



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**SURYA SEN MAHAVIDYALAYA**

SURYA SEN COLONY, BLOCK - B, P.O. SILIGURI TOWN  
734004

[www.suryasencollege.org.in](http://www.suryasencollege.org.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Located at the foothills of Himalayas and on the bank of Mahananda River, Siliguri is a confluence of people belonging to various social and cultural backgrounds, with various needs. Its locational significance has made this city a multi-lingual as well as multi-religious coalescence. The demand for education for future generations evolves as a common interest. With a view to expand opportunities for education, a handful of socially conscious people, back in the nineties, felt the necessity of the establishment of an institution for higher education in siliguri that would cater to a demand of qualitative education to the students belonging to all strata of society. Resultantly, Surya SenMahavidyalaya was established. It initiated its journey from 18th September 1998 at the premises of Siliguri College and two years later, shifted to its current campus at block B of Surya Sen colony in an area of 1.9 acre. This is one of the very few government-aided and co-educational undergraduate colleges in North Bengal that offers degree courses in all the three streams of higher-education, namely – Science, Commerce and Arts. It is also the first government-aided college in the town to introduce dress code for students and supporting staffs. The college is affiliated to the University of North Bengal and recognized by UGC under section 2(f) and 12(b).

The college was named after the great revolutionary figure of Indian independence movement, Masterda Surya Sen. A dauntless patriot and teacher, Surya Sen led the famous Chittagong armoury raid and hoisted national flag at the British Cantonment back in 1930. Influenced and inspired by his ideology of encouraging teenagers to educate themselves and serve the motherland, this college endeavours to play its role in creating an educated and responsible youth for the nation.

With a view to fulfilling the educational aspirations of this region, where a large segment of the population is still economically backward and well-below poverty line, the college intends to impart quality education and also to make higher education affordable to these less privileged sections of society.

### Vision

- Our emblem quotes our motto from the Upanishadha, “TamasomaaJyotirgamaya”, which means ascension from dark to light. Our vision is to establish an academic culture which would help students realize their innate potentials, thereby, boosting up their morale.
- As an institute of higher learning Surya SenMahavidyalaya will always promote positive values and motivate learners to get them involved in intellectual activism. We visualise to transform education through practical orientation and outcome- based teaching.

### Mission

- We have chalked out a comprehensive plan for future years where students can have a joyous participation in the learning process.
- Our infrastructural facilities, a family of highly qualified and dedicated teaching fraternity, technological support in imparting education and special funding for the deprived and deserving ones, contribute enormously in making the whole process of teaching and learning truly meaningful.
- As an institute of higher learning Surya SenMahavidyalaya will always promote positive values and motivate learners to get them involved in intellectual activism. We strive to transform education through practical orientation and outcome- based teaching.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

The college has –

- Well-equipped Physics, Chemistry, Mathematics and Geography laboratories.
- Modern smart classrooms in both wings of the campus.
- A disciplined and secured college environment with 24X7 CCTV surveillance and security guards.
- Use of alternative energy resources in the form of solar and LED.
- Integrated fire extinguishing system connected with running water system.
- Ease of identification of students in and outside the college campus due to the introduction of college uniform.
- Monthly tests/Assignments for students as a part of continuous evaluation programme.
- Extra tutorials for the identified slow learners.
- Highly qualified and cooperative faculties and a very soundly and efficiently managed office, solely dedicated towards the betterment of students.
- Regular seminars and workshops for the continual development of students as well as the faculties.
- After a successful introduction of Information and Communication System, we aim to equip the library with internet and app facilities, construct e-library and help students to access necessary study materials from digital devices.
- Involvement of students in social activities, sports and cultural events with a goal of comprehensive growth.
- Intra – departmental teachers exchange programme with an aim to provide a broader perspective to the issues and problems.
- Scholarships for needy and meritorious students to encourage them to reach academic excellence.
- Students' accidental welfare scheme.
- Family medical insurance and free uniform for group D employees.
- Cashless transaction in office and use of payment gateways to ensure transparency in the accounting process.

### Institutional Weakness

Strength cannot be considered in isolation from weakness. They are like two sides of a same coin. However,

we believe in accepting and challenging our weaknesses and emerging victorious in the days to come.

- Socio-economic background of students is one of the major weaknesses hindering advanced education. A major portion of the enrolled candidates are first-generation college students.
- Though the college produced some outstanding results, we believe that we are still far away from reaching our academic excellence benchmark.
- Given the volume of students, we do not have sufficient number of permanent professors and we are trying to accommodate with this problem by appointing teachers 'Management post' (see additional information).
- We do not have sufficient area for a playground which sometimes compels us to move to the playground of an adjacent school at the time of college sports events.
- Scarcity of space poses a hindrance for infrastructural expansion.

### **Institutional Opportunity**

- With the on-going constructions, we look forward to have more spacious and well-equipped classrooms and laboratories and introduction of new program courses.
- To encourage and prepare the aspiring students for different competitive and administrative examinations the college looks forward to organize lectures and short term courses.
- Having a provision of SSM android application an effective interaction with student community is ensured in the days to come.
- The institution has also applied for the study centre from IGNOU with the aim to help those students who wants to learn through distance mode.

### **Institutional Challenge**

- The college is situated in the middle of the locality so this does not allow us a sufficient space for co-curricular activities. This has also posed a challenge for further infrastructural expansion.
- The students come from different parts of the hills and the plain regions and this sometimes poses a challenge for teachers as the students have to be taught in more than two languages for effective communication.
- At present the biggest challenge for the college is the lack of adequate space to accommodate students comfortably. The classrooms are inadequate compared to the number of students the college has. However, this challenge is definitely going to be solved soon as the college is coming up with new building which will be dedicated to the arts stream.
- The lack of adequate copies of reference book in the library due to lack of space in it.
- More number of computers is required in the library for students.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college has all three streams-Arts, Science and Commerce as three (03) main faculties. In these three faculties there are twelve (12) Departments. There are Three (03) departments in the Science stream, eight (08)

departments in Arts and the Commerce stream is treated as a single department. The college offers UG courses namely BA (Bengali, English, Economics, Political Science, History, Sociology, Geography and Education – Honours courses are offered in all these subjects except in Education), B.Sc. (Physics, Chemistry and Mathematics – all three subjects provide both honours and general courses), and B.Com (both honours and general).

The curricula for the various degree courses (Honours and General) offered by the college are prescribed by the University of North Bengal with the UG Board of Studies to look after the design and development of the curriculum. The curricula are revised by the University of North Bengal from time to time with the help of the UG Board of studies. However, from the current academic session i.e. 2018-2019 college is following the CBCS (Choice Based Credit System) prescribed by the UGC, under the guidance of the University of North Bengal. Under this system one academic session will be divided into two semesters of six months each. So the current curricular programme of the college comprises of three year Bachelor Degree courses followed by an examination at the end of every six months for the purpose of monitoring and evaluating the whole process.

### **Teaching-learning and Evaluation**

- Admission of students to B.A./B.Sc./B.Com courses take place as per the guidelines prescribed by the affiliating University and the Govt. of West Bengal. The entire admission process is controlled and managed by an Admission Committee (duly formed with the consent of Teachers' Council) under the supervision of the Principal.
- Relevant information regarding admission is displayed on College Notice Board and widely circulated on College website.
- Admission in both Honours and General courses are made according to the Merit list.
- Provisions are provided to students from backward class strictly following the reservation policy prescribed by Govt. of West Bengal.
- The institute also provides direct financial support to students below poverty line and minority communities from Students'-Aid Fund.
- Classroom Lecture is followed by audio visual classes, students' seminars and lectures by visiting professors. In the departments of Science and Geography regular lectures are supported by practical classes in laboratory.
- Educational tours and Industrial visits are also conducted as part of teaching- learning method.
- The academic progress of the students is monitored through interaction in classrooms, regular unit tests and annual examination system.
- To help students perform better in the annual evaluation systems adopted by the affiliating university, tutorial classes are also conducted by the college.
- At present there are 39 permanent teachers and 24 management teachers in the college.

### **Research, Innovations and Extension**

Though the college is not a registered research centre of the affiliating university, it has a research committee to guide the students and faculty as well. Seminars/invited lectures are held regularly, college faculty are invited as resource persons, and research projects funded by UGC are carried out. The research output of the faculty members are substantial and is gradually on the rise. A good number of teachers possess Ph.D. degrees and a substantial number of faculty members are engaged in the pursuit of research work leading to Ph.D. degree. Many teachers have published papers in various international and peer-reviewed journals with high impact

factor. They also have published books and contributed chapters in books with ISBN number. Head of the institution and the administration of the college always encourage research aptitude among faculty and students. This institution draws students from neighbouring suburbs and first generation students of lower income family/SC/ST. groups. The college has two active units of NSS for organizing programs round the year. Moreover field researches are conducted by the students under the tutelage of teachers of the department of Geography and department of Sociology which are aimed at creating awareness about the gender discrimination, education, old age, status of women, women and child health, usefulness of mass media, etc. and these are done by campaign programs in which a particular area/village is selected for undertaking welfare works. The NSS units organize various welfare programs like certificate course on social service, blood donor motivation and self-blood transfusion, blood donation camp, healthcare camps, campus cleaning, etc.

### **Infrastructure and Learning Resources**

At present the college has two buildings with several classrooms for regular and normal classes. One of the classrooms has been upgraded to smart classroom with high-end digital board, desktop, portable audio system and wi-fi. Audio-visual classes are taken in this classroom by each department. Departments like Physics, Chemistry, Maths and Geography have well-equipped laboratories along with computers and internet facilities. The college at a time can provide six LCD projectors with screens to enable teachers to use Power Point Presentation.

The present college library spanning about 2491 square feet in the first floor includes separate reading area for students, teachers and college staff. It contains about 10000 books including journals, encyclopaedia, hand books; manuals etc and also are a repository of rare books which are out of edition and print. The library uses 19th Dewey Decimal Classification Scheme for classification and cataloguing of books and journals. It is partially automated by using the Integrated Library Management System KOHA which is stable and has recent version 17.11. It avails of remote access to e-source like NDL, NLIST, and Open Access Resources. The college library uses connectivity bandwidth 4mbps.

The college recruits well qualified in-charges for maintaining and upgrading the IT infrastructures of college. Library uses WAN, Intercom etc and it is renewed regularly for uninterrupted service.

The college has a 4 Mbps broadband connection by SINET, a leading internet service provider in Siliguri, along with an old 512Kbps broadband connection provided by BSNL. It also has 30 KW generator as a backup during emergency.

### **Student Support and Progression**

The college publishes updated prospectus annually before the commencement of admission of new students in the first year courses. It contains all the details pertaining to college and its rules and regulations. At the time of admission each and every student has to submit an undertaking to the authority that he/she will neither engage in nor encourage ragging in any form within the campus.

The college makes necessary arrangement for the state sanctioned stipends for students especially to SC/ST/OBC and minority communities. Besides the government sanctioned stipends, the meritorious and economically needy students are provided with scholarships sponsored by socially concerned citizens of the town. From 2014, eligible students are forwarded to avail facilities of KanyashriPrakalpa extended to the

economically challenged students by the government of West Bengal. The college also received the award of best performing college in kanyasreeprakalpa 2017.

Arrangement is made for remedial classes for students from SC/ST/OBC and minority community. The student members get medical assistance at subsidized rates from insurance companies like LIC. “Slow learners” are helped beyond class hours by providing simplified versions of books and simple handouts, by conducting special tests and academic counselling. The students’ union publishes annual magazine “UNMESH” with substantial contribution from the students. Wall magazines are also published by students of various departments from time to time. The students of the college participate in different outdoor games like Cricket, Football, badminton etc. Students have shown significant progress in different University level, District level and State level outdoor tournaments. The college arranges dates for examinations for the students participating in extra-curricular and co-curricular activities such as sports, games, quiz, debates and discussions.

### **Governance, Leadership and Management**

Surya Sen Mahavidyalaya, a government aided institution, affiliated to North Bengal University is recognized by UGC under 2(f) and 12B. The college receives partial financial assistance from U.G.C., but recruitment of substantive teachers, part-time teachers are managed by the Department of Higher Education, Government of West Bengal. The Department of Higher Education, Government of West Bengal is also responsible for allocations of funds, stipends for students and student welfare schemes as well as, development in the college.

The Principal is the administrative head of the college as well as the drawing and disbursing officer (DDO) of the college. He is ably assisted by a senior faculty member, acting as the Bursar. The college has a teachers’ council with a set of sub- committees to coordinate various activities of the college. The Internal Assessment Cell (IQAC) plans and help execute the plans for better academic performance. Teachers’ Council, Students’ Union and the non- teaching staff take an active role in the decision making of the various activities. The college governing body, of which the college Principal is the secretary, adapts and oversees all the final decisions. The Principal in coordination with TC, HODs, NSS program officers and senior member of non-teaching staffs monitors the institutional activities as well as the standard of teaching in the college.

Several welfare schemes are available for its teaching and non-teaching staff such as group insurance, GPF and provision of refundable/non-refundable advance from his/her GPF. Various leaves such as earned leaves, medical leaves, etc. are also provided according to the needs of the employees.

All financial accounts are audited regularly. Audits of all minor/major research projects approved by various state/national agencies including the U.G.C. for the development of the college are done by registered external audit firms. The audit of the college accounts is done by auditors appointed by the Director of Public Instructions, Government of West Bengal.

As an academic administrator, the Principal promotes and champions academic quality and transparent, effective governance of the college.

### **Institutional Values and Best Practices**

The college takes pride in its rigorous and continuous effort towards the upliftment of the society through its impartial and selfless service. The college has been awarded twice as the best college for the implication of the

'KanyasreePrakalpa' which proves that it encourages the empowerment of women through education. It encourages the students to maintain the balance with the environment by yearly plantation of trees, frequent cleanliness drive in the adjacent locality by the NSS unit of the college. In addition to this, the Eco Club of the college also encourages the students to educate themselves in striking the peaceful balance with the environment by not harming it unnecessarily. Anti- Ragging cell and disciplinary committee promotes feeling of respect and brotherhood among students. Women cell and Internal Complaint Cell ensures a secure working environment for the female employees of the college and the Grievance Redressal Cell looks after the problems and complaints of all employees. Merit cum Means scholarship given to around 68 students in the academic session 2017-18 has been proven great morale boost to the students to excel in their academic pursuit. To keep pace with the technological advancement the college has encouraged the online admission process to the students for their convenience. The faculties of all the departments also promote the sense of gender equity among students by organizing awareness programme at different times in their respective departments. Besides this, various seminars and workshops organized in the college on relevant issues like environment, morality, gender, women empowerment etc has been instrumental in motivating the students.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SURYA SEN MAHAVIDYALAYA
Address	Surya Sen Colony, Block - B, P.O. Siliguri Town
City	SILIGURI
State	West Bengal
Pin	734004
Website	<a href="http://www.suryasencollege.org.in">www.suryasencollege.org.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Pranab Kumar Mishra	0353-2691489	8918759972	-	suryasencollege98@gmail.com
IQAC / CIQA coordinator	Sutapa Saha	0353-2691488	9832073161	-	anonymritika@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-09-1998

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
West Bengal	University of North Bengal	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-10-2003	<a href="#">View Document</a>
12B of UGC	01-10-2003	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Surya Sen Colony, Block - B, P.O. Siliguri Town	Urban	1.967	5824.4

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,B A Hons	36	Higher Secondary	English,Bengali	444	349
UG	BA,B A General	36	Higher Secondary	English,Bengali	1549	1549
UG	BSc,B Sc Hons	36	Higher Secondary	English	71	52
UG	BSc,B Sc General	36	Higher Secondary	English,Bengali	102	29
UG	BCom,B Com Hons	36	Higher Secondary	English	167	121
UG	BCom,B Com General	36	Higher Secondary	English,Bengali	720	212

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				40			
Recruited	1	0	0	1	0	0	0	0	20	18	0	38
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				24			
Recruited	0	0	0	0	0	0	0	0	12	12	0	24
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				24
Recruited	20	2	0	22
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	6	7	0	13
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	5	5	0	11
M.Phil.	0	0	0	0	0	0	1	4	0	5
PG	0	0	0	0	0	0	13	10	0	23

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	10	9	0	19

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	2210	0	0
	Female	2419	0	0	0	2419
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	482	899	776	845
	Female	282	559	686	809
	Others	0	0	0	0
ST	Male	71	196	133	96
	Female	45	126	117	108
	Others	0	0	0	0
OBC	Male	112	172	157	217
	Female	66	90	112	197
	Others	0	0	0	0
General	Male	1283	2376	1659	1555
	Female	929	1654	1353	1331
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>3270</b>	<b>6072</b>	<b>4993</b>	<b>5158</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 253

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	27	26	26	26

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4629	5158	4993	6072	3270

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1374	1502	1172	1634	860

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1235	1407	1182	1052	562



File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	40	35	36	37

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
64	40	42	43	44

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 34**

#### Number of computers

**Response: 16**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
158.99	103.83	108.46	103.63	97.71

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

At the beginning of the academic session, a well planned routine is prepared by the routine committee of the college and distributed among the students and teachers. The routine incorporates the requisite number of lectures as prescribed in the syllabus of North Bengal University. Apart from traditional chalk-and-blackboard classroom lectures, the college has ICT enabled classrooms where the teachers can make their lectures more fascinating with the aid of power point presentations. Our teachers also encourage group discussion and poster presentations among the students. The college has introduced seminar presentations by the third year students to make the teaching-learning process more attractive. Interdepartmental faculty exchange is organized by many departments to facilitate better understanding of interdisciplinary areas of the curriculum. In addition, as per the requirement of the subject, our subject teachers organize practical sessions, field visits, educational excursions and industrial visits to enhance the grasp of a student on the subject. The college management provides financial aid for the organization of the field visits and educational excursions each year. Financial assistance is also provided by the college for organizing invited lectures and student -centric seminars which the various departments organize to provide a broader vision of the subject to the students. The departments have internet facilities and the teachers encourage and guide the students to carry on online reference. Reference books and journals in the central library and departmental library are regularly enriched to help the students as well as teachers to keep themselves regularly updated about the latest developments in the subject. Moreover the college library has membership of both N-List Program and National Digital Library hence the library has free access of a huge repository of e-books, e-journals, e-manuscripts etc. for the students as well as teachers. The teachers regularly attend orientation programmes, refresher courses, workshops, seminars, conferences etc. to enrich their knowledge for a more effective subject and curriculum delivery.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

##### 1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

##### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 13.3

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	00	00	01	00

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 11.86

1.2.1.1 How many new courses are introduced within the last five years

Response: 30

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

**has been implemented****Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 28

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

Environmental Studies is a compulsory paper for all the 1st year students as per the curriculum of the university of North Bengal. The students are instructed about the various environmental issues and for thorough understanding; each student is required to prepare a project report. The various subjects like Sociology, History, Political Science, Geography and English have topics incorporating different aspects of Human values, Ethics, Gender and Environmental Sustainability as part of the curriculum distributed over

all the three years of the Honours as well as General Syllabi. Teachers of subjects like Sociology and Geography take the students for field work or excursion inculcating environmental sustainability and human values in the topics whereas other departments involve the topics in their various classroom lectures. The two NSS units of our College are regularly organizing programmes like Swachha College Campus, Tree Plantation, Slum Area cleanliness drive etc. The NSS program officers also organized a seminar on “Ideal-Centric Life Key to Unlocking your Potential where the speaker, Surya Prakash Mohapatra, gave an enthralling lecture on various aspects of Human Values and Professional Ethics which invited active student participation. The Internal Compliant Cell of our College organized Sensitization Programme on “Sexual Harrassment at workplace and Cyber Crime” where Justice Nilanjana Dey was invited as the speaker. The College observes “International Womens’ Day” each year on 8th March where the Womens’ Cell of our college organizes Seminars, invited Lectures etc. on topics related to Women Empowerment.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 1.02

1.3.3.1 Number of students undertaking field projects or internships

Response: 47

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** C. Feedback collected and analysed

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 88.92

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2312	2739	2444	3595	1797

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3053	3340	2605	3630	1911

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1374	1502	1172	1634	860

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

**Response:**

After admission, learning levels of the students are assessed by the departments for their broad categorization in Slow and Advanced Learners. De-centralized academic and administrative environment allows respective departments to chalk out their strategies to address the issue of comprehensibility of learning. In general, class tests with varies cut off marks , ranging from 40% to 45% , is a normal means of categorization of honours students in the category of Advanced and Slow Learners. Teachers' class interactions also help in the process.

**Strategies to address the issue of Slow-Learners:**

**Objectives:**

- 1.To improve the knowledge base of the slow learners.
- 2.To raise the confidence level of the slow earners
- 3.To improve their examination performance.
- 4.To enhance their ability of independent thinking



**Policies of Execution:**

- 1.All the departments take special Classes for such students on the areas where weakness is prominent.**
- 2.Groups of slow learners are put under the tutelage of selective teachers of the departments to receive special care.**
- 3.Students are encouraged to attend Doubt-Clearing Session, beyond the scheduled class hour.**

**Strategies to address the issue of Advanced-Learners:**

**Objectives:**

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

**Policies of Execution:**

- 1.Organizing Student Centric Seminar, where under the guidance of teachers students are encouraged to present paper on selective topic, in presence of an expert from the outside institution.**
- 2.Teachers' Intra-personal communication with the student, where the former , on the basis of his/her perception of the student's IQ level , suggests reading list, web-resources, and encourage them to do library work.**
- 3.Encouraging students to participate in Group Discussion, Inter-College Debate, Essay writing competitions, etc.**
- 4.Special help from the library under the guidance of teacher**

**Entry Level Orientation Programme& Special Cases:**

§Since the learning ability of the students is related to the issue of socio-cultural conditioning, for the large section of pass-course students, each department organizes an orientation programme, in the beginning of the session, to help them in the process of their acclimatization in the world of higher education.

Special care is taken by the teachers to improve the students' English language skill. Attempt is made by the teachers to find slow learners with the problem of dyslexia, students who are introverts and students with Non-Verbal Learning Disabilities. The college has provisions for providing help of academic counselor and psychological counseling for them.

**Outcome:**

1. Adaptation of above strategies has seen vertical escalation of the performances of the **Slow Learners**, and gaining of confidence as a student
2. Improved academic performance of the **Advanced Learners** with the acquisition of the ability of independent thinking.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.2.2 Student - Full time teacher ratio**

**Response:** 73.48

File Description	Document
Any additional information	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0

**2.2.3.1 Number of differently abled students on rolls**

**Response:** 00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

#### Response:

To make the teaching-learning process effective in the true sense, Institution practices various learning methods, to cater to a heterogeneous student community having different socio-economic and linguistic backgrounds. Extreme care is taken in choosing a particular method of teaching by a department and its teachers, in accordance with the nature and scope of subject and the target group. In general, all the departments try to involve students in the learning process by (1) asking them to express their opinion on the topic which is taught, (2) encouraging them to enact the role of mentor for rest of the class, (3) involving them in to Group Discussion and record their response. Students' problem in understanding a topic is addressed by encouraging them to attend : (a) doubt clearing sessions with teachers, or (b) by organising extra classes. In general, students are encouraged to use in-house resources like: (i) seminar library, (ii) Central Library, or (iii) Web-resources.

The nature of practicing **experimental** and **participative** learning methodologies varies from department to department as the scope of the subjects.

- **Arts Stream:** In subjects like **English and Bengali** by adopting (1) **inter-disciplinary** approach students are encouraged to co-relate the knowledge they gain with other subjects and the (2) **Method of Contemporizing** a lesson helps students to understand its usability in contemporary time period. **English department**, uses **Film-Screening, Student-Centric Seminar** as methods of experimental learning encouraging students to actively participate in it. Department of **Sociology** arranges **field-trips** where students get first-hand knowledge about social reality and prepare project-report on it. Department of **History** organises (1) **exhibition** on various historical events where students prepare model, flow-chart and posters; in addition to this (2) **museum visit** and the **visit of excavation sites** and places of **historical importance** is constantly encouraged. Department of **Political Science** organises **Mock-Parliament** and students participate in inter-college mock-parliament and debating competitions. Department of **Geography** goes for excursion to various places every year where data are collected on assigned topic and in the end of the tour project report is prepared by students themselves.
- **Science Stream:** In both **physics** and **chemistry**, students learn by doing, as they attend practical classes to validate through experiment the theoretical propositions they learn in the text books. Department of **Mathematics** also conduct regular practical classes which is based on computer applications. The results of various experiments are analysed by teachers and students are given scope of rectifications.
- **Commerce Stream:** Project work done by commerce students help them have firsthand knowledge on the subject. **Visit to industry** is also arranged to help student have a first-hand idea about the practical utility of the subject.

In addition to adaptation all these methods, experts from various fields visit our college to deliver lecture on the selected topics. The college also organises seminars, awareness camps on various issues, to help

student participate and implement lessons on life.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 40

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 121.82

#### 2.3.3.1 Number of mentors

Response: 38

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Most of the teachers of the college try to make their classes interesting and effective, by taking recourse to various innovative teaching strategies. The nature of such innovations depend upon many factors, such as (1) teacher's inherent creative potential;(2) Socio-political background of the students;(3) Psychological orientation of the students;(4) availability of learning resources and (5) the nature and scope of a particular subject and the discipline where it belongs.

In **Science**, since the nature of the subjects demand practical experimentations of all the theoretical propositions , teachers always attempt to make fewer groups for practical classes for providing intensive attentions to each of them. They are also encouraged to prepare their own models or present posters during the celebration of National Science Day , Science Exhibition etc. In science subjects teachers’ extensive use of power-point classes , exposure to free e-teaching modules either from UGC sponsored programs or from Science based you-tube programs, are all creative means of making classes effective.

In **Arts** too, teachers are oriented to use reality based practical examples as creative strategies. Extensive screening of films, performance of short skit, and students’ exposure to the repository of lectures in the web-portals are some of the means to gain students’ attentions.

**Commerce** teachers invite outside experts from time to time to further their classroom discussion from alternative perspective. Small–scale entrepreneurs, Chartered Accountants or Financial –Strategists meet students and share their expertise with them.

Since a large section of our students come from lower income group,we consider it our social responsibility to shape these tender minds in a way to gain knowledge along with life-skill acquisition, personality attributes, behaviour interests to boost up their confidence, and paving their ways to establish themselves professionally in life , in a dignified manner. Thus, while a teacher is allowed to be creative in his/her own innovative way the general teaching strategy adapted by the college includes certain innovations beyond conventional teaching methodologies, to cater to the special need of these students. Such innovations are; (1) Involving the students in group activities like debate , extempore speech, group discussion, to develop inter-personal and intra-personal communication skill ;(2) Organizing excursions (Exj.Geography department), field visits(exj.Department of sociology); Industry-visit (exj.Department of Commerec) to get first-hand knowledge on the subject and to develop in them a sense of social responsibility;(3) encouraging them to participate in various inter-college competitions, be it in sports, cultural programme or seminars;(4)extensive use of ICT, to add new dimension to their learning skills; (5) participation in project works, publication of departmental wall magazines, contribution in college magazines;(6) exposure to lectures on a given topic by an invited faculty from other college followed by discussion; (7) mandatory participation in student-centric seminars and presentation of papers;(8) participation in NSS activities and involvement in social campaign like Awareness about Dengue-Malaria, fund-raising for earthquake victims,Ban-Plastic campaign.

Teachers are always accessible to students, as a part of their strategic approach to make the teaching effective, and they are always encouraged to personally meet them in solving problems.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 91.45

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 23.27

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	09	07	08	08

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 12.7

##### 2.4.3.1 Total experience of full-time teachers

Response: 508

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

##### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0.5

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

<b>File Description</b>	<b>Document</b>
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

We strongly believe that evaluation does not just mean measurement of the level of learning outcomes but more so, an approach for further improving the system. Our CIE systems tried to be diagnostic and formative in nature to provide remedial help to the students.

We have adapted following reformative measures and upgraded the existing CIE system over the years to meet the new challenges:

- Conversion of a few classes to ICT enabled classrooms to use as continuous learning-cum-testing ground to measure students' critical thinking ability and presentation skills, personality enrichment to behavioural science, on the basis of their participation in student centric seminar, response to audio-visual classes and taking part in debate.
- Besides the conventional method of giving Home Assignments, we now conduct Surprise Tests,

evaluate and record students' performance.

- Mandatory Monthly Class Tests for Honours students by the respective teachers of the departments.
- Teachers are given freedom to plan out their monthly test format. While many teachers conduct it in the conventional examination format, others also use group discussion, active participation of the student in academic discussion, writing of assignments, as means of evaluations.
- In addition to conducting Test Examination before the commencement of Under Graduate Board Examination, we have started the process of Repeat Test Programme for those who could not qualify in the Test Examination
- Although we constitute annual Examination Committee to monitor both Internal and University examination processes, we are continuously engaged in upgrading its functionality. Students can get access to the evaluated copies and can meet the examiner to place his/her queries.
- CCTV is installed in the classrooms to ensure transparency in the examination processes.
- Unit Test/Monthly Test results are recorded in the departmental diaries and strategies are chalked out to improve their performances.
- We take recourse of Students' Counselling for those who are weak in performance and at the same time identify meritorious students through class tests and to hone their skills.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

Internal Assessment is one of the important aspects of our college's comprehensive academic policy. We practice a Flexible Assessment Methodology for our students throughout the year where each department and the micro-component—teachers are encouraged to apply innovative mechanism to test student's knowledge base. We have a well-defined structure to conduct the whole process. An Admission Committee is formed in the Teacher's Council meeting, which is ratified by the Principal. The Committee is a combination of experience and expertise, i.e. we try to include members who have proven record of excellence in the field of conducting examination along with senior teacher with experience. This committee also includes Office Associates and IT member for documenting purpose. In assessing our students we follow a few thumb rules, such as:(1) All the teachers of all the departments will take at least one Internal Test for each of his honours classes, once a month;(2) date, time and venue of the test will be notified on the Departmental Notice Board;(3)Marks will be deposited to the respective HoDs for documentation purpose and a public-display of student's performance is done;(4) A declaration will be made in the class for the students to meet respective teacher to go through their answer scripts;(5) Teacher will have to organise special sessions with students to point out the deficiencies of the students and suggest corrective measures. Beyond the conventional methods of classroom examinations, many teachers rely on Assignments, Group Discussion or Project Preparation as alternative means to evaluate a student. The aim of using varied methods of assessing a student's performance is based on the established principle that the unfurling of one's hidden talent requires multiple channels of expression and fixing up of one examination method can prove to be deterrent for a student. From student's angle also (s)he has a number of options to express his/her grievances regarding his/her performance. An aggrieved student can approach HoD regarding a teacher's mode of assessment, if he/she is not satisfied with the teacher's explanation. The



HoD , in turn will talk to the teacher concerned and get back to the student. If dissatisfaction persists, the student can go to the Examination Coordinator .the Coordinator has the power and authority to place the issue either to the Academic Committee or to the Principal. In either way, the aim of the college is to convince a student regarding his/her shortcomings and suggests means of corrections. For this reason we give much stress in encouraging student to personally meet teacher after the Tests as we strongly feel that considering the different economic, social backgrounds of the students, many of them may not feel at ease to interact with teachers in groups. Our mechanism of internal assessment is thus targeted to woven a smart student with alacrity of mind and depth of knowledge.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

Our college conducts two major types of examinations: (1) Undergraduate examinations for B.A, B.Com. and B.Sc. Pass and Hons. Courses under the University of North Bengal , and (2) Internal Evolutions throughout the year by the college . For both modes of examinations we have an Admission Committee comprising of Teachers, Office-Associates and IT Professional, headed by Examination Coordinator.

(1) Regarding University examinations, when the college receives mark sheets, we immediately provide photocopies of the same to all the students before entering the marks in our official register. Regarding anomalies in printing in the mark sheet, students' desire to appeal for rechecking of answer scripts, we open a specific counter to receive application framed by the University and forward the same to the University. After forwarding these applications we take special initiative to pursue such cases for their speedy redressal. College in such cases acts as a facilitator in strictly following grievance redressal mechanism as set by the affiliating University.

(2) Internally we conduct (a) monthly class tests (b) Re-test for those who misses the scheduled test for genuine reasons(c) Test examination prior to board examination (d) re-test for those who cannot qualify in the test. Regarding redressal of students' grievances related to their performances in these examinations and to ensure transparency , all the teachers follow the Guidelines laid down by the Examination Committee:

- Marks are displayed on the notice board;
- Copies are shown to all the students by the departmental teachers;
- aggrieved students can meet the examiner to clarify his/her doubts in one-to-one situation;
- If the student is still not satisfied, he/she can meet the HoD , who , after intervening in the matter , tries to resolve the issue immediately.
- All the teachers have to mandatorily note done the nature of their interaction with the students, the nature of their grievances and his/her mechanism of resolving the issue , in the Teachers' Diary

which is endorsed by the Head of the Department periodically before being placed before the Principal for final signature. One of the aims to maintain the Teachers' Diary is to make all the teachers more accountable to the need and grievances of the students .

We all attach tremendous importance to Teacher-Student personal interaction as a means of resolving all the doubts and grievances of the students. This humane approach has yielded excellent results in our college, as it has made students feel that teachers are all equally concerned for the students and internal tests are but means of exploring their innate qualities and not means of exercise of power by the authority.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

We have provisions for academic calendar to streamline all the events of the college , both academic and administrative , systematically. 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, I addition to mentioning university events, includes internal examination schedules: monthly class tests, Test ,Re-test etc. Although each teacher has the liberty to schedule their internal examination, the same must be done in accordance with the broader time frame mentioned in the Academic Calendar.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 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 on website and communicated to teachers and students

##### Response:

Our college is affiliated under the University of North Bengal and we follow the syllabi framed by the University for all the pass course and honours subjects. We follow three clearly defined steps in apprising students/teachers about the POs:

- We display all the Programme Outcomes on the College website and before the beginning of the Admission process. At the time of admission also teachers apprise the student about the programme outcome of a specific subject and help him/her in the decision making.
- Before he commencement of the new first year classes all the HoDs call for departmental meeting where the strategies and modalities of conveying the POs are chalked out. Each teacher is allotted

specific portions from the syllabus.

- In the beginning of the new classes each teacher inform the students about the scope of the subject in future. He/She even encourages them to meet the teacher personally to clarify any doubt and satisfy his/her queries regarding the same. The evolution process of the subject, the

While informing the students about the scopes and outcomes of a particular subject offered by the institution we focus on two important factors:

(a) **Intrinsic Value of the subject:** By this we stress on the value that that subject/course/programme has “in itself,” or “for its own sake,” or “as such,” or “in its own right.

(b) **Extrinsic value of the subject:** Taking clue from philosophy, we mean by it the the derivative value of the subject in accordance with the changing condition.

The rationale behind such categorization is that, while we understand that getting a job in today's highly competitive world is of prime importance for any student who is pursuing a specific course, we, at the same time, feel that until he/she is made aware about the depth and the visionary scope of the subject, a student's association with a course will not be sturdy. The programme specific outcome and a course outcome can only be satisfactory on the basis of the institution's ability to strike a rational chord between the two values of a course. Here, as many of our students are first generation learners, and come from lower income group, we attach utmost importance to this factor, and streamline our whole machinery towards its successful implementation.

University result is displayed on the website and the printouts are pasted on the notice board. Similarly, in-house examination results are displayed on the notice board.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

Student's attainment of program outcomes, program specific outcomes and course outcomes, which falls under the University of North Bengal's control, are assessed by the Academic Council followed by further discussion in the departmental meeting. Each department is responsible for framing strategies to improve the results of the students. In Teachers' Council meetings also the same issue is discussed. We also discuss in details the result of the students' performance in various internal examinations in different bodies, of which we have already discussed earlier (ref.2.5.1/2.5.2/2.5.3). The performance of the students in group

discussion, project work or practical assignments are all evaluated and discussed by the teachers in their departmental meetings. In the intra-departmental teacher exchange programme we take the feedback of the invited teacher regarding the students' performance. Similarly, in student-centric seminars we take the feedback of the resource person who is a scholar from other institution and bring the issue in the departmental meeting and take corrective measures. Our discussion does not merely concentrate only on students' academic performance but the issues of communication gap. Language barrier, psychological issues are always discussed.

The meaning of attainment of POs,PSOs and COs to us appear as seeing a student emerging as an ideal citizen with good character, sound mind and potentiality for academic excellence.

### 2.6.3 Average pass percentage of Students

**Response:** 60.49

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 747

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1235

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.45

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 2**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	02

#### File Description

#### Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0.03**

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 02

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 71

#### File Description

#### Document

Supporting document from Funding Agency

[View Document](#)

Any additional information

[View Document](#)

Funding agency website URL

[View Document](#)

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

In our institution we have tried to create an ecosystem of generating new ideas among students and subsequently applying the newly gained knowledge for the betterment of the community at large. In addition to lecture methods, our general teaching methodology aims at involving students in exploring practical utility of the knowledge that he gains. While in science subjects practical classes are common means of doing this, in other subjects like Geography, Sociology, field-trips, project works provide necessary exposure of the students to a world outside the classroom. In subjects like English, Bengali, History and Political Science we take recourse to screening of films, organize poster presentation, conduct mock-parliament etc. as a part of our agenda of making the students feel the need of relating the theoretical and applied aspect of their newly gained knowledge.

Our library with its varies recourses like journals, reference books, e-books, e-journals, prove useful for students as secondary sources of information. To encourage students in the process of knowledge sharing the college also invites eminent personalities from various branches of subjects for workshops and lectures regularly.

From administrative point of view we have ensured a management system which helps us in facilitating our endeavor of knowledge production and knowledge sharing. We have formed Academic Committee, comprising of all the Head of the Departments, to smoothen up the process of academic decision making and its implementations. The committee, in its periodical meetings, reviews students progression and suggests remedial measures. Introduction of Teacher's Diary is a novel initiative from the management to note down all such observations by a teacher regularly.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

#### Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

<b>File Description</b>	<b>Document</b>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b>	
<b>Response:</b> No	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

<b>3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years</b>				
<b>Response:</b> 0.14				
3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
03	03	04	09	06
<b>File Description</b>	<b>Document</b>			
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>			

<b>3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</b>	
<b>Response:</b> 1.68	
3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
12	09	23	13	06

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

Imparting knowledge is a multi-methodological activity. The academic policy of our institution attempts to strike a fine balance among various teaching methodologies to provide students a wider scope to gain knowledge and implement the same for the development of the society. For this reason in addition to conventional **Inquiry based Teaching Approach** encouraging students to receive guidance from their teachers, we heavily promote **Cooperative Style of Learning Methodology** giving importance to peer work and community, purposefully connecting community service with academic learning, personal growth and civic responsibility. By regularly involving students in various community centered activities, we help them to learn, in a thoughtfully organized activities, the meaning and importance of gaining knowledge, that is, serving the humanity.

For the last five years our institution is implementing an academic policy where students' participation in various extension activities is on the top of our academic agenda. Our NSS wings regularly organizes Health Awareness Camp, Eye check up Camp, Slum Area visit programme, spread awareness about General Hygiene. Blood Donation Camp is organised every year to reiterate its core belief that donating blood is tantamount in giving life. Some of the important programs conducted by our college are:

- Thalassemia Detection Camp
- Certificate Course on Social Service, Blood Donor Motivation, Safe blood Transfusion
- Participated in Rally for Free Diabetic
- Sub- Divisional Level Certificate Course on Voluntary Blood

##### Donation and Blood Transfusion

- Quiz Contest on Tobacco Control
- Anti-tobacco day program

It is a matter of great satisfaction for us to find that because of our constant endeavor of involving our



students in the community welfare activities, there grew a sense of urgency in them to serve the community or a person in distress. We have specific instances where our students motivated their peers to take part in welfare activities. The nature of their activities can be categorized as under:

- **Serving Society at the time of a Major Disasters:**(1) During a major earthquake in the year 2015 students got aggressively involved in fund raising campaign for the victims.(2) During heavy flood in the year 2017 our students raised money to provide relief to the victims.(3) During Dengue outbreak in North Bengal in the year 2017 our students took part in the awareness campaigns.
- **Serving Individual in Distress:** (1) In the year 2017 our students raised a huge amount of money for the medical treatment of one of our students was suffering from serious disease.(2) In the year 2018 again they came forward to help one poor student who could not afford to pay for his treatment.

Our students have always made their mark in various ways in different societal issues either getting themselves involved directly into it or raising their voice for justice, in debating platform, speech competition or awareness campaigns.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 1**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 35**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	05	07	08	05

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 1.92**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
157	77	65	89	63

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 1**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

**Teaching -Learning Equipments in the classroom:**

The institution has eighteen (18) fully functional Class Rooms. The mode of teaching is both conventional Chalk & Talk method along with Digital mode.

**Digital Class Rooms and ICT enabled class Rooms**

One of the classrooms has been upgraded to a smart classroom with a high-end interactive digital board, desktop computer, portable audio system with wi-fi facility.

Apart from that, four classrooms are equipped with a portable projector and desktop computer for conducting seminars and presentations.

**Laboratory Infrastructure**

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

**Laboratory infrastructure for Department of Chemistry:**

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

**Laboratory infrastructure for Department of Physics:**

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

**Laboratory infrastructure for the Department of Mathematics:**

Mathematics Laboratory has 9 functional computers with software installed Code Block for C language, Scilab, Mint Linux etc.

**Laboratory infrastructure for Department of Geography**

The geography laboratory is equipped with different instruments such as barometer, rain gauge, Rotameter, Rocks and Minerals Set etc.

**Other supporting facilities**

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

**Future Plan**

Very soon the institution will get a newly constructed spacious auditorium along with all the modern ICT amenities. Apart from that, construction work of the canteen is also going on. Very soon language lab for the students will be inaugurated.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities****Response:**

The college has a set up for indoor games (table tennis, carrom etc.,) inside the campus and outdoor sports are regularly done in near-by playgrounds. Students regularly participate in inter-college sports activities throughout the year under the supervision of teachers.

The physical facilities for games and sports and cultural activities are not adequate and though many of our students have earned distinction at inter-college competitions on account of their outstanding performance in sports and cultural fields.

There is a positive environment of Art and Culture in the college. Annual cultural program and annual competition, College Foundation Day, Rabindra Jayanti, Bhanu Bhakta Jayanti, World Environmental Day, International Women's Day, Teachers' Day and many others are celebrated with cultural activities. Awards are also given to talented and meritorious students during the annual program. Apart from that National and State Observation Days are also observed.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 17.65

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 2.24

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.00	1.45	6.17	0.17	3.84

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The library is partially automated by using the Integrated Library Management System “Koha”. Here we mentioned partially because bibliographic and patron related data entry work is still going on. The ILMS was installed in the month of August 2018. All the library operations, which include generation of accession register, stock maintenance, exchange of books and journals, bar coding, identity card generation, user record of library resources, etc. will be done through the ILMS. Right now the library is using the most stable and recent version of Koha, i.e. 17.11.

In addition to Koha, The DSpace open source software is used for developing the institutional repository. It facilitates to acquire, process, store and disseminate the information in digital form.

Very soon the library will be shifted to a new three-storied building. In that building, Lift facility for specially-abled students will be available.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

The central library of the college is rich in books. It has a rich collection of rare books which include out of edition, out of print and multilingual books and special collections. There are collections of knowledge banks like Encyclopaedia volumes such as Encyclopaedia Britannica (Out of print), Encyclopaedia of

North-East India (Limited publication), Encyclopaedia on Environment etc. Apart from that, the library has special collections such as ICHR Special Publication- Towards Freedom (part I, II), CRC Handbook of Chemistry and Physics, Cultural Heritage of India (6 volume special collection) etc.

Interested users are given access to these books as when required, to enable them to upgrade their existing knowledge.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1.58

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR



in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.23	4.15	.024	1.36	2.12

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 1.22

##### 4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 57

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The institution believes in sincerity in teaching, confidentiality in testing and evaluation, validity in research and lucidity in administration for which it has evolved a comprehensive IT policy to support and facilitate teaching, testing & evaluation, research and administration through a secure and well protected system.

The college has a clear cut policy and procedure for procurement and Upgradation of its IT facilities. As a result, the college has set up adequate IT facilities for teaching, learning, evaluation and for office administration and periodically evaluates the requirements and takes initiatives for its Upgradation.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 289.31

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 5-20 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 9.09

#### 4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
48.03	4.42	3.75	4.41	3.22

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. The maintenance of these facilities is very much necessary and therefore, the institute has framed the following policy for this purpose:

#### **Building infrastructure:**

Generally as far as practicable for a fully government owned institution, a constant effort is made to provide a dedicated and secure space for equipment and tools. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair, and maintenance of the main building and physical infrastructure like water, the power supply is looked after by this committee. All work is done through the tender system as per standard norms.

During all maintenance and up-gradation work related to civil, always a supervisor is assigned by the college authority to verify the work done by the contractors.

All minor electrical faults are attended and repaired by trained electrician cum caretaker.

Maintenance of toilets and service areas are performed by sweeping staffs and hired plumbers.

### **Computer & IT infrastructure:**

Well qualified ICT-in-Charges are recruited for the maintenance and up-gradation of computer and IT infrastructure of the college.

Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Intercom etc. are renewed regularly to ensure their good service.

### **Laboratory Equipment's/Machinery:**

Gas connection pipeline is checked regularly for any leakage by the able technicians.

They also maintain stock register by the laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory.

Annual Maintenance Contracts (AMC) for different laboratory instruments, machines are done.

The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary.

### **Library:**

Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping the library clean is done frequently by library staff and external pest management agency.

### **Classrooms:**

The institution possesses spacious classrooms which have sufficient fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance.

### **Furniture's/ related items:**

The caretaker looks after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 41.53

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1636	2309	1990	1972	1806

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.64

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
58	28	70	00	00

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

#### 5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0.79

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	08	08	09	04

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 1.7

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 21

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 60

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	03	03	00	00

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	03	03	00	00



File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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) during the last five years.

**Response:** 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

Surya Sen Mahavidyalaya has provision for an elected Students' Union, as per State Govt. guidelines, which functions in direct coherence and co-ordination with the college authority to pursue and press demands of the students on a regular basis and thereby fulfil students' aspirations with their bolstered activities. A student in the form of the General Secretary of the Students' Union becomes the member of the highest policy making body of the college, The Governing Body. Since last year, election of students' union representatives of the Govt.-Aided colleges of the state is kept on hold by the Government and as such our college does not have any "official" Students' Union at present. Apart from working as students' representatives in the union, the students are also represented in different

committees like Sports, anti-ragging committee and anti-ragging squad of the college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response: 2**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	02	01	01

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The Surya Sen Mahavidyalaya Alumni Association consists of 1 presently serving Faculty of the college and 4 staffs apart from other members. Time to time the members meet together to discuss and sort out issues related to the well-being of the college. They render their services directly or by extending contributions towards upliftment of the college. It has got the vision and zeal to rise to the occasion if situation demands in the future. The website has a dedicated drop down menu for alumni association through which our ex-students can register themselves as alumni members.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)  
? 5 Lakhs**

**4 Lakhs - 5 Lakhs**

**3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response: <1 Lakh**

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response: 2**

**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

#### **NATURE OF GOVERNANCE:**

- College runs with a clear vision of holistic social transformation through educational Strategic Planning in every sphere of activity.
- Decisions taken democratically prioritizing student- interest and following principles of motivation rather than imposition.
- Management seldom interferes in academic matters but reviews results, student feedback, audit observations to ensure accountability.
- Governing Body is pro-active in filling up of vacant posts and appoints Management staff to clear work-backlog.
- Welfare measures for students and staff always get enthusiastic support of management.

#### **PERSPECTIVE PLAN**

The following Perspective Plan has been drawn by the Governing Body / IQAC to outline the trajectory of growth in next two decades:

Full digitalization- making the office environment friendly

Tapping various sources for resource generation

Introduction of Online exams system, if the concerned authorities permit

Attaining Autonomous status

Ensuring employability to learners through Skill Development

Setting up Instrumentation Centre

Building up a network of alumni

Setting up Gymnasium & Auditorium

Publication of Online Journal

To enhance the use of alternative energy resource (solar energy)

Creating provision for Elevator for the differently abled

### **PARTICIPATION OF FACULTY IN DECISION-MAKING BODIES:**

All decision making bodies have representation from Teaching Community. Teachers are represented adequately in the college Governing Body as per the extant rule of the Govt. of West Bengal. Teachers participate in:

- A smaller body of teachers for maintaining academic standard of the college (Academic

Committee)

- Need-based analysis of college infrastructure and recommending to the college authorities on the necessities of new construction (Building Committee)
- Identifying benchmarks & analyzing feedback (IQAC)

- Adopting policy for conducting admission (Admission Committee)

- Preparation of time table (Routine Committee)

- Determining standard & publishing college Journal (Research Committee)
- Planning & Deciding on expenses out of various grants (UGC and Purchase Committees)
- Looking after College Library Affairs (Library Committee)

- Finalizing policy about maintenance, upgradation, licensing and phasing out of the computer & electronic gadgets (Software Development Committee)
- Outlining annual action-plan and scheduling awareness programmes (NSS advisory committee)
- Planning, scheduling, formulating Gender sensitization programmes (Women Cell)
- Involving the pass out students of the college in the process of overall development of the college. (Alumni Committee)
- Protecting from Ragging and Punishing the offenders (Anti-Ragging Committee)
- Dealing with any kind of allegations against any staff of the college (Internal Complaints Committee)
- Considering applications from the college staff for sanctioning refundable & non-refundable withdrawals from the PF (PF Committee)
- Responding to any RTI appeal (RTI Officer)
- Organising games & sports in the college (Sports Committee)

- Maintenance of College Campus environment (Environment Protection & Campus Beautification Committee)
- Recommending to the college authorities for taking punitive measures against errant students (Disciplinary Committee)
- Organising students to take active part in Health Protection Efforts initiated by Student Health Home (Student Health Home Committee)
- Redressing the grievances of all the stake-holders of the institution (Grievance Redressal Cell)
- Opening avenues for jobs for out-going students (Placement Cell)

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The college practices Participatory Management and following steps have been taken to de-centralize administration:

- Representation from all categories of stakeholders to the GB
- Inducting Non-teaching staff into different committees constituted by the GB
- GB takes decisions on different issues by considering the recommendations of different subcommittees.
- Practice of participatory management is evident from mode of implementing of Rotational Headship/ Departmental In-charge (DIC).

#### Case Study



In order to groom leadership and inject dynamism into management of affairs, the faculty members thought of changing the system of permanent Headship. The affiliating university follows the practice of rotational Headship. So a proposal for rotational Headship was raised for discussion at the Teachers' Council (TC) meeting. The TC members unanimously supported the proposal and resolution to this effect was taken. On recommendation of Teachers' Council the GB approved and implemented rotational headship for different departments, in its meeting dated 09/01/2017. The decision was implement from January 10, 2017 and authorized the Principal to work out the modalities in consultation with the Teachers' Council.

The TC worked out the principles of implementation of the new mode of departmental governance and, the Principal accordingly, finalized the following implementing principles for rotational headship:

- The departments having associate professors shall have a departmental head and it will be rotated among the associate professors after every two years.
- The departments with only assistant professors shall have rotational headship to be known as Departmental In-charges (DIC) and rotation shall be on the basis of institutional seniority after every two years.
  
- In absence of the Head, the charge will be given to the next in order of seniority.
  
- An Academic Committee (AC) was formed with the approval of the GB with all the HODs/DICs as members to decide upon the academic activities subject to the concurrence of the TC. Subsequently, the GB in its meeting held on 27/02/2017 approved the formation of the AC.
  
- Heads are to consult departmental colleagues in taking decisions and maintain a departmental meeting book.

With the GB approval, the college switched to the new system from 10/01/2017. The institution's drive for Rotational Headship has enabled other faculty members to become more involved in academic and administrative activities and to translate their ideas for a holistic development of the institution. It further conduces to a decentralization of power and provides greater scope for developing a sense of togetherness among the faculty members.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The institution has approved Perspective Plan in which augmentation of use of alternative energy has been mentioned. Installation of Solar Power system in the college building illustrates institutional activity in consonance with Perspective Plan.

The Building Committee (BC) in its meeting dated 17/04/2018 discussed the installation of solar power panels in the college buildings for fulfilling the major part of college's power necessity. The BC resolved that the GB be approached for installation of solar panels in the roof of the 'N Block'. The Finance committee in its meeting dated 16/05/2018 resolved that as per the suggestion of the BC the institution should prefer Solar Power Panels. The decision of FC was referred to the Building Committee and accordingly, purchase notification seeking quotations was posted on website. In its meeting dated 18/05/2018 the BC resolved to complete purchase formalities and finalized the supplier for placing Purchase Order. The Governing Body of the college approved the decision of the Building Committee, post facto, in its meeting held on 07/06/2018. Thus the college successfully accomplished a work by strategically involving various bodies functioning at different levels.

**Purpose & Value:** Use of alternative energy as targeted in Perspective Plan

**Objective:** Reducing the use of energy from non-renewable energy

**Analysis:** How to provide modern amenity to students without disturbing ecological balance

**Strategy Formation:** Opting for device run on renewable energy

**Modus operandi:**

- Student demand considered, but implementation suspended during Summer & Monsoon.
- Finance committee involved in devising policy in tune with Perspective Plan. FC not interfering in matter of Purchase till its advice is sought.
- Not regularizing the irregular; rehearsing quotation formality as per rule
- Finance Committee advice solicited to avoid future complication regarding payment.
- Installation of system immediately after Purchase was an example of expedite initiative of the Building Committee.

**Structuring strategy:**

- Decision to procure modern amenity for college community avoiding use of conventional energy
- Allocation of Fund for this purpose
- Selection of item of required configuration through extensive homework
- Compliance with Financial rules
- Expeditious installation

**Feedback:** Feedback taken from users is very positive. But as the system is glass made, it needs to be protected against accidental damage.

**Working on the feedback:** Steps have been taken for keeping the system in an iron cage with big net-holes for filtration of sunlight.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

The administrative structure of the college is organically conceived with the Principal mediating with the different stakeholders of the college as the administrative nucleus. All the decisions taken in the highest body, the GB, are implemented through the Principal, the ex-officio Secretary to the GB, with the help of other integral statutory and non-statutory bodies of the college. The GB keeps track of the decisions taken by the statutory bodies, while those taken by the non-statutory bodies are reported and analyzed by the Principal. It is imperative for the college staff to abide by The West Bengal College Teachers (Security of Service) Act 1975, the relevant part of which is also recorded in the Statutes of University of North Bengal. Further communications for compliance are made through GOs of the State Government.

All academic decisions go to the GB for approval via the academic committee comprising of the HODs/DICs of various departments. Different subcommittees formed under TC discuss and recommends about various issues of quality enhancement which go to IQAC and GB for final approval.

The Principal's office comprises of the following non-teaching staff:

- Head Clerk
- Accountant
- Cashier
- Lower Division Clerks
- Peons
- Guards

Recruitment of teachers & Principals are monitored by the West Bengal College Service Commission (WBCSC) following proper government norms. The recommendation of WBCSC is implemented through the GB. Assistant Professors (Management Posts) are recruited following the norms framed by the college authorities from time to time. Appointment of non-teaching staff is done in compliance with government rules and when required casual staff are recruited by the GB following norms framed by the college

authority.

The promotional policies stipulated by UGC are implemented through IQAC which guides the incumbents in preparing their PBAS following screening by a committee as stipulated in the UGC norms. Promotion of non-teaching staff is done through the Selection Committee formed by the GB which is ratified by the GB and approved by the DPI (HEI), WB.

The grievance redressal mechanism is implemented through the Grievance Redressal Cell (GRC) adhering to transparency, objectivity and confidentiality by creating an email id: and a grievance box. Other forms of grievances, if any, are addressed and redressed by direct intervention of the Principal.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

##### **Response:**

##### **Micro Research Grant (MRG)**

The Research Committee evolved an in-house mechanism of promoting research activities in the college, by introducing Micro Research Grant (MRG), by following a methodical procedure of getting approval of the proposal through various committees, before implementation.

The committee in its meeting held on 13/06/2017 framed a promotional scheme of extending financial support for prospective researchers which is documented in the Meeting Book of the Research Committee . The proposal was then sent to the IQAC for necessary approval of the names of the recipients of the grant, on the basis of the recommendation of the External Experts of the respective research areas. The IQAC , in its meeting held on 28/09/2017 finalized the names of the recipients, and submitted the same to the Principal for its further approval in the governing Body meeting. The proposal was discussed in the GB in its meeting on 13/04/2018 and finally the scheme was implemented.

##### **Details of the Scheme:**

1) **Name of the Scheme:** Micro Research Grant

2) **Amount of Grant:** Up to Rs.15000/-

3) **Target Group:**

- Primarily Assistant Professors who fall under CAS for their promotion
- Proposals from Associate Professors, Part-Time Teachers may be considered depending on the number of proposals submitted by the Assistant Professors and related availability of fund.
- The college librarian will also be eligible to avail the scheme.

5) **Guidelines:**

- Total length of the project should range from 12000 to 15000 words.
- The researcher should publish at least ONE paper in the UGC approved peer-reviewed journal OR

present a paper in a National Seminar from the area of his/her research work for which financial assistance is sought OR publish book chapter/book.

6) **Duration:** Seven months from the date of date of disbursement of fund.

7) **Selection Process:**

- The received proposals will be evaluated by external subject experts as per the nature and scope of the project and the final list of the recipients will be prepared after presentation before the selection committee comprising of Research Cell and IQAC.
- The final list of the researchers eligible to receive the grant will be endorsed in the IQAC meeting before release of grants.

8) **Procedure of release of grants:**

- The first installment of the grant shall comprise of 70% of the approved grant amount and the remaining 30% of the grant will be released after the submission of the MRG along with necessary documents which includes all purchasing vouchers for auditing purpose and subsequent approval of the same by the Bursar.

9) **Necessary Documents for submission of final works:**

- Two soft-binding copies of the MRG. One will be kept in the Library and the other will be in the safekeeping of the research committee.
- Details of expenditure accounts along with original cash memos submitted as per the Detailed Project Report Form.

10) **Special Case:**

For laboratory based research projects, necessary relaxation regarding stipulated dates of submission can be extended in case to case basis.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

In addition to implementing Government welfare schemes like Bonus, CCL, Management has introduced a number of staff welfare schemes. The following deserve special mention:

##### Festival Advance

All staff members are eligible for interest-free festival advance, realized in equal installments within the same financial year.

##### Special Medical Leave

GB grants Special Medical Leave if a Temporary Staff on Fixed Pay falls ill for period which cannot be covered by Casual Leave.

##### Special Medical Assistance

The college authorities have decided to provide need-based financial assistance to the needy temporary staff for medical treatment on humanitarian grounds. In addition medical insurance has been provided for the management employees along with their family.



### **Compassionate Appointment**

To bail out a family when its sole earning member dies in harness, the management makes ad hoc appointment on compassionate ground. Sri Gopal Mallik, College Guard, has been appointed on compassionate ground by the GB of the college in 2015.

### **Staff Ward Concession**

Wards of Non-teaching staff members get concession in respect of various fees. Three non-teaching staff of the college have enjoyed the benefit during the previous five years. Those three non-teaching staff are: K B Chhetri (Library Peon), Sri BadalDey (College Guard), Sri Ratan Bhattacharyya (College Guard).

### **Incremental Benefits for the Management post Employees**

- The GB decided to increase the salary of the Asst Professors (Management Post) by 10% w.e.f. July 2018 vide its meeting held on 31/07/2018.
- The GB decided to increase the salary of the NTS (Management Post) by 10% w.e.f. July 2018 vide its meeting held on 31/06/2018

### **Loan from PF**

Apart from final withdrawal at the time of retirement, Staff members can get both refundable and non-refundable loans from Provident Fund deposits with the help of the institution as per the guidelines of the provident fund.

### Employees Provident Fund

The college has introduced EPF for both teaching and non-teaching staff in the Management Post where management of the college contributes 12% of the pay and the incumbent 12% .

### Child Support Leave

The institution provides child support leave of 100 days to female management staff having children below 18 years of age.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 1.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	04	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 10.39

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	06	01	05	01

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

The institution has a performance appraisal system through Appraisal Dairy for both Teaching and non-teaching staff. Moreover, we take regular feedback from students and parents which is subsequently analyzed in the GB and communicated to the respective faculty / office associates by the principal.

#### Student Feedback:

There is a formal mechanism for obtaining feedback from students on the performance of the teachers. The key aspects of teaching-learning have been brought under the purview of this feedback system. First introduced in 2016-17, the feedback is taken in a format having **09 (Nine) questions** covering major aspects of Teaching-Learning. Students are required to award marks assessing the performance as Average, Good, Very Good and Outstanding. The Feedback thus received is analyzed by IQAC and the subsequent report is submitted to the Principal. The Feedback form has been so designed as to give the learners scope for giving their views frankly and without any inhibition, for this, disclosing of identity has not been made mandatory for students.

#### Feedback from remaining the Stake-holders:

The college has a mechanism for collecting feedback on various aspects of the institution- Faculties, Support Staff, Administration, Infrastructural Facilities etc. from the remaining stake-holders. This is done through a questionnaire which the guardians and members of the administration are required to fill up. The feedback which also serves as annual appraisal of the performance of each and every aspect of the college is analyzed centrally by the. Generally, the Principal is authorized by the GB to work upon the recommendations and discuss the feedback report with the Staff and motivate them to cater to the needs of the students with greater commitment and sincerity.

#### Attendance Register:

The college has a practice of regularly recording attendance in the Attendance Register (AR). Further, Biometric Attendance has been introduced w.e.f. the 2017-18 academic session. The AR is checked by the Principal on regular basis. This enables the college authority to make quantitative appraisal of duty assigned to faculty members. The college has also introduced Self Appraisal Diary for the faculties from

2017-18 academic session.

#### Some other Modes of Appraisal:

- Syllabus Completion Report from departments also helps the authority to appraise the performance of teachers.
- Checking API score sheet by IQAC as per the promotional obligation.
- Details department-wise performance appraisal is the done by the respective departmental committees followed by the report and discussion in the academic committee meeting.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Various systems of auditing the institutional accounts are in place.

#### External Audit:

The institution has a mechanism for auditing the accounts by one firm of Chartered Accountants appointed by the DPI for 2/3 years. The auditor visits the college, checks the cashbook, the vouchers of expenditure, the receipt payment statement, income expenditure statement, the different schedules and the Balance Sheet and verifies the Bank balance from Passbook. As and when required the accounts are also audited by a team sent by CAG. Audit of accounts up to the Financial Year 2016-17 has been completed and audit for 2017-18 is expected to be completed only after getting appointment letter of the auditor from the DPI, WB.

The audit report is placed at the GB meeting and the college works on the audit observations. The following are the Items and dates for discussion on the audit report:

- Audit Reports for the financial year 2013-14 was duly approved in the GB meeting held on 27/07/2017 having resolution number 02.
- Audit Reports for the financial years 2014-15, 2015-16 and 2016-17 were approved in the GB meeting held on 19/12/2017 having resolution number 05.

The mechanism for addressing the audit objections is to placing the Audit Report at GB meeting, making threadbare discussion of the observations and finding feasible steps for compliance. All the auditors who have checked the accounts are satisfied that there has not been any misuse or misappropriation of funds. Although they have not given any objection, they have made a few observations for giving the college account a better shape.

Some of the major observations by the Audit Team for further improvement of the accounting system of the college are as follows:

- Physical verification of Library stock to compare with the enlisted number of entries.
- Timely I.T. Return Filing for the college
- Introducing internal audit system

The observations were discussed at GB meetings and the G.B. gave required direction to the Principal to comply with the observations of the auditors.

#### **Internal Audit:**

Apart from general audit, the college has provision for conducting special Internal Audit of all Government grants from whichever source – UGC, State Government, University – the grant is received. In such cases, the audit report, showing utilization of grant, is sent to the appropriate authority.

**Some other Check-points for better financial management:**

- Scheme-wise audit of grants received from UGC and State Government.
- Checking of all construction related bills by a qualified engineer.
- Checking of Bills above Rs 20,000/- by the members of the Finance Committee.
- Checking of all bills by the Bursar before payment.
- Payment by cheque/ e-payment.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)****Response:** 3.9

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.9	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Response:

Since ours is a Government-aided College, our own resources are limited. The tuition fee, collected @ of Rs. 50 for Arts General Course, Rs 75 for Arts Hons Course, Rs 85 for Science General Course and Rs 110 for Science Hons Course, Rs 60 for Commerce General Course & Rs 85 for Commerce Hons Course per month is the main source of College income. While the fee is very low, half the amount of this collection is to be deposited to Treasury as per Govt. rule. So the College is literally fund crunched. In order to overcome financial stringency, the college makes utmost effort for resource mobilization.

##### The following are the institutional strategies for resource mobilization:

- Collection of Development Fee from students
- Tapping in UGC allocation under various schemes – MRP, Seminar, Scheme & Development Grants
- Availing of various development schemes of the State Government
- Accepting donations from alumni and other well-wishers
- Sale of Admission Form/Collection of Registration fee
- Collecting hiring charge for holding external examination in the college
- Bringing greater number of students under the purview of stipends/scholarships granted by



Government & Private agencies

- Transferring amount lying idle in lower interest accruing A/C to higher interest accruing A/C

**The optimal use of resources of the institution is ensured by**

- Interdepartmental sharing of equipment and borrowing books of interdisciplinary coverage
- Holding different classes in the same hall at different slots of time
- Use of departmental labs by researchers of other departments
- Strengthening labs with additional spareable computers for University Practical exams
- Upgrading computers rather than discarding them as junk
- Stock verification before issuing purchase order

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

**Response:**

The IQAC of the college is constantly engaged in planning and implementing strategies to ensure quality in the teaching-learning process. Each department follows a well-defined procedure in its regular activities which includes following up of Academic Calendar, special class for weak and meritorious students, departmental review meeting, continuous class tests etc.

Departmental teachers are encouraged to attend seminars and workshops as paper presenters, in addition to attending mandatory courses for career advancement. Teachers are supposed to maintain Teachers' Appraisal Diary, to keep record of all the activities pertaining to academics, administrative and other innovative practices.

**Instances of two practices institutionalized as a result of IQAC initiatives:****Instance (1):Students' feedback Collection Mechanism;**

Our College is committed to the highest standards of educational for its students. Realizing that constructive feedback from students can help in improving the whole process of teaching and learning, IQAC in its meeting on 5 February, 2015 placed a proposal of initiating a Feedback collection Mechanism, directing at providing:

- 1.High quality teaching, assessment and management of learning;
- 2.A scope to students to suggest mechanisms to pursue grievances and learning related issues;
- 3.Suggestions to ensure professional and friendly learning atmosphere;

Accordingly, in the session 2016-2017 we collected feedback of the outgoing students , the result of which is approved and analyzed in the 10th meeting of meeting of the IQAC held on 28th September, 2017.

As a result of student feedback, the College continues to review, develop and implement policies and practices in key areas like

- 1.Implementation of Curriculum
- 2.Governance, supervision
- 3.Teaching methodologies
- 4.Library and other learning resources
- 5.Discipline, and
- 6.Creation of an academic culture in which all students and staff are expected to deploy higher-order thinking skills.

**Instance (2):Setting Up of Seminar Library;;**

Recognizing the legitimate needs of some academic areas for separate departmental libraries which require a minimum amount of duplication in collections, the IQAC in its meeting held on 20th January,2018,

decided that a number of departmental libraries shall be set up ,to provide immediate access to the students ,a collection of books and materials. As an outcome of this decision, Seminar libraries in the department of chemistry and the department of physics are running in full swing and the department of geography and the department of Mathematics are about to open the same in their respective departments. Other departments will also open their own departmental libraries once they are provided with separate departmental set up.

#### **Sample operational procedure of the seminar library: Case Study: Department of Chemistry;**

- While preparing the requisition list for the purchase of books by the Department, 25 percent of books from the list are ear marked for keeping in the departmental library.
- The college , after purchasing the books, put accession number and send the books in the departmental library.

Teachers of the department donate the sample copies of books they receive as complimentary copies, to the library , for general use by the students.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

##### **Response:**

Review of teaching learning process at this college is the process of collecting and analyzing, data about student learning to focus institutional efforts on improving the learning experience. The IQAC of the college believes that the reviewing of the process of teaching and learning leads to meaningful quality improvements. As a follow up of policies, unit tests are conducted throughout the year and the results are analyzed in the departmental meetings. Remedial classes are specially arranged for slow learners and the outcome is monitored. Monitoring mechanism is in force to see the timely completion of syllabus before the university examinations.

##### **Example (1): Academic Audit:**

To assess the overall academic works done by academicians and supporting units so that the objectives of the institution are met for positive outcome, the IQAC felt the need for initiating academic audit , way back on 2nd September,2018. The matter was discussed and was incorporated in the minutes of the meeting. For some practical short comings, we could not do the same in the subsequent years. On 5th March, 2018, in its meeting the matter was discussed on priority basis and the Principal is communicated

to take steps for implementing the same. Finally, as a result of IQAC's initiative, the Academic Audit of the college is done and the same is endorsed in the Governing Body's, meeting on 21st July, 2018 and the result is analyzed with due importance.

### Example (2): Students centric seminar and Invited Talks:

Seminars are a vital part of most academic courses and give students an opportunity to discuss issues with other students and teachers. The IQAC of the college, besides organizing regular seminars, has promoted the concept of Student Centric Seminars where students are often invited to take a lead role in the preparation of the seminar, and making a presentation to start the session. There is no doubt that teachers are fully involved in organizing such seminars but they act more like mentors to provide necessary exposure for the students. The performance of the students in the seminars are monitored and discussed with the students. Many a time, teacher from another institution is invited to act as resource person for the seminar, which makes students more enthusiastic. Direct benefits of organizing such seminars are as follows:

1. It helps students to develop new insights on the subject.
2. It helps teachers to assess students' role in group.
3. It makes students confident.
4. It makes the process of learning interesting and enjoyable.

**Procedure:** Proposal for organizing seminars is submitted by each department in the beginning of the academic session, to the IQAC. Towards the end of the session reports of the successful organization of the seminars are analyzed in the IQAC meetings and the outcomes are considered in next years academic planning.

**For example:** Seminar proposals were submitted in the IQAC meeting of 2nd September, 2014, and reports of their completion was submitted to the IQAC meeting for approval on 5th February, 2015.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 2.2

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	03	03	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

IQAC has taken a lot of quality initiatives in the academic and administrative domains in the last five years

to improve quality in every sphere of the institution..Following are some of the examples of initiatives already taken.

#### ADMINISTRATIVE:

During the year **2014** a major administrative decision was to utilize long pending SAP grant to purchase laptops for teachers to facilitate their research and academic activities. Accordingly, teachers were provided with laptops which are being judiciously used by them. The year saw outbreak of Dengue in the city and SSM students were motivated by the administration to take cleanliness drive, which they did with much dedication.

In the year **2015**, IQAC urged the administration to take measures to renovate Mathematics and Geography laboratories as the increased number of students necessitated this. Except this , a fine coordination between the IQAC and Administration saw implementation of many schemes , which are related with day to day regular activities of the college.

The college needed more desktops and laptops for the office during the year **2016** and as per IQAC's suggestion, the same was purchased. During the year a new IQAC room, new Teachers' common Room and Physics Honours laboratory was constructed, in a bid to develop the infrastructural facilities of the college.

The college also installed CCTV in various strategic points of the campus, during the year 2017 as a means to ensure campus security for the students. In addition to this, college took initiative to get ISO certification and in the year 2018,through its approval of the proposal of Amit Agawala Foundation, construction of Information and Learning resource Centre started.

#### ACADEMIC:

To develop teaching-learning process, departments were asked to submit seminar proposals in the year **2014** and as a result of this various departments submitted proposals which were accepted in the IQAC meeting. In the meeting it was also planned that Academic Audit will be conducted through external agency and accordingly all the departments took measures to implement various academic policies .

As a follow-up of IQAC's suggestions, all the departments introduced Unit-Tests for continuous evaluation along with organizing, talks inviting scholars from other institutions, all in the year **2015**.

In the year **2016**, Academic calendar is prepared for the current academic session and a decision was taken to organize international seminar on "contemporary Development in social and basic sciences".

The college authority took a decision to publish a Newsletter, named *Collegium*, aimed at reflecting all the activities of the host college and other colleges of North Bengal. Self-Appraisal diary for teachers is introduced where teachers will record all their academic and administrative activities.

A unique innovative practice , which was implemented in the year **2018** was release of Micro research Grant (MRG) from College fund, to facilitate in-house research.

As a result of these initiatives, a huge improvement in the field of administration and academics is observed during the last five years.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 14

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	03	02	02

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

#### Response:

Surya Sen Mahavidyalaya aims to establish “Gender Sensitization” for both staff and students to demonstrate awareness and working knowledge in this field. The college tries to create awareness through lectures, seminars, talks, workshops, debates etc.

**The Women’s Cell** of the college facilitates a gender sensitive environment enabling male and female students and staff to maximize their potential.

**The Internal Complaint Committee** also has been formed which deals with cases of sexual/ psychological/ emotional/ physical harassment as per the capability of the college as an academic institution.

#### (a) Safety and security

The college stands committed to working towards safety of its staff and students. Campus security is a team-effort that involves the cooperation of all concerned – students, faculties and office- staff. The goal of



the college is to foster a stable environment in which security is balanced with freedom of movement on an open campus. Students are not allowed to enter the campus without their uniforms on and they also have to produce their college IDs at the entry gate. College IDs are a must also for the teachers and the other staff who are supposed to provide proper identification on request. There are round-the-clock security guards who are well-trained and are always on 24 hour roster. The security has been outsourced to a professional agency. There are lady security gaurds too.

Twenty-four hour CCTV surveillance system with multiple camera's, has been installed in the Campus, laboratories, corridors, office-space and chambers in order to monitor the areas inside and outside to deter crime and to assist the safety. The College campus has been illuminated with LED bulbs, so that enough security at night is ensured. Moreover, to enhance the level of security on campus, local Police station is contacted by the college authority from time to time so that regular patrolling and vigil by the city police in the areas surrounding the college is taken care of.

The vast network of CCTV cameras cover the boundary, gates, open spaces and other critical areas while protecting the privacy of teaching-learning and social spaces.

Fire-safety is another shared responsibility. Fire extinguishers are installed in the laboratory areas and in several other strategic locations by pertinent agency in order to combat emergent situations.

Guidelines for Campus Security is well pronounced in the Website of the College.

### **(b) Counselling**

The women's Cell of the college takes initiative to organise seminars, talks, workshops to create a gender-sensitive environment, also attempts to make a forum for open dialogue, discussion and interactive session on gender issues with staff, faculties and students.

The Anti-ragging Committee, Internal Complaint Committee also participate in order to listen to the grievances and complaints if any, make an effort to reach a solution which includes both psychological and gender counselling.

Apart from this, the Departments/ Faculties organise gender sensitization programmes, counselling for the students every year, where the students can discuss and talk openly about any gender related problem or issue, they share their views with teachers and their friends, also answer the questionnaire served to them which is gender related.

Despite all these measures, if any student, staff or faculty member finds any "red-flag" behaviour for potential harm or threat, and finds it difficult or hesitates to ventilate, there is one Grievance Redressal Cell in the college, which has taken initiative to install Grievance-redressal box for the students, where they can drop in their grievances or complaints written on papers and regular cross-checkings are carried on by this cell.

### **(c) Common Room**

To facilitate the female students as well as the male students, college has provided two separate common rooms with washrooms, first-aid kit, sanitary- napkin disposal system, indoor games, daily newspapers etc. Girls common room has lady attendants to cater to the needs of the students and also to take care of the

other day-to-day issues.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 30

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 12

7.1.3.2 Total annual power requirement (in KWH)

Response: 40

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 70

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2.8

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- Solid waste management
- Liquid waste management
- E-waste management

**Response:****Solid Waste**

The by-products formed during chemical reactions in the laboratories are recycled. The other solid waste of the campus are segregated as bio-degradable and non –biodegradable and put into separate containers designed for the purpose. Non-biodegradable waste are collected and taken by the Municipal Corporation who deals with its management. Bio-degradable waste is decomposed and converted into manure in order to nourish the plants inside the premises. The NSS officers, from time to time, take initiatives to groom the NSS volunteers as well as the other students about hygiene, cleanliness and overall waste management.

In the department of Chemistry, "compound preparations" are regularly re-used as samples for the new batch of students every year.

**Liquid Waste**

The liquid waste produced in the chemistry laboratories are diluted and transferred to a reservoir constructed in the college campus for the purpose. Safety tanks have been constructed in the campus for the liquid sanitation waste.

**E Waste**

In Surya Sen Mahavidyalaya, electronic goods are put to optimum use, the minor repairs are set right by the staff, specially recruited for this purpose and also by the laboratory attendants. The major repairs are taken care of by the professional technicians. Generally re-assembling of computers take place in case of necessity, and thus they are re-used. The damaged computers are exchanged with the local dealers. Waste compact discs are used for decoration as “Art from waste” during seminars and work-shops. Otherwise no major e-waste is generated. Gadgets which are non-functioning, are disposed to competent agencies who handle such waste. Thus the e-waste management is based on their nature of defects and are processed for future use.

File Description	Document
Any additional information	<a href="#">View Document</a>

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

Surya Sen Mahavidyalaya has sufficient space for setting up rainwater harvesting system. It has been noticed over the years that laboratories of Physics, Geography and especially Chemistry require a good amount of water for lab-based experiments. As the college has more than five thousand students excluding office staff and faculties, requirement of sufficient amount of water has to be ensured everyday. Siliguri is located in the Dooars region and this part of the Doors has more than adequate rainfall every year compared to other parts of the country, which is suitable and convenient for setting up a rainwater harvesting system to meet up the requirement of pure and sufficient amount of water for the institution. The college authority has already started planning over this possibility and has started taking necessary steps towards this direction.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

#### *Green practices:*

- a). Students and staff of the college use bicycles for commuting regularly.
- b). Frequent plying of the battery-operated vehicles known as Toto-rickshaws help the staff and the students of the college to avail eco-friendly public transport.
- c). Roads surrounding the college premises are mostly pedestrian- friendly roads, as the college is situated in a comparatively less populated suburb of the town.

Environment consciousness is enshrined in the mission of the college and tree-plantation is the major concern of the management to maintain the pristine purity and beauty of the college. Every year World Environment Day is observed by the students and staff. Saplings are planted for future growth. The college maintains its own garden. Departments and faculties take care and nurture the plants which are planted, they water them, weed them and maintain them on a regular basis.

Areas assigned to NSS and eco-club regarding Green Practices are organized with the help of the Forest Department (Govt. of West Bengal). The college field is also taken care of and looked after by NSS volunteers and the other staff and students. Trash-bins are kept in different locations in the premises.

Students' Union has been categorically instructed by the Management to be careful so that the premises is not littered by them or any other staff. Chewing of gutkha, paan, beetle-nuts or any other addictive items are completely banned within the premises of the college.

A few teachers are involved in the "Beat-Plastic Campaign" of the town. Proper counselling of the students by them, has brought down the usage of the disposable plastic goods to the minimum.

The undergraduate syllabi of the NBU has incorporated a paper on Environmental Studies, which is a paper of 100 marks and it is mandatory for a student to secure minimum qualifying marks in the paper, failing to which his/her final result will be withheld. Students also have to undergo projects concerning environmental issues and thus they acquire a good amount of awareness.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.017	00	00	00	00

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

#### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students

**8. Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 1

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	01

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 3

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 4

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	00	00	00

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**

Surya Sen Mahavidyalaya was established bearing the name of Masterda Surya Sen, the great freedom fighter of Bengal. Keeping in conformity with the ideal and philosophy of the great martyr who had sacrificed his life for the freedom of our country from the clutch of the British colonizers. Our college



rehabilitates the past glories of our motherland through regular awareness programs, seminars, cultural activities and try to combine the best elements of education with man-making and character building as our mission. The college commemorates the great thinkers, philosophers, freedom-fighters and other noble personalities on different occasions around the year (Birth anniversaries of Netaji Subhash Chandra Bose, Khudiram Bose, Vivekananda, Rabindranath Tagore, Kaji Najrul Islam and Sukanta Bhattacharya and death anniversaries of Khudiram Bose and Surya Sen) and upholds our cultural heritage of devotion, wisdom, honesty and sincerity through regular exposure to the students.

Republic day and Independence Day are observed by the college as national festivals. All the teaching and non-teaching staff and students of the college participate in the flag hoisting followed by national anthem. The teachers speak on the significance of the occasion and the students take part in cultural activities.

Teachers' Day is also observed by the students both department wise as well as centrally where the contribution of the great teacher Sarbapalli Radhakrishnan is commemorated followed by other cultural activities by students. National Youth day is observed every year in the college where the vision, philosophy and social contribution of Swami Vivekananda are explained to the students by teachers and invited speakers and excerpts from the Chicago speech and other compositions by Vivekananda are read out to the audience.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

#### Financial Transparency

The fees of various courses/programs are uploaded in the institutional website and is in public domain for everyone else's knowledge. Internal/external audit of the accounts are done regularly. Audit firms designated for this purpose have not noticed any irregularity in the accounts of the college and audit reports are duly verified and signed by the head of the institution. Utilization statements of funds are preserved and documented regularly.

#### Academic Transparency

The regulations, syllabus, curriculum are uploaded in the website. Rules & regulations are made clear in the students' handbook which is available online, as well as the code of conduct for the staff and faculties.

Internal evaluation system is regular. System for revaluation of answer scripts are done and take place in the presence of the student.

#### Administrative & auxiliary functions Transparency

Internal promotion policy is transparent. The appraisal systems of individual faculty members are done regularly and they submit their self appraisal to the IQAC. In case of disciplinary issues, committees are formed, concerned individuals are given ample opportunities to state their version of the issue and impartial investigation is made.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### 1. Title of the Practice

1. Medical Insurance and accidental benefit for staff and students.
2. Intra Departmental Teacher exchange program.

#### 2. Objectives of the Practice

As Surya Sen Mahavidyalaya is based in a semi-rural location, the level of care and awareness regarding health seems to be very low. This free accidental benefit introduced by the college provides a protective cover that helps them cope in their most vulnerable years, and is mandatory for every students.

Surya Sen Mahavidyalaya authority has arranged for a family mediclaim policy for non-teaching management staff. Objective in to provide them with health insurance facility free of cost and all the expenses are borne by the college.

#### 3. The context

Most of the students (male+female) use motor-bikes, scootys and bicycles as their conveyance for coming to college. It has been noticed over the years that students have encountered accidents, both major and minor. Most of the students belong to families with low and poor income. Sometimes it becomes very difficult for them to meet the medical expenditure. The challenge is to provide a facility that could redress this crisis.

Management staff of the office, although they impart round-the-clock service to the college, but they are not salaried as because the responsibility of their salaries completely depends on college fund. So the authority took up this challenge to provide a protective cover for these staff that would grant a kind of of the compensation for them.

#### 4. The practice

Keeping in mind the “Safe Drive Save Life” campaign of the Government, this step forwards accidental benefit by the college seems to be very effective. Students are not only able to get the benefit of such policy, but also a sense of awareness is instilled in them.

Government already has a “Swastha Sathi” project in its scheme. This family mediclaim policy

introduced by Surya Sen Mahavidyalaya is an extension of this scheme for providing social security measure for the staff.

## 5. Evidence of Success

Most of the students of Surya Sen Mahavidyalaya, as it has been obtained from the profile, mostly come from marginal areas with low/poor economic background with minority students experiencing Financial hardships, this accidental benefit for the students has achieved huge success among them as it is done for free of any cost on their parts.

In the similar way family mediclaim policy offered by the college for the management staff also has proved to be successful as all the expenses regarding this are borne by the college itself.

## 6. Problems encountered and resources required

So far no such problem worth to be mentioned has been encountered by the authority. But authority has to meet this expenditure from and within their limited resources.

## 7. Notes

Apart from the above mentioned two best practices, the college has already installed:

1. Integrated fire safety system,
2. College has arranged Renewable Source of Energy by installing Solar Power System
3. Preparation of Language Lab is already in the process which is about to be functional very soon
4. Bio-metric attendance has been implemented for the sake of regularity and punctuality.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

“Tamasomaa Jyotirgamaya”, the very emblem of the college quotes this motto from the Upanishadha, which means ascension from dark to light. Our vision is to establish an academic culture which would help student realize their innate potentials, thereby, boosting up their morale.

Surya Sen Mahavidyalaya continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services, it offers, all to promote student learning. It is a flexible and nimble organization, able to assess and respond effectively to the needs of our students and our community. The college offers Honours

courses in almost all the subjects in the Departments of Arts, Science and Commerce, so that there is an enhancing access to higher education for the students and they can achieve their academic and professional goals. In order to ensure almost hundred percent success, even after the preparatory test (before the final university exam), Re-test is held for assessing students' individual and internal effectiveness.

As an institute of higher learning Surya Sen Mahavidyalaya will always promote positive values and motivate learners to get them involved in intellectual activism. We visualize to transform education through practical orientation and outcome-based teaching.

Surya Sen Mahavidyalaya was established bearing the name of Masterda Surya Sen, the great freedom fighter of Bengal. Keeping in conformity with the ideal and philosophy of the great martyr who had sacrificed his life for the freedom of our country from the clutch of the British colonizers. Our college rehabilitates the past glories of our motherland through regular awareness programs, seminars, cultural activities and try to combine the best elements of education with man making and character building as our mission. The college commemorates the great thinkers, philosophers, freedom fighters and noble personalities on different occasions around the year and upholds our cultural heritage of devotion, wisdom, honesty and sincerity through regular exposure to the students. Teachers of the college participate in value related seminars, conference on behalf of the college. Teachers are considered for on-duty leave for attending/participation in other seminar/workshops which are beneficial for upgrading themselves. Teachers are allowed to make use of the library at any given time within the working hours. All the activities of the college are intertwined with values. Teachers in the class elaborate on the ideas and educate the students with their own experiences and anecdotes. Thus we have chalked out a comprehensive plan where students can have a joyous participation in the learning process. Our infrastructure facilities, a family of higher qualified and dedicated teaching fraternity, technological support in imparting education and special funding for the deprived and deserving ones, contribute enormously in making the whole process of teaching and learning truly meaningful. As an institute of higher learning Surya Sen Mahavidyalaya will always promote positive values and motivate learner to get them involved in intellectual activism. We strive to transform education through practical orientation and outcome-based teaching.

It has been obtained from the profile that students joining various courses of the college, come from the rural areas with low-income background. As the college is situated in an under-developed area, a turnover of students belonging to SC/ST/ OBC and other backward communities is found in every academic session. This turnover results into an upsurge of first generation graduates every year from this college. The college is envisioned to serve people of this notified backward area, providing them with the quality education at an affordable cost. The name of the college and the words engraved in its emblem speak in volumes about its vision.

Although the college, as affiliated, does not have the freedom of developing its own curriculum, but it develops the means needed for the effective delivery of curriculum, class tests, unit tests, re-tests, tutorials, power-point presentations, special classes for slow and advanced learners – enable the students to improve and perform better. The college also encourages students of weak financial background to pursue their work career destiny by providing scholarships and free-studentship through student-aid funds and also through private aids.

As a result, although there is a huge number of students, getting enrolled in this college every year, a minimum standard of quality always has seen maintained so far.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

- The NSS Unit of the college has adopted an adjacent village named Jabravita and takes care of its hygiene from time to time.
- The college has recently achieved ISO 9001: 2015 (International Organization for Standardization) certification, which means it has met the requirements of ISO 9001 standard.
- The President of the Governing Body of the college was awarded the prestigious American Leadership Award in recognition of his contribution in the education sector and as social worker on 15/12/2018.
- The college also publishes its newsletter 'Collegium' which comprises the news about various activities of our college and also the activities of neighbouring colleges along with articles on issues concerning challenges in higher education sector.
- Child support leave of 100 days, Medical leave, Employees' Provident Fund and Medical Insurance for both teaching and non-teaching members of Management post is also provided by the college.
- It has introduced Performance Appraisal Diary for faculties for systematic documentation of their academic activities.
- All the preparations to open a language laboratory with seat capacity of 40 students is complete. This will be functional from the current session.
- Biometric attendance has been introduced in the college to ensure regularity and punctuality of faculties and non-teaching staff of the college.
- The college authority has introduced "Assistant Professor (Management Post)" from the session 2016-17 by replacing erstwhile "Guest Teachers" who were appointed on a temporary basis. "Assistant Professor (Management Post)" is a special category of teachers who have been given the status of Assistant Professor and are bound by service conditions laid down by the management to meet the demands of scarcity of teachers to justify workloads. Their service is **not temporary** as they are recruited as full-time faculty without any break in service. Medical insurance, EPF, Casual leave, medical leave, Child Support Leave for Female employees are some of the facilities that they enjoy. As such they have been included in the list of "full-time teachers" in the SSR.

### Concluding Remarks :

The Surya Sen Mahavidyalaya fraternity, together with the Management are striving to materialise our cherished dream of projecting our institution as the most ideal institute of higher learning in this part of the country, in a methodical and time bound manner. The scarcity of classrooms, are being mitigated, through the construction of new buildings. It is a matter of great contentment for us as we have been able to convince our stakeholders to become a part of our expansion and development plans in the most meaningful ways. The Amit Agarwala Learning cum Resource Centre, which is nearing completion, is being funded by a business house and the new Multi-storeyed Humanities Building, for which construction is in full swing, is a project of North Bengal Development Department of Government of West Bengal, the result of our successful negotiation with the government.

We are about to open a state-of-the-art Language Laboratory within a couple of months, once the construction of our Learning and Resource Centre is complete. The existing library will also be shifted to the sprawling new building, to facilitate better library service to the students.

Our student-centric teaching methodologies have undergone innovative changes in recent years keeping pace with changing times and its demands. We have started recording class lectures and uploading the same in our website for the purpose of future reference of our students. For the third year students seminar presentation is a mandatory academic exercise which is linked with our evaluative mechanism. The college, through its innovative MRG (Micro Research Grant) scheme provides financial aids to the in-house faculties who want to pursue research in various fields. We use solar energy as alternative energy resource and have provisions to decompose bio-degradable waste. We have provisions for our students and health schemes for our teaching and non-teaching staff (management-post). In spite of all this, being fully aware about our shortcomings, we are confident of resolving all the issues to make it a college of excellence in future.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>00</td> <td>00</td> <td>03</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>00</td> <td>00</td> <td>01</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	04	00	00	03	01	2017-18	2016-17	2015-16	2014-15	2013-14	04	00	00	01	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
04	00	00	03	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
04	00	00	01	00																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p> <p>Answer before DVV Verification : 02</p> <p>Answer after DVV Verification: 30</p>																				
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented.</p> <p>Answer before DVV Verification : 06</p> <p>Answer after DVV Verification: 28</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1733</td> <td>2272</td> <td>1981</td> <td>2042</td> <td>1058</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1374</td> <td>1502</td> <td>1172</td> <td>1634</td> <td>860</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1733	2272	1981	2042	1058	2017-18	2016-17	2015-16	2014-15	2013-14	1374	1502	1172	1634	860
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	<p>Remark : As per the HEI data attached. Number of actual students admitted from the reserved categories cannot be more than Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise. The Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise has been given in 2.2 and is year wise 45% of the sanctioned annual intake. .</p>																				
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT          Answer before DVV Verification : 59          Answer after DVV Verification: 40</p> <p>Remark : The number of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. CANNOT be less than the number of Full time teachers as per 3.1</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors          Answer before DVV Verification : 53          Answer after DVV Verification: 38</p> <p>Remark : The HEI has not provided mentor Mentee list neither with the SSR not now. Hence the DVV input is retained.</p>																				
2.4.2	<p>Average percentage of full time teachers with Ph.D. during the last five years</p> <p>2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years          Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>00</td> <td>01</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>09</td> <td>07</td> <td>08</td> <td>08</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	02	00	01	01	01	2017-18	2016-17	2015-16	2014-15	2013-14	12	09	07	08	08
2017-18	2016-17	2015-16	2014-15	2013-14																	
02	00	01	01	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
12	09	07	08	08																	
2.4.3	<p>Teaching experience per full time teacher in number of years</p> <p>2.4.3.1. Total experience of full-time teachers          Answer before DVV Verification : 511 years          Answer after DVV Verification: 508 years</p>																				
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p>																				

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	05	07	08	05

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	05	07	08	05

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 34

Answer after DVV Verification: 06

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
67.3	69	50.5	46.3	42.5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.00	1.45	6.17	0.17	3.84

Remark : As per the HEI response to the Metric in clarification.

4.2.5 Availability of remote access to e-resources of the library

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : As per the HEI response to the Metric in clarification.

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification :  $\geq 50$  MBPS

Answer After DVV Verification: 5-20 MBPS

Remark : As per the HEI response to the Metric in clarification.

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
38.91	2.25	7.88	3.18	2.6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
48.03	4.42	3.75	4.41	3.22

Remark : As per the HEI response to the Metric in clarification. The HEI has attached signed annual extract of Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years.

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 109

Answer after DVV Verification: 21

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) during the last five years.

5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	01	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
21	21	21	21	21

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	02	01	01

Remark : As per the reports attached by the HEI every year it has an activity (including quiz/essay etc) conducted on 15 Sep or around. Sports day has been conducted. As per the report and As per the report attached and the gallery on the website the HEI has sports day every year. All Athletics are covered as one. Similarly dance/singing is one, painting/Rangoli/Cartooning/Mehdi is 01 and Drama/ Skit is 01.

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	07	03	03	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
07	06	01	05	01

Remark : As per the HEI data input in response.

- 6.5.4 Quality assurance initiatives of the institution include:
1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
  2. Academic Administrative Audit (AAA) and initiation of follow up action
  3. Participation in NIRF
  4. ISO Certification
  5. NBA or any other quality audit
- Answer before DVV Verification : A. Any 4 of the above  
Answer After DVV Verification: B. Any 3 of the above

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
09	07	07	05	05

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	03	02	02

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination

7. Special skill development for differently abled students  
8. Any other similar facility (Specify)

Answer before DVV Verification : B. At least 6 of the above

Answer After DVV Verification: C. At least 4 of the above

- 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years  
7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	01

- 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	00

## 2.Extended Profile Deviations

ID	Extended Questions										
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 15 Answer after DVV Verification : 253										
1.2	Number of programs offered year-wise for last five years  Answer before DVV Verification: <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>06</td> <td>06</td> <td>06</td> <td>06</td> <td>06</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	06	06	06	06	06
2017-18	2016-17	2015-16	2014-15	2013-14							
06	06	06	06	06							

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
28	27	26	26	26

2.1 Number of students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4629	5158	4993	6072	3270

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4629	5158	4993	6072	3270

2.2 Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1733	2272	1981	2042	1058

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1374	1502	1172	1634	860

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
63	63	35	36	37

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
40	40	35	36	37

3.2 Number of sanctioned posts year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
65	65	41	41	41

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
64	40	42	43	44

4.3 Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
158	104	108	104	98

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
158.99	103.83	108.46	103.63	97.71