sanction of Land for Second Campus of college	Space c onstraint for expansion	120
2020	Null	1	14/05/2 020	01	College distribut ed food and ration in collabora tion with local NGO	Pandemic Lockdown	279
2020	Null	1	17/07/2 020	01	Distrib ution of sanitizer , mask and medicine by College in collab oration with local NGO	Pandemic Awareness	285
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students, Staff and other Stake Holders	07/06/2019	In every academic session Our Institution prepares a handbook for students and staff which is based on a set of beliefs and pretext regarding values and ethics of life. Truth, honesty, sincerity, loyalty, love, peace etc. are considered inherent and basic values of life that bring out the fundamental goodness of human beings and society at large. This set of beliefs is uploaded on the website of the college. Our college encourages to appreciate the rights of others and

activities that concerns social responsibility and ethics of life in order to enable students to be aware of the problems of life and its possible solutions through self-exploration.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value Education program held weekly during the entire academic year with discursion, debates and talks on universal values and ethics with students	18/07/2019	05/03/2020	3819
Promoting Mental and Physical Health. International Yoga Day	21/06/2019	21/06/2019	1902
Promoting the spirit of Patriotism on Independence Day	15/08/2019	15/08/2019	2051
Promotion of teachers' and student's responsibility on Birth Anniversary of Sarvapalli Radhakrishnan	05/09/2019	05/09/2019	2561
Exploring roots of Culture and Language on Bicentennial Birth Anniversary of Vidyasagar	26/09/2019	26/09/2019	1320
Promoting spirit of Nationalism on 158th Birth Anniversary of Swami Vivekananda	12/01/2020	12/01/2020	1629
Traffic Awareness program on National Road Safety Week	11/01/2020	17/01/2020	2910
Promoting spirit of Patriotism and Nationalism on the eve of 150th Birth	21/01/2020	21/01/2020	1780

Anniversary of Mahatma Gandhi			
Promoting spirit of Nationalism on the occasion of the Birth Anniversary of Netaji Subhash Chandra Bose	23/01/2020	23/01/2020	2506
Constitutional Awareness on the occasion of Republic Day	26/01/2020	26/01/2020	2355
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Events organized by Eco-Club for awareness
To follow the Annual Green-Audit Report recommendations
Recycling of solid waste
Strategic use of LED Lights
Banning use Plastic in Campus following Green Protocol
Spit-free no tobacco campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice 1. Introduction of G-Suite mechanism during lock down period an enabling Google Tools. 2. Initiation of Language Lab as a tool for Life-skill development for students. 1. Objectives: As Education system worldwide has been affected by the covid-19 pandemic leading to the near or total closure of educational institutions almost everywhere, the effort is to continue the teaching-learning process on a regular basis and create an integrated workspace by using G-Suit mechanism for students and teachers to collaborate, communicate and attend online classes smoothly and successfully. AS Google workspace-plans provide custom -e mails for the institutions and includes collaboration tools like G Suite mails, calendar, Google Meet, Google Classroom, Google Drive, Google Docs, Google Spreadsheets, Google Slides, Google Forms and more. These varieties of features are designed to meet the unique institutional needs online. G suite has been evolved into a more integrated experience across the communicational and collaborative processes. It is one of the essential effective processes from a technical perspective. It helps to draw a holistic picture of ongoing online teaching-learning activities during the lockdown period. The basic purpose of the Language Laboratory is to provide students a platform to enhance English language skills, communication skills and to practice soft skills and also to emphasize the need of English in the business and technical world which prepares students for interviews and future job opportunities. 2. Context: To bring all the students under one single umbrella of online interaction, G-Suit serves as an integrated workspace which is simple to use, yet lets one spend less time managing work schedule and more time actually doing it. Tools are used that are best-in-class, can be used from anywhere and help to integrate, customize and extend workspace to meet all the needs. For Language Lab good communication skills are indispensable for the success any professional who wants to reach out to people. The English language in particular has become essential in the lives of young people who aspire to advance their careers anywhere in the world. English being a global language is

a must for learning for any Indian student today. The Language Lab plays an important role in this learning process. Language learning is not the same as learning any other subject. It is not confined to writing an examination and getting a degree or certificate. The four skills of reading, writing, listening and speaking have to do practiced. Being able to communicate well is the most important factor when seeking a placement in the job market. Communication involves one's ability to listen carefully so as to grasp the meaning and to respond in turn with apt words and clarity of pronunciation. Language lab is a technological aid for learning and it has a number of advanced facilities that can help a student to learn a language with proficiency to communicate which has become inevitable in today's context.

3. Practice: During home-based learning in the lock down time, initially several methods were adopted by college, for example, sharing information by Whats app, video-calls, through zoom and others platforms online. But G-Suit implementation enabled teachers to create their own classrooms where managing study-materials and documents are easier. One could experience a successful teacher-student interface, G-suite is a free collaboration tool for everyone for distributing assignments, track students attendance and progress, to go for class tests, provide e-study materials and to facilitate interaction in a virtual world. The Language Lab in our Institution is a dedicated space for foreign language learning where students can access audio and audio-visual materials. Teachers are allowed to listen to and manage student audio which is delivered to individual student. After completion of the course, students are awarded with certificates. This recommendation of using a single G suite for Education account with only one domain seems to be very effective. A logical organisational unit structure is created to share resources within classes and other platforms. This simplifies the management of teaching-learning process and flexibility and effectively manages our G suite for Education account.

4. Evidence of success: G-Suite mechanism proved to be very effective during this learn-from-home period. Students not only got used to this system but also learnt to have smooth access to engage portal of College for study materials, audio and video-clips etc. Language Lab is more than a tool for training and learning a global language, but to study and experiment with real samples of language and exercise in its use. Students also learn about multimedia technology and communications and a high degree skill development. They can always head for better options with the help of this. Thus Language Lab fosters a digital literacy responding to new educational and social needs. Teachers of language lab wholeheartedly admit that it has been a great tool for the students as the application is student-friendly. Extempore is designed to be incredibly easy to use for both instructors and students. Student submissions are automatically saved along with the instructor's personal feedback. Whether it is a low stake activity or a formal oral exam, everything is organised all in one place which students can access effortlessly.

5. Problems Encountered: No such problem worth mentioning in regard to G-Suite implementation. Orientations as to how to use classrooms with the help of Institutional mail-ids were provided for the students. Regarding Language Lab problem of space, stationeries and numbers of computers have been solved by extension of space and allocating more funds for purchasing computers and other necessities.

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

http://suryasencollege.org.in/new_2020_igacBestParctice.php

7.3 – Institutional Distinctiveness

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

The establishment of Surya Sen Mahavidyalaya symbolizes the ascendance to a

plateau of achievement of academic excellence by aspiring to innovative quality education of global standards. To provide adequate infrastructure, equipment and amenities, sports facilities, enrich library and provide adequate exposure for the students to the world of work and to promote effective teaching and learning are the main areas where this institution works on. To provide holistic value-based education and inculcate entrepreneurial abilities for grooming the students in knowledge skills, our institution has formed several committees like Academic Committee to keep an academic vigilance, Disciplinary Committee, Internal Complaint Committee, Cultural Committee and many others. Individual G-Suite official mail ID has been created for all centrally in order to have a smooth functioning of all the cells, committees, departments and all kinds of office correspondences. We have round the clock internal connectivity of JIO Broadband with 250 Mbps and power backup in the campus. College uses solar panels for conservation of energy. This institution is absolutely friendly for differently abled persons. We guide rural area students and people by adopting nearby villages. NSS and NCC wings of our college imbibe strong social values and moral upliftment among the students. IGNOU study centre is run by the college for students of this backward area in order to pursue higher studies. Certificate Course in Language, Tourism, Computer application enable students to acquire strength to face the challenge of the world. College has its own dedicated YouTube channel and Engage portal for uploading assignments, e-study materials, audio and video clips of classes. Faculty exchange program through MOU, Time to time feedbacks from students, teachers, office-staff and others stake holders are done regularly. Academic and Administrative audit, Green audit report, faculty development programs, conducting webinars, seminars, workshops and student-centric events are regular activities of the college. Considering all these positive activities of the college, it is a matter of pride and satisfaction that this institution received from Central Vigilance Commission, Govt. of India the certificate of Commitment for upholding highest standards of integrity good governance, ethical practice and other activities during the academic session of 2019-20.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The college has the following future plans which we are planning to execute in phase wise manner in the coming days. ? We have already applied to the state government seeking permission to introduce under graduate courses in Botany, Zoology, Philosophy and Physical Education. ? Since the state government has already allotted us land for developing second campus on 12/03/2019, the institution has decided to chalk out a comprehensive plan for its development. Our aim is to construct a boundary wall of the campus followed by construction of the administrative building and class rooms. ? We have plan of introducing Certificate Program in Banking, Finance and Insurance, GST Taxation practice etc. Such job oriented courses, as the IQAC feels, will be highly beneficial for the students. ? The Research Cell of the IQAC has already taken initiatives in publishing edited volumes which open up scholars engaged in active research, to publish their research works. In the next academic session, more such initiatives will be undertaken by the cell. ? Our Learning Management System has functioned in full swing in the last academic session for the coming session we are planning to upgrade it so that more day to day academic and administrative works can be done through learning management systems. ? We will be continuing with our regular academic activities in the coming session. Since all the students now have G Suite accounts, our on-line classes will continue. Even if normalcy returns and colleges reopen in the coming months , the online class will now be a part of our teaching learning process.

