



Surya Sen Mahavidyalaya

Siliguri



ASSESSMENT PERIOD
2018-2019 TO 2022-2023

SUPPORTING ATTACHMENTS

CRITERION – 6

Key Indicator – 6.1 Institutional Vision and Leadership

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Contents:

- a) Institutional Subcommittees**
- b) Selected Pages from College Prospectus for Admission under NEP**
- c) Sample Resolution (Full) of the Meeting of Governing Body**
- d) Sample Resolution (Full) of the Meeting of IQAC**
- e) Sample Resolution (Full) of the Meeting of Academic Committee**
- f) Sample Resolution (Full) of the Meeting of Teachers' Council**
- g) Sanction Letter for PG Courses**

a) Institutional Subcommittees

Surya Sen Mahavidyalaya

A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b) and NAAC Accredited



Ph No: (0353) 2691488 / 489
P.O. Siliguri Town,
Surya Sen Colony, Block-B,
Siliguri.Dist. Jalpaiguri Pin – 734004
e-mail : suryasen@suryasencollege.org.in
principal@suryasencollege.org.in
www.suryasencollege.org.in
Mob: +91-9233463895

Dr. P.K.Mishra

M.A (Gold Medal), M.Phil, LL.B, Ph.D, M.A (PMIR)

Principal

Ref No. SSM / Com./OO/ / 2023

Date: 15/09/2023

It is hereby informed to all concerned that the following committees (Revised) are constituted for the smooth running of the institution. Ordinarily, the committee will function for 2 (Two) years from the date of the notification. But, in case if the authority is not satisfied with the function of any committee or it's member, he may dissolve the committee or substitute the member. The conveners / Member- Secretary of the committees are requested to submit Quarterly Progress Report to the undersigned for review of their function by the Governing Body.

a) ANTI-RAGGING COMMITTEE:

1) Principal- (Ex-officio)	Chairman
2) Civil Admn Rep.-	Member
3) S.I of Police, NJP P.S- Police Admn. Rep-	Member
4) Smt. Sutapa Saha, Assoc. Professor, Deptt. of English-	Member
5) Dr. Arindam Karmakar, Asst. Professor, Deptt. of Physics-	Member
6) Sri Amal Roy, G.B. Representative	Member
7) - Parents' Rep.	Member
8) Parents Rep-	Member
9) Students' Rep	Member
10) Fresher's Representative	Member
11) Sri Biswajit Purohit- Head Clerk- NTS Rep.	Member
12) Sri Manas Banarjee- The Statesman, Media House Rep.-	Member
13) Ms. Tanima Ghosh- NGO Rep.-	Member
14) Dr. Tirthankar Chakraborty, Asst. Professor, Dept. of Pol. Sc	Member-Secretary

A. ANTI-RAGGING SQUAD:

1) Sri Biswajit Bhaumik, Assoc. Professor, Deptt. of Chemistry	Convener
2) Dr. Tamali Mustafi, Assoc. Professor, Deptt. of History	Member
3) Ms. Nimu Rai, Asst. Professor, Deptt. of English	Member
4) Dr. Babita Das, SACT, Deptt. of Pol.Science	Member
5) Sri Tanmoy Karmakar, SACT, Deptt. of Commerce	Member
6) Sri. Rajib Saha, NTS Rep.	Member
7) Students' Rep.	Member
8) Students' Rep	Member
9) Ms. Reema Doma Sherpa, Asst. Professor, Deptt. of Commerce	Member-Secretary

The members are requested to go through the UGC Regulations of Menace of Ragging in Higher Educational Institutions, 2009; for further timely action at their end.

C) **PUBLIC INFORMATION OFFICER(RTI)** : Dr. Bikash Ranjan Deb, Assoc. Professor, Dept. of Pol.Science

D) **COORDINATOR/ NODAL OFFICER– AISHE & NIRF** : Dr. Aniruddha Palit, Assoc. Professor, Dept. of Mathematics

E) **SOCIAL MEDIA CHAMPION (AISHE)** : Smt. Sutapa Saha, Assoc. Professor, Dept. of English

F) **SWACHHATA RANKING(AISHE)** : NSS Programme Officer I & II

G) **Students' Credit Card : Nodal Officer** : Dr. Suphal Biswas / **Help Desk Officer:** Sri Sujay Chakrabarti

Surya Sen Mahavidyalaya

A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b) and NAAC Accredited

Dr. P.K.Mishra

M.A (Gold Medal), M.Phil, LL.B, Ph.D, M.A (PMIR)

Principal



Ph No: (0353) 2691488 / 489

P.O. Siliguri Town,
Surya Sen Colony, Block-B,
Siliguri.Dist. Jalpaiguri Pin – 734004

e-mail : suryasen@suryasencollege.org.in

principal@suryasencollege.org.in

www.suryasencollege.org.in

Mob: +91-9233463895

H) MAGAZINE COMMITTEE:

- | | |
|---|-----------------|
| 1. Dr. Arnab Baul, Assoc. Professor, Deptt. of English | Convener |
| 2. Dr. Romyani Goswami, Assoc. Professor, Deptt. of Physics | Member |
| 3. Ms. Sudhesana Mandal, SACT, Deptt. of Geography | Member |
| 4. Mr. B.Akash Rao, Asst. Prof (Mgmt), Deptt. of Hindi | Member |

I) ALUMNI AFFAIRS COMMITTEE:

- | | |
|--|-----------------|
| 1. Sri Ranjit Kumar Barman, Asst. Professor, Deptt. of Bengali | Convener |
| 2. Dr. Tirthankar Chakraborty, Asst. Prof, Dept. in Pol. Science | Member |
| 3. Ms. Sulekha Das, SACT , Deptt. of Commerce | Member |
| 4. Mr. Arka Paul , Library Clerk | Member |
| 5. Mr. Biswajay Chanda, Lab.. of Attendant, Deptt Chemistry, | Member |
| 6. Mr. Subrata Chakraborty, ICT In Charge –I, | Member |
| 7. Ms. Piyali Das, Lab. Attendant, Deptt. of Chemistry | Member |

J) SOFTWARE / WEBSITE COMMITTEE:

- | | |
|---|-----------------|
| 1. Dr. Arindam Karmakar, Asst. Professor, Deptt. of Physics | Convener |
| 2. Ms. Sudhesna Mandal SACT, Deptt. of Geography | Member |
| 3. Sri Shubham Mukherjee, SACT, Dept. of Chemistry | Member |
| 4. Sri Sattayaki Sarkar, Asst. Prof (Mgmt), Dept of Comp. Sc | Member |
| 5. Mr. Subrata Chakraborty, ICT In Charge –I, | Member |

K) P.F COMMITTEE:

- | | |
|---|-----------------|
| 1. Bursar (Ex-officio) | Convener |
| 2. Smt. Manomita Sarkar | Member |
| 3. Ms. Sima Barman, Asst. Professor, Deptt. of Mathematics, | Member |
| 4. Sri Rajib Saha (PF, D.A) | Member |

L) GRIEVANCE REDRESSAL COMMITTEE:

- | | |
|--|-----------------|
| 1. Dr. Suphal Biswas, Assoc. Professor, Dept. of Bengali | Convener |
| 2. Convener, Examination Committee (Ex-officio) | Member |
| 3. T.C. Secretary (Ex-officio) | Member |
| 4. Sri Ranjit Kumar Barman, NSS P.O-I, | Member |
| 5. Sri Biswajit Purohit (H.C) | Member |

M) DISCIPLINARY COMMITTEE:

- | | |
|--|-----------------|
| 1. Dr. Arnab Baul, Assc. Professor, Dept. of English | Convener |
| 2. Sri Sujay Chakrabarti, Asst. Prof in Commerce | Member |
| 3. Sri Arkaprava Mitra, SACT, Dept. of Physics | Member |
| 4. Sri Biswajit Purohit (H.C) | Member |


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Surya Sen Mahavidyalaya

A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b) and NAAC Accredited

Dr. P.K.Mishra

M.A (Gold Medal), M.Phil, LL.B, Ph.D, M.A (PMIR)

Principal



Ph No: (0353) 2691488 / 489

P.O. Siliguri Town,

Surya Sen Colony, Block-B,

Siliguri.Dist. Jalpaiguri Pin – 734004

e-mail : suryasen@suryasencollege.org.in

principal@suryasencollege.org.in

www.suryasencollege.org.in

Mob: +91-9233463895

N) STUDENTS' HEALTH HOME COMMITTEE:

- | | |
|---|-----------------|
| 1. Sri Biswajit Bhaumik, Assc. Professor, Dept. of Chemistry | Convener |
| 2. Smt. Reema Doma Sherpa, Asst. Professor, Dept. of Commerce | Member |
| 3. Ms. Priyanka Chhetri, SACT in Pol. Science | Member |
| 4. Smt. Sanchita Das, SACT, Dept. of Sociology | Member |
| 5. Sri Biswajit Purohit (H.C) | Member |

O) INTERNAL COMPLAINT COMMITTEE for POSHW:

- | | |
|--|-----------------|
| 1. Smt. Sutapa Saha, Assoc. Professor, Dept. of English | Convener |
| 2. Smt. P.P.Sarkar, Asst.. Professor, Dept. of Sociology | Member |
| 3. Smt. Suroshree Mukherjee, SACT in Commerce | Member |
| 4. Smt. Atashi Ghosh Kundu (LDC) | Member |
| 5. Smt. Kaberi Chanda Sarkar (NGO Rep.)for ICC & POSHW | Member |

P) WOMENS' CELL:

- | | |
|--|-----------------|
| 1. Smt. Sutapa Saha, Assc. Professor, Dept. of English | Convener |
| 2. Smt. Susmita Bose Maitra, Advocate | Member |
| 3. Dr. Babita Das, SACT in Pol.Science | Member |
| 4. Smt. Sudhesana Mandal, SACT, Dept. of Geog. | Member |
| 5. Smt. Tanima Ghosh, NTS | Member |

Q) STUDENTS' PROGRESSION COMMITTEE:

- | | |
|--|-----------------|
| 1. Sri Biswajit Bhaumik, Assc. Professor, Dept. of Chemistry | Convener |
| 2. Sri Sujay Chakrabarti, Asst. Prof. in Commerce | Member |
| 3. Sri Biswajit Kar, SACT , Dept. of History | Member |
| 4. Smt. Babita Prasad, NSS, PO.II, SACT in Commerce | Member |
| 5. Dr. Soma Adhikari, SACT, Dept. of Physics | Member |
| 6. Sri Iswar Ch Barman, SACT, Dept. of Bengali | Member |
| 7. Ms. Piu Roy, SACT, Dept. of Education | Member |
| 8. Mr. Niloy Deb, SACT, Dept. of Env't. Studies | Member |
| 9. Sri Biswajit Purohit (H.C) | Member |

R) STUDENTS' SUPPORT SERVICE / PLACEMENT CELL:

- | | |
|--|-----------------|
| 1. Sri Sujay Chakrabarti, Asst. Professor, Dept. of Commerce | Convener |
| 2. NSS P.O-I, Sri Ranjit Kumar Barman- | Member |
| 3. NSS P.O-II, Smt. Babita Prasad, | Member |
| 4. Smt. Payel Dey Sen, SACT in Education | Member |
| 5. Sri Biswajaya Chanda, Alumni Assn. | Member |

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Surya Sen Mahavidyalaya

A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b) and NAAC Accredited

Dr. P.K.Mishra

M.A (Gold Medal), M.Phil, LL.B, Ph.D, M.A (PMIR)

Principal



Ph No: (0353) 2691488 / 489

P.O. Siliguri Town,

Surya Sen Colony, Block-B,

Siliguri.Dist. Jalpaiguri Pin – 734004

e-mail : suryasen@suryasencollege.org.in

principal@suryasencollege.org.in

www.suryasencollege.org.in

Mob: +91-9233463895

S) RESEARCH & DEVELOPMENT CELL:

- | | |
|--|-----------------|
| 1. Dr. Romyani Goswami- Assoc. Professor, Dept. of Physics | Convener |
| 2. Dr. Bhawna Rai, Asst. Professor, Dept. of History | Member |
| 3. Dr. Pompei Sarkar, Asst. Professor, Dept. of Geography | Member |

T) ECO-CLUB:

- | | |
|---|-----------------|
| 1. Sri Ranjit Kumar Barman, Asst. Professor, Dept. of Bengali | Convener |
| 2. Smt. Babita Prasad, SACT in Commerce | Member |
| 3. Ms. Pallobi Sarkar, SACT, Dept. of Chemistry | Member |
| 4. Ms. Rimpa Das, SACT, Dept. of Env't. Studies | Member |
| 5. Ms. Suroshree Mukherjee, SACT, Commerce | Member |

U. S.C / S.T. CELL: & MINORITY CELL

- | | |
|---|-----------------|
| 1. Sri Ranjit Kumar Barman, Asst. Professor, Dept. of Bengali | Convener |
| 2. Smt. Sima Barman - Asst. Professor, Dept. of Mathematics | Member |
| 3. Smt. Reema D. Sherpa - Asst. Professor, Dept. of Commerce | Member |
| 4. Sri Aminul Islam, SACT, Dept. of Chemistry | Member |
| 5. Sri Rajib Saha (Cashier) | Member |

V. BUILDING COMMITTEE:

- | | |
|--|-----------------|
| 1. Dr. Arnab Baul, Assoc. Professor, Dept. of English | Convener |
| 2. Dr. Suphal Biswas- Assoc. Professor, Dept. of Bengali | Member |
| 3. College Consultant Engineer | Member |
| 4. Bursar (Ex-officio) | Member |
| 5. Sri Biswajit Purohit (HC) | Member |

W. FINANCE COMMITTEE:

- | | |
|--|-----------------|
| 1. Bursar (Ex-officio) | Convener |
| 2. Dr. Aniruddha Palit- Assoc. Professor, Dept. of Mathematics | Member |
| 3. Ms. Manomita Sarkar, Asst. Professor, Dept. of Economics | Member |
| 4. Sri Ranadhish Chowdhury, G.B Representative | Member |

X. PURCHASE COMMITTEE:

- | | |
|--|-----------------|
| 1. Bursar (Ex-officio), | Convener |
| 2. Dr. Suphal Biswas, Assoc. Professor, Dept. of Bengali | Member |
| 3. Dr. Arnab Baul, Assoc. Professor, Dept. of English | Member |
| 4. Sri Nakul Ch. Sarkar (Accountant) | Member |

Y. LIFE SKILL & WELL BEING CELL:

- | | |
|---|-----------------|
| 1. NSS P.O –II | Convener |
| 2. NSS PO-I | Member |
| 3. Dr. Romyani Goswami , Assoc. Professor, Dept. of Physics | Member |
| 4. Smt. Piu Roy, SACT, Dept. of Education | Member |
| 5. Smt. Suroshree Mukherjee, SACT, Dept. of Commerce | Member |
| 6. Dr. Babita Das, SACT, Dept. of Pol.Sc | Member |

Surya Sen Mahavidyalaya

A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b) and NAAC Accredited

Dr. P.K.Mishra

M.A (Gold Medal), M.Phil, LL.B, Ph.D, M.A (PMIR)

Principal



Ph No: (0353) 2691488 / 489

P.O. Siliguri Town,

Surya Sen Colony, Block-B,

Siliguri.Dist. Jalpaiguri Pin – 734004

e-mail : suryasen@suryasencollege.org.in

principal@suryasencollege.org.in

www.suryasencollege.org.in

Mob: +91-9233463895

AA) LIBRARY COMMITTEE

1. Librarian (Ex-officio)	Convener
2. IQAC Coordinator (Ex-officio)	Member
3. Convener, Research & Development Cell (Ex-officio)	Member
4. Convener, Students' Support Service (Ex-officio)	Member
5. Dr. Bikash Ranjan Deb, Assoc. Prof, Dept. of Pol. Science	Member
6. Dr. Arnab Baul, Assoc. Prof, Dept. of English	Member
7. Dr. Suphal Biswas, Assoc. Professor, Dept of Bengali	Member
8. Shelly Chhetri- Students' Representative, 3 rd Sem	Member
9. Ishika Datta, Students' Representative, 5 th Sem	Member
10. Suraj Singha, Students' Representative, 5 th Sem	Member
11. Bursar (Ex-officio)	Member

AB) INTERNAL QUALITY ASSURANCE CELL:

1. Principal (Ex-officio)	Chairperson
2. Sri Sujay Chakrabarti, Asst. Professor, Dept. of Commerce	Member
3. Dr. Arnab Baul, Assoc. Professor, Dept. of English	Member
4. Dr. Romyani Goswami, Assoc Professor, Dept. of Physics	Member
5. Dr. Suphal Biswas, Assoc. Professor, Dept. of Bengali	Member
6. Dr. Aniruddha Palit, Assoc. Professor, Dept. of Mathematics	Member
7. Dr. Bhawna Rai, Asst. Professor, Dept. of History	Member
8. Dr. Ananya Guha Roy - University Nominee to G.B (Ex-officio)	Member
9. Sri Biswajit Purohit, (HC) , Admn. Staff	Member
10. Prof. (Dr) Ranjita Chakraborty, Professor , Dept of Pol.Sc, UNB (Local Society)	Member
11. Ms. Poushali Sarkar – 5th Sem. (English-H) Students' Rep	Member
12. Sri Biswajaya Chanda, Alumni Assn Rep.	Member
13. Sri Jayanta Moulik, Stakeholder	Member
14. Dr. Bablee Mandal, Assoc. Professor, Dept. of Chemistry	Co-ordinator

AC) Cultural Committee:

1. Ms. Sanchita Das, Dept. of Sociology	Convener
2. Sri Arkaprava Mitra , SACT, Dept. of Physics	Member
3. Ms. Sarmistha Deb, SACT, Dept. of Sociology	Member
4. Ms. Payel Dey Sen, SACT, Dept. of Education	Member
5. Ms. Atashi Ghosh Kundu, LDC	Member

AD) Literary Committee:

1. Dr. Sanchita Das, Dept. of English	Convener
2. Ms. Priyanka Chhetri, SACT, Dept. of Pol. Science	Member
3. Ms. Madhubanti Basu, SACT, Dept. of History	Member

Surya Sen Mahavidyalaya

A Multi-stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b) and NAAC Accredited

Dr. P.K.Mishra

M.A (Gold Medal), M.Phil, LL.B, Ph.D, M.A (PMIR)

Principal



Ph No: (0353) 2691488 / 489

P.O. Siliguri Town,

Surya Sen Colony, Block-B,

Siliguri.Dist. Jalpaiguri Pin – 734004

e-mail : suryasen@suryasencollege.org.in

principal@suryasencollege.org.in

www.suryasencollege.org.in

Mob: +91-9233463895

AE) Routine Committee:

1. Sri Arkaprava Mitra, SACT., Dept. of Physics
2. Sri Tanmaya Karmakar, SACT., Dept. of Commerce
3. Sri Subham Mukherjee, SACT., Dept. of Chemistry
4. Sri Rahul Paul, SACT., Dept. of Economics

Convener

Member

Member

Member

AF) Examination Committee :

1. Dr. Suphal Biswas, Assoc Prof. Dept. of Bengali
2. Dr. Phurba Tamang, Asst Prof. Dept. of Mathematics
3. Dr. Sanchita Das, SACT, Dept. of English
4. Sri Souvik Mitra, LDC
5. Sri Subrata Chakraborty, ICT I/c-I
6. Sri Amit Kumar, ICT I/c-II
7. Sri Biswanth Wadder, Gr.D
8. Sri Munna Dey, Gr.D

Convener

Member

Member

Member

Member

Member

Support Staff

Support Staff

AG) Canteen Committee:

1. Dr. Suphal Biswas, Assoc. Prof. Dept. of Bengali
2. Ms. Madhubanti Basu, SACT, Dept of History
3. Convener, Students' Support Service (Ex-officio)
4. Sri Biswajit Purohit, HC

Convener

Member

Member

Member

AH) Newsletter (Collegium) Editorial Board:

1. Smt. Sutapa Saha , Assoc. Prof. Dept. of English
2. Dr. Tamali Mustafi, Assoc. Prof. Dept. of History
3. Ms. Nimu Rai, Asst. Prof, Dept. of English
4. Ms. Sudhesana Mandal, SACT, Dept of Geography

Convener

Member

Member

Member

AI) Establishment Cell:

1. Dr. Suphal Biswas, Assoc. Professor, Dept. of Bengali
2. Sri Biswajit Purohit, H.C

In Charge

Asst. In Charge

AJ) Academic Committee is comprising of all the HoDs & DiCs ; Secretary, T.C (Ex-officio) and Coordinator, IQAC (Ex-officio) including Librarian.



Dr. P.K. Mishra
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

**b) Selected Pages from College
Prospectus for Admission under
NEP**

COURSE STRUCTURE

- a) Two semesters, with 40 credits, for exit option with a Certificate.
- b) Four semesters, with 82 credits, for exit option with a Diploma.
- c) Six semesters, with 124 credits, for exit option with a degree.
- d) Eight semesters, with 160 credits, culminating in a Degree in Honours.
- e) Eight semesters, with 160 credits, culminating in a Degree in Honours with Research.


Each Course will be of 2/3/4 credits (wherever applicable), and the marks distribution will be as follows:

- i. Major course (MAJ) - 75 marks each – 4 credits
- ii. Minor courses (MIN) - 75 marks each – 4 credits
- iii. Ability Enhancement Courses (AEC) - 50 marks each – 2 credits
- iv. Multidisciplinary Courses (MDC) - 75 marks each – 3 credits
- v. Value Added Courses (VAC) - 100 marks each – 4 credits
- vi. Skill Enhancement Courses (SEC) - 75 marks each – 3 credits
- vii. Internship/Apprenticeship (IARD) - 50 marks each – 2 credits
- viii. Research Project/Dissertation (I A R D) - 225 marks each (applicable only if the student chooses to pursue Honours with Research) – 12 credits

At the time of admission, a student will identify a Major Course in which he/she/ transgender will concentrate. Apart from the Major Course he/she/transgender will have to select two (2 – **A & B**) Minor courses. He/she/transgender will also have to select Multidisciplinary Courses (MDC) courses, Ability Enhancement Courses (AEC), Value Added Courses (VAC), and Skill Enhancement Courses (SEC) from the provided pool of choices.

Notes

- Students **exiting the programme after securing 40 credits will be awarded UG Certificate** in the relevant Discipline / Subject provided they **secure additional 4 credits in work based vocational courses** offered during summer vacation term or internship / Apprenticeship in addition to 6 credits from Skill Enhancement Courses earned during first and second semester.
- Students **exiting the programme after securing 82 credits will be awarded UG Diploma** in the relevant Discipline / Subject provided they **secure additional 4 credits in work based vocational courses** offered during summer/vacation term or internship / Apprenticeship.
- Modalities regarding the offering of vocational courses or internship / Apprenticeship to be finalized by the respective colleges and to be intimated to the University, in case of any exit.
- Students who want to undertake 3-year UG programme will be **awarded UG Degree** in the relevant Discipline / Subject upon **securing 124 credits**.
- Students will be **awarded UG Degree (Honours)** in the relevant Discipline / Subject provided they **secure 160 credits**.
- Students will be **awarded UG Degree (Honours) with Research** in the relevant Discipline / Subject provided they **secure 160 credits**.


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

OUTLINES OF 4-YEAR UNDERGRADUATE PROGRAM

a) Major Course (MAJ)

The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

b) Elective Courses

Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

- i. **Minor Course (MIN) (4 credits each):** Two Elective courses, to be chosen from a pool of subjects, (one each to be chosen from two pools of subjects, in case of BA course), with an intention to seek exposure beyond discipline/s of choice is called a Minor Course. The purpose of this category of these courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Major (Core).
- ii. **Multidisciplinary Courses (MDC) Course (3 credits each):** All UG students are required to undergo 3- introductory - level courses relating to any of the BROAD DISCIPLINES (as given in the pool) and whose difficulty level, should not be higher than the +2 level. Students are not allowed to choose or repeat courses already undergone at the Higher Secondary Level (12th) class in the proposed major and minor stream under this category.
- iii. **Skill Enhancement Courses (SEC) (3 credits each):** These courses (three in number) may be chosen from Major courses designed to provide value-based and/or skill-based knowledge and **should contain both theory and laboratory/hands on training/field work**. The prime purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. Apart from the above, a student will also have to undergo **Internship or Apprenticeship once in the fifth semester**.
- iv. **Ability Enhancement Courses (AEC) (2 credits each):** Two papers of each of the Ability Enhancement Courses (AEC) may be of two kinds, both pertaining to enhancement in ability in language subjects:
 - **1st Semester & 3rd Semester:** Compulsory English for BA Major, and one from MIL Bengali or MIL Hindi or MIL Nepali or MIL Sanskrit or MIL Urdu or Alternative English, for Other Majors.
 - **2nd Semester & 4th Semester:** One from MIL Bengali or MIL Hindi or MIL Nepali or MIL Sanskrit or MIL Urdu or Alternative English for BA Major and Compulsory English for Other Majors.
- v. **Value Added Courses (VAC) (4 credits each):** These courses include courses based on Environmental Education, Community engagement and service and Value based education:
 - **1st Semester:** Environmental Education for BA Major, and one from Digital Marketing or Understanding India for Other Majors.
 - **2nd Semester:** One from Digital Marketing or Understanding India for BA Major and Environmental Education for Other Majors.
- vi. **Vocational Courses (VOC) (OPTIONAL - 4 credits):** One course to be chosen from a pool of subjects, in case of **Certificate / Diploma Level Exit**, as stipulated by the respective College authorities.

c) **Practical/Tutorials (One each with every Major and Minor course)**

Practical means Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration. Tutorial means special instructions based on the Lectures.

d) **Detailed Course Structure for B.A./B.Com./BBA/B.Sc./BCA**

One Year Under Graduate Certificate (OYUGCERS)

Course Components	No. of Courses
Major Courses (MAJ)	2
Minor Courses (MIN)	2
Multidisciplinary Courses (MDC)	2
Skill Enhancement Courses (SEC)	2
Ability Enhancement Courses (AEC)	2
Value Added Courses (VAC)	2
Total	12

Two Year Under Graduate Diploma (TYUGDIPS)

Course Components	No. of Courses		
	1 st Year	2 nd Year	Total
Major Courses (MAJ)	2	6	8
Minor Courses (MIN)	2	2	4
Multidisciplinary Courses (MDC)	2	1	3
Ability Enhancement Courses (AEC)	2	2	4
Skill Enhancement Courses (SEC)	2	1	3
Value Added Courses (VAC)	2	0	2
Total	12	12	24

Three Year Under Graduate Degree (TYUGDEGS)

Course Components	No. of Courses			
	1 st Year	2 nd Year	3 rd Year	Total
Major Courses (MAJ)	2	6	8	16
Minor Courses (MIN)	2	2	2	6
Multidisciplinary Courses (MDC)	2	1	0	3
Ability Enhancement Courses (AEC)	2	2	0	4
Skill Enhancement Courses (SEC)	2	1	0	3
Value Added Courses (VAC)	2	0	0	2
Vacation Internship	0	0	1	1
Total	12	12	11	35

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Four Year Under Graduate Program with Honours (FYUGHONS)


Course Components	No. of Courses				
	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
Major Courses (MAJ)	2	6	8	7	23
Minor Courses (MIN)	2	2	2	2	8
Multidisciplinary Courses (MDC)	2	1	0	0	3
Ability Enhancement Courses (AEC)	2	2	0	0	4
Skill Enhancement Courses (SEC)	2	1	0	0	3
Value Added Courses (VAC)	2	0	0	0	2
Vacation Internship	0	0	1	0	1
Total	12	12	11	9	44

Four Year Under Graduate Program with Honours with Research (FYUGHWRS)

Course Components	No. of Courses				
	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
Major Courses (MAJ)	2	6	8	4	20
Minor Courses (MIN)	2	2	2	2	8
Multidisciplinary Courses (MDC)	2	1	0	0	3
Ability Enhancement Courses (AEC)	2	2	0	0	4
Skill Enhancement Courses (SEC)	2	1	0	0	3
Value Added Courses (VAC)	2	0	0	0	2
Vacation Internship	0	0	1	0	1
Research Project / Dissertation	0	0	0	1	1
Total	12	12	11	7	42

Credit Distribution Structure - Course Type Wise

Individual Course Type	Credit					
	Practical Based Course			Non-Lab Based Course		
	Theory	Practical	Total	Theory	Tutorial	Total
Major Courses (MAJ)	3	1	4	3	1	4
Minor Courses (MIN)	3	1	4	3	1	4
Multidisciplinary Courses (MDC)	3	0	3	3	0	3
Ability Enhancement Courses (AEC)	2	0	2	2	0	2
Skill Enhancement Courses (SEC)	2	1	3	2	1	3
Value Added Courses (VAC)	4	0	4	4	0	4
Vacation Internship	0	2	2	0	2	2
Research Project / Dissertation	12		12	12		12
Vocational Courses (VOC) [OPTIONAL - in case of Certificate / Diploma Level Exit]	4		4	4		4


DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

Credit Distribution Structure - Four Year Under Graduate Program with Honours (FYUGHONS)

Course Components	Credit Distribution				
	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
Major Courses (MAJ)	8	24	32	28	92
Minor Courses (MIN)	8	8	8	8	32
Multidisciplinary Courses (MDC)	6	3	0	0	9
Ability Enhancement Courses (AEC)	4	4	0	0	8
Skill Enhancement Courses (SEC)	6	3	0	0	9
Value Added Courses (VAC)	8	0	0	0	8
Vacation Internship	0	0	2	0	2
Total	40	42	42	36	160

Credit Distribution Structure - Four Year Under Graduate Program with Honours with Research (FYUGHWRS)

Course Components	Credit Distribution				
	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
Major Courses (MAJ)	8	24	32	16	80
Minor Courses (MIN)	8	8	8	8	32
Multidisciplinary Courses (MDC)	6	3	0	0	9
Ability Enhancement Courses (AEC)	4	4	0	0	8
Skill Enhancement Courses (SEC)	6	3	0	0	9
Value Added Courses (VAC)	8	0	0	0	8
Vacation Internship	0	0	2	0	2
Research Project / Dissertation	0	0	0	12	12
Total	40	42	42	36	160

Credit Distribution Structure – A comparison between Minimum Credit Requirements under NEP and Credit distribution according to NBU FYUGP REGULATIONS

Sl. No.	Course Category	Minimum Credit Distribution under NEP		Credit distribution in NBU FYUGP REGULATIONS		
		3-year	4-year	3-year	4-year (Honours)	4-year (Honours with Research)
1	Major (Core)	60	80	64	92	80
2	Minor	24	32	24	32	32
3	Multidisciplinary Courses (MDC)	09	09	09	09	09

4	Ability Enhancement Course (AEC)	08	08	08	08	08
5	Skill Enhancement Course (SEC)	09	09	09	09	09
6	Vacation Internship/Apprenticeship / Assignments/Seminar/Field Work	02-04	02-04	02	02	02
7	Value Added Course (VAC)	06-08	06-08	08	08	08
8	Research Project/Dissertation	-	12	-	-	12
TOTAL		120	160	124	160	160

CURRICULUM

The Courses will be recommended by the Undergraduate Board of Studies in each respective Subject from time to time in accordance with the rules of the University of North Bengal.

a) General guidelines

- i. A student pursuing a subject as a Major Course, will have to opt for SEC in the Major subject.
- ii. Two Minor Courses must be different from the Major Course.
- iii. Three Multidisciplinary Courses (MDC) Courses to be chosen from a pool of courses.
- iv. Practical/Tutorial: Every Major and Minor Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and vice-versa.
- v. A student will have to study two papers each from two Ability Enhancement Courses (AEC), and two papers of Value-Added Courses (VAC).
- vi. SEC, VAC, AEC, MDC, and Vocational – Respective UG-BOS will frame the syllabi.


b) Guidelines for Four Year Under Graduate Program with Honours with Research

Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation in the major discipline under the guidance of a faculty member of the University/College *in the eighth semester*. The research outcomes of their project work may be published in peer- reviewed journals or may be presented in conferences /seminars or may be patented.

The College offering a 4-year UG Degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory and/or other required facilities to carry out experimental research work, and at least two permanent faculty members who are recognized as Ph.D. supervisors.

ATTENDANCE:

No student will be allowed to take the end semester written Examination if the student concerned has not attended minimum of 75% of the classes held in the course concerned and also in other curricular components.


 DR. P.K. MISHRA
 Principal
 Surya Sen Mahavidyalaya
 Siliguri - 734004

**c) Sample Resolution (Full) of the
Meeting of Governing Body**

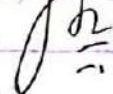
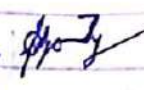


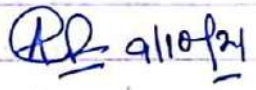
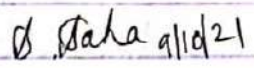

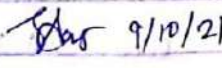
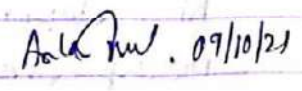
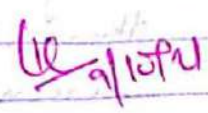
(3)

1st Meeting 5th Governing Body: Dt. 09/10/2021.

With reference to the notification No. 01 dt. 08/10/2021, the first meeting of 5th G.B. was held on 09/10/2021 (both in online and offline mode) at the Principal's Chamber to discuss the following agenda.

The following members were present and participated in the meeting (Online & Physical Presence)

Members Present:

- 1) Sri Jayanta Moulik - President - (Online) 
- 2) Smt. Renadhis Chowdhury (Partha) - Govt. Nominee - Member - 
- 3) Smt. Sumita Bose Maitra - Govt. Nominee - Member - 
- 4) Sri Anmol Roy - University Nominee - Member - 
- 5) Smt. Ananya Guha Roy - Univ. Nominee - Member -  9/10/21
- 6) Smt. Sutapa Laha - T.R. - Member -  9/10/21
- 7) Dr. Sushal Biswas - T.R. - Member - (Online) 
- 8) Dr. Santanu Das - T.R. - Member -  9/10/21
- 9) Sri Arka Paul - NTS Rep - Member -  09/10/21
- 10) Dr. P.K. Mishra - Principal - Secretary -  9/10/21

The Principal - Cum - Secretary, G.B. welcomed all the members to the meeting. He requested all the members to introduce themselves as this was the very first meeting of the 5th Governing Body. He requested the President, G.B. to preside over the meeting.

With the permission of the President, the meeting started as per the agenda circulated.

AGIENDA-1: CONSTITUTION OF 5TH GOVERNING BODY:

RESOLUTION: The Principal read out the Government Notification bearing No. 969-Edn (CS) / AC-118 / 2021 dt. 20th September 2021, issued by the Dy. Secretary, Department of Higher Education, Govt. of West Bengal and also Letter No. 332/R-2021 dt. 25th June 2021, issued by the Jt. Registrar, University of North Bengal. He also informed the members that election to the G.B for 3 representatives from Teachers and 1 representative from Non-Teaching Staff was held on 8th October and 7th October 2021 respectively. He requested the President for his address to the New G.B. Members. In his address, the President informed the members regarding the function and Contribution of the 4th Governing Body in which, initially, he was a Government Nominee and later on, after the sad demise of Late Krishna Ch. Paul, the President on 18th September 2019, he was elected as President w.e.f. 19th October 2019 to till date. He sought the Co-operation of every member for the development of the institution. After President's address, the Principal-in-Charge, briefly introduced different activities of the Mahavidyalaya to the members and also sought their Co-operation to carry on all the developmental activities. He also expressed his desire to maintain official secrecy of the Governing Body decisions. All the members present expressed their sincere gratitude and agreed to maintain the secrecy of the decisions to be taken in the meeting and will extend their full Co-operation for the development of the institution.

AGIENDA-2: DISCUSSION AND DECISION ON THE SIGNATORIES IN THE COLLEGE BANK ACCOUNTS:

RESOLUTION: The Principal informed the members that after the formation of the New Governing Body,

5

The specimen signatures in Bank Accounts are to be changed. As per rule, all the Bank Accounts are to be operated jointly as per the following.

- a) Principal (Primary Signatory)
- b) President of G.B. or in his absence any other member.

While the signature of the Principal is primary; with the President, another member signatory is required to operate the account - in case of President is not available for signature. Hence, the members present, unanimously decided that the signature of Smt. Susmita Bose Maitra, State Govt. Nominee - Member shall be forwarded to the bank for this purpose. The Principal is advised by the members present to forward the specimen signatures and all other documents of the following members to all the banks having college accounts for day to day transactions.

- a) Dr. Pronab Kumar Mishra (Principal)
- b) Sri Jayanta Moulik, President G.B. / or
Smt. Susmita Bose Maitra, State Govt. Nominee - Member (Ex-Officio)

AGENDA 3: APPROVAL OF JOINING LETTER OF MS. POMPI SARKAR, BEFORE COMPLETION OF HER MATERNITY LEAVE:

RESOLUTION: The Principal informed the members that the Maternity Leave of Ms. Pompi Sarkar, Asst. Professor in Geography, from 6th May 2021 to 2nd November 2021 (180 days) was approved by the 14th Governing Body meeting held on 26th March 2021, vide Agenda No. 10. But, before completion of her Maternity Leave, she has joined her duties on 8th October 2021 (Forenoon). The members present, unanimously approved & accepted her joining letter.

AGENDA - 4: APPROVAL OF RESIGNATION NOTICE OF SRI SAURAV BARMAN, ASST. PROF. (GUEST) :

RESOLUTION: The Principal informed the members that Sri Saurav Barman, Asst. Prof (Guest) in Computer Science (Self-financed Course), has submitted his resignation notice on 1st Oct. 21 to resign from his duties w.e.f. 1st Nov. 21. After a detailed discussion, the members present unanimously accepted his resignation notice.

AGENDA - 5: DISCUSSION AND DECISION ON ENGAGEMENT OF NEW GUEST FACULTY IN COMPUTER SCIENCE (SELF-FINANCED COURSE) :

RESOLUTION: The Principal informed the members that after the resignation of Sri Saurav Barman, one faculty in Computer Science is urgently required. In this regard, one application is received from Sri Satyajit Roy for the same. The Principal also placed his cv. and all documents for kind perusal of the members. After going through the c.v. and documents of Mr. Roy, it is unanimously approved by the members to engage Mr. Roy as a Guest Faculty in Computer Science as per the honorarium and other rules and regulations of the management. The Principal is advised to inform Sri Roy regarding this and also to join in the post after re-opening of the college after Pujan vacation.

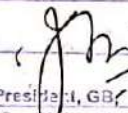
with the permission of the President, the following agenda was included for discussion.

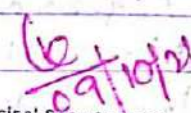
AGENDA - 6: DISCUSSION AND DECISION ON OPENING OF DAY CARE CENTRE :

RESOLUTION: The teachers' Representative Member

Smt. Smtapa Saha, placed a proposal to open a Day Care Centre at KEE College for the staff having a small baby. She also informed KEE members that staff are ready to pay KEE expenditure to be incurred to appoint any staff at KEE Day Care Centre. The College has to provide only infrastructure facilities to run the Centre. The members present, after considering the requirement of KEE Centre, unanimously approved the Proposal.

There was no further matter for discussion. Hence KEE meeting was over with the vote of thanks to all KEE members and the chair.


President, GB,
Surya Sen Mahavidyalaya
Siliguri - 4


Principal-Secretary, CB,
Surya Sen Mahavidyalaya
Siliguri - 4


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

d) Sample Resolution (Full) of the Meeting of IQAC

Surya Sen Mahavidyalaya

NAAC ACCREDITED

A Multi Stream Govt. Aided College & Recognised by
UGC u/s 2(f) & 1 2(b)

(Affiliated to University of North Bengal)

IQAC

(Internal Quality Assurance Cell)



ESTD. 1998

ISO9001:2015

Minutes and resolutions of the 39th IQAC Meeting held on 30.11.2023

The 39th meeting of the IQAC is held today: 30.11.2023 at 12 noon in the IQAC room in the presence of the following members to discuss the notified agenda.

Agenda:

1. Confirmation of the resolutions of the previous meeting held on 26.08.2023
2. Green Audit and Academic and Administrative Audit of 2022-23
3. Feedback Analysis
4. Progress of SSR Preparation for cycle 2
5. Verification of CAS proposals of faculties (if any)
6. Miscellaneous

Members Present:

1. Dr. Pranab Kumar Mishra, Principal, Chairperson
2. Dr. Arnab Baul, Associate Professor, Dept of English
3. Dr. Romyani Goswami, Associate Professor, Dept of Physics
4. Dr. Suphal Biswas, Associate Professor, Dept of Bengali
5. Dr. Aniruddha Palit, Associate Professor, Dept of Mathematics
6. Sri Sujay Chakrabarti, Assistant Professor, Dept of Commerce
7. Dr. Bhawna Rai, Assistant Professor, Dept of History
8. Dr. Ananya Guha Roy, G.B. Representative
9. Sri Biswajit Purohit, Head Clerk
10. Prof. (Dr.) Ranjita Chakraborty, Professor, Dept of Political Science and Director, IQAC, NBU
11. Sri Biswajay Chanda, Alumni Assn representative
12. Dr. Bablee Mandal, Associate Professor, Dept of Chemistry and Coordinator

MINUTES

At the outset, the Coordinator of the IQAC, welcomed all the members to the meeting. She then introduced Prof. (Dr.) Ranjita Chakraborty, Professor, Dept of Political Science and Director, IQAC, NBU to all the other members present. The members thereafter took part in the discussion concerning the various notified agenda and the following resolutions were taken.

Agenda 1:

Confirmation of the resolutions of the previous meeting held on 26.08.2023

Resolution:

All the resolutions adopted in the 38th meeting held on 26.08.2023 were unanimously confirmed.

Agenda 2:

Green Audit and Academic and Administrative Audit of 2022-23


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

Resolution:

The drafts of the Green and Energy Audit and Academic and Administrative Audit for the session 2022-23 were placed on the table for discussion. The members present approved both the reports. Prof. (Dr.) Ranjita Chakraborty suggested that in addition to the above audits the College can initiate the gender audit too. All the members approved of the suggestion and it was resolved that Women's Cell Coordinator can be given the responsibility for carrying out this audit and asked the Coordinator, IQAC to convey the decision.

Agenda 3:

Feedback Analysis

Resolution:

Feedback received from the various stakeholders of the institution namely Students, Teachers, Alumni and Management for the session 2022-23 were placed by the Coordinator in the meeting for analysis. The members present analyzed the feedback obtained from the various stakeholders, based on which the following suggestions are forwarded to the Principal for further action:

Suggestions based on Students' Feedback

- More syllabus oriented books in the library especially for Commerce - The Principal as well as Sri S.Chakraborty informed the house that the college library has already initiated phase wise purchase of books based on the revised syllabus.
- Ensuring water availability, cleanliness and hygiene for the toilets - The Principal informed that at present the toilets are regularly cleaned twice a day. The members present suggested cleaning the toilets at least thrice a day during the admission and examination period.
- Improving food quality of the canteen - The Principal informed that the Canteen Vendor has been replaced and specific instructions regarding the maintenance of food quality and hygiene as been given to the vendor
- Regular interactive sessions with the Principal - The Principal acquiesced to the suggestion and informed the house that he would renew regular his interactive sessions with the students
- Yoga classes, Basketball court, One foreign language class for every stream - The house requested the Principal to place the suggestion in the GB
- More courses like the language lab course - Dr. Baul informed the house that the Dept of English has contemplated starting a course on grooming where the students' communication skills, interview appearances etc. will be taken up. The members approved and requested the Principal to place the idea in GB to decide on the course fee, infrastructural facility etc.
- Improvement in the interaction of the office staff over the counter with the students - The members requested Sri Purohit to look into the matter and requested the Principal to place the matter before GB as it is a repeated suggestion every year from both students and alumni.
- Improvement in the quality of the uniform material - The house requested the Principal to place the suggestion in the GB
- Notification of class suspension / postponement well ahead of the scheduled class time - The members requested the Coordinator to issue instructions regarding the matter to the HoDs / DiCs of all the departments.
- Development of communication skill of some teachers - The coordinator informed the house that the TC has already been apprised of the matter with instruction of improvement.

Suggestions based on Teachers' Feedback

- New substantive posts need to be created and a small Museum room can be organised - The members requested the Principal to place the matter in GB

- The college authority should be strict on student's discipline and attendance - The members requested the Principal to look into the matter
- Financial assistance is highly required for conducting different programs in department like study tour - The members requested the Principal to place the matter in GB
- A consolidated and basic experimental research infrastructure as a seed for procuring research grant - The members requested the Principal to place the matter in GB

Suggestions based on Alumni Feedback

- An auditorium for the student - The Principal informed the house that initiative has already been taken
- Introduction of a more career oriented course - The Principal informed that the institution is already offering a few career-oriented courses. However the possibility of introducing more courses would be explored in the Academic committee
- Placement opportunities after graduation - The coordinator informed that the Placement Cell of the college is quite active organizing numerous placement related events and the Placement Cell Convenor is trying to organize campus interviews

Suggestions based on Management Feedback

- Faculty exchange program as well as student exchange program - The Principal informed the house that a few programs are carried out and departments have already been instructed to increase the number of such events
- Focus on student-centered learning and teaching methodologies - The Coordinator informed the house that the various departments are already implementing the following methodologies namely, Student-centric seminars, wall magazine publication, exhibition, Field / Industrial/ Museum visit, poster presentations etc. The house requested the Principal to kindly seek specific suggestions from the GB regarding more innovations
- Implement outcome-based education (OBE) and continuous quality improvement (CQI) processes - The members requested the Principal to kindly seek exemplary clarification regarding the suggestion
- Have a robust system of assessment and evaluation, encourage faculty development, Promote student engagement in extracurricular activities and community service - The Coordinator informed the house that all these systems are already in force in the institution as reflected in the various AQARs of the institution.
- Incorporate performing art as an add on subject - The house resolved that since performing arts is a field which suits the criteria of a workshop rather than add-on course, the college can think of organizing one workshop every year

Agenda 4:

Progress of SSR Preparation for cycle 2

Resolution:

The Coordinator informed the house that the process of data collection from different departments, cells, office etc. for the session 2022-23 is going on and by January 2024 the first draft of the SSR will be ready for review.

Agenda 5:

Verification of CAS proposals of faculties (if any)

Resolutions:

The Coordinator informed the house that no new proposal for promotion under CAS has been received by IQAC.

Agenda 6:

Miscellaneous

Resolutions:

1. Result Analysis of 2022-23

The result for the session 2022-23 was analyzed and the members expressed satisfaction at the CGPA of the topper of different departments. But they expressed serious concern regarding the pass percentage of the students of some departments. The principal informed the house that the different departments have been asked to analyze their departmental result in detail and adopt corrective measures to improve the result of the forthcoming semesters.

2. Report of the events of the final phase of 2022-23

The coordinator placed the report of the various events conducted by the different departments and cells in the final phase of the session 2022-23 summarized as follows:

Department / Cell	Proposed Plan / Suggestion	Plan Executed	Additional Initiatives
Chemistry	Weekly news reading on Developments in Material Science	News reading on 28.08.2023 on "New epoxy resin resists flame and reduces waste - recycling the non recyclable"	1.Observing the Anti-Ragging Day on 12th August 2023, the Department organized Orientation program on Anti-Ragging with the 1st semester Major and Minor Students. 2. Interactional meeting with all odd semester students on 25.08.2023 where the academic plan of the department was discussed in detail with them
Commerce	Student seminar	Student Seminar organized on 28.04.2023 and 29.04.2023	
English	Orientation of 1st-semester students	An orientation program was organized for the 1st sem Major students under the new NEP system on 08.08.2023	Anti-ragging awareness program titled "Ragging and its Consequences" was conducted on 12.08.2023
Environmental studies	Wall magazine	Wall magazine published on Wetland Day on 02.02.2023 by the semester I students	
Geography	1.Invited Talk 2. Student Seminar	1.Invited talk organized on "Recent Advancement in Geography" on 26.08.2023. 84 students participated 2.Students seminar for 2nd semester students has been organised on 11.05.2023. 62 students attended and 28 students presented.	
History	1.Faculty Exchange 2.Program Farewell program 3. Add-on	1.Faculty exchange program was organised on 05.06.2023 with dept of sociology and lecture was delivered on the topic "Origin of Caste system in India" 2.Various cultural programs and	


	Course	games were organised on the eve of farewell program on 11.06.2023 3. Add-on course organised from 06.05.2023 to 13.05.2023 on Heritage of India. 200 students completed the course	
Mathematics	1. Wall Magazine 2. Student Seminar	1. Published wall magazine "MathMinds" Vol I under the theme "Wonders in Number Theory" on 12.05.2023 2. Student seminar Presentation was conducted on 10.05.2023 and 12.05.2023 for 4th and 6th Semester students	
Physics	1. Invited Lecture 2. Student seminar 3. Orientation Program for newly admitted students regarding syllabus and course structure	1. Special lecture organized on 15.02.2023 on "Black Holes: Are they Real?" 107 students participated 2. Student seminar delivered by semester 6th students on 10.06.2023 on statistical mechanics 3. Orientation program of semester I students on FYUGP carried out on 31.08.2023	
Political science	Screening of Documentary	Dr. Shashi Tharoor's lecture 'Britain does owe Reparations' was screened for the 5 th Semester Students on 22.08.2023	
Sociology	1. Field work for the 6 th semester	1. Field work for the 6 th semester was organized from 06.04.2023 to 15.04.2023 in Surya sen Colony. 63 students participated	1. An outreach Program was organized by Department of Sociology at Shantiniketan from 17.03.23 to 20.03.2023. 44 students participated. 2. Memory making activity involving a photography competition was organized on 04.04.2023. 100 students participated.
Eco Club	World Environment day	World Environment Day, on the theme "Beat plastic pollution, Ecosystem Restoration" was observed on 05.06.2023 by Eco Club in collaboration with the Department of Environmental Studies, NSS Unit I & II. 156 students participated. Special lectures were delivered on the theme followed by tree plantation	
ICC		A Two-day Workshop on "Safeguarding Life, Mind And	

		Health” was organized in collaboration with Women’s Cell and NCC on 18.07.2023 and 19.07.2023	
Life-Skill and Well-being and Alumni association	Self defense course for Girl students	The 1st phase of the self-defense course for the session 2023-24 has been successfully completed	
NSS I	1.Independence day observed 2.Tree Plantation Programme in College Campus	1. Independence day observed with 36 children of the adopted village of Porajhar 2.20 plants planted in college campus on 29.08.2023 and 50 plants planted in Porajhar village on 31.05.2023	1.Dengue Awareness Rally Organized by NSS Unit I of Surya Sen Mahavidyalaya on 28.01.2019. 43 volunteers participated 2. 32 Volunteers took the “Panch Pran Pledge” on 14.08.2023 under the aegis of “Meri Matti Mera Desh” campaign
NSS II	1.Literacy Mission at Adopted village Jabravita 2. Tree plantation 3. Orientation of New Volunteers 4. Meri Mati Mera Desh plantation	1.Volunteers carried out the literacy mission throughout the year where 50 students attend regularly 2. 75 saplings were planted in Nilnolini Vidyamandir by the volunteers on 27.08.2023. Volunteers also undertook tree plantation in Siliguri correctional home on 14.07.2023. Plantation program was also carried out in NBU (06.07.2023), NJP Army 137 MC/MF DET Campus (07.07.23) 3. First group of volunteer’s orientation was done on 25.08.2023 4. Observed Meri Maati Mera Desh by planting 75 saplings of 41 varieties, took Panch Pran pledge, and felicitated a defense personal	1. Volunteers celebrated Raksha Bandhan with BSF on 30.08.2023 2. Organized various sports events in college campus on the eve of National Sports Day on 29.08.2023 3. Blood donation camp organized on 05.08.2023 and 28.08.2023 4. Volunteers helped in immunization center and spread awareness on 24.08.2023 5. Observed Independence Day with wall painting 6. Motivated 75 people to pledge to donate their body after their death on Ang-Dan Mahotsav on 03.08.2023 7. A few volunteers helped farmers in agricultural activities on 18.07.2023 and 19.07.2023 8. Volunteers were felicitated by Dabgam 9 Forest Division on the occasion of Van Mahotsav on 18.07.2023. 9. Celebrated paper bag day on 12.07.2023 by distributing paper bags to vendors 10. Street Play performed on 26.06.2023 on the occasion of International Day against Drug Abuse 11. Performed Yoga on International Yoga Day on 21.06.2023 12. One Volunteer participated in National Integration Camp at Kaziranga from 09.06.23 to 15.06.23

DR. P.K. MISHRA

Principal

Surya Sen Mahavidyalaya
Siliguri - 734004

			<p>13. Distributed 350 glasses of mango juice to public on 07.06.2023 to beat the unbearable heat</p> <p>14. Two volunteers and PO were invited to five days Leadership Training Camp at Harijan Sevak Sangh New Delhi from 18th to 22nd May 2023.</p> <p>15. 13 Volunteers participated in National Integration Youth Camp in Arunachal Pradesh from 28.04.23 to 03.05.23</p> <p>16. Two volunteers received the NSS State Award 2021-22 on 28.04.23</p> <p>16. Health Check Up camp organized on 07.04.2023 on the occasion of World Health Day</p>
NCC			<p>1. Cadets volunteered Service to the Marathon Rally organized by PashimBanga Vigyan Mancha (Darjeeling District Committee) on 04.06.2023</p> <p>2. 160 cadets participated in an interactive session with the cadets of the college with Brig Jaydeep Yadav, Group Commander, Darjeeling & Sikkim Group on 24.04.2023</p>
Student Support and Placement Cell	Career Counseling	<ul style="list-style-type: none"> • Career counseling seminar on George Telegraph Institute on 21.08.2023 to crack jobs in Govt. and Non-Govt sectors • Career counseling seminar organized by Careerograph on 23.08.2023 to crack jobs in pharmaceutical field • Career counseling seminar organized by NIIT on 23.08.2023 to crack jobs in banking sector 	<p style="text-align: right;">  DR. P.K. MISHRA Principal Surya Sen Mahavidyalaya Siliguri - 734004 </p>

The members expressed their satisfaction in the nature of academic and extra-curricular events organized by the institution.

3. Departmental Feedback, Analysis and action taken

It was resolved that each department should start taking feedback from all of their students, analyze and take action accordingly every semester beginning with the current odd semester of 2023-24.

4. A Faculty Development Program entitled “Lifetime Money Monitoring Policy” was successfully organized from 23.05.2023 to 27.05.2023 whose objective was to make the teachers aware of management of their wealth in a smart and secure way and counsel the students whenever required. 63 teachers participated giving an overwhelming feedback for another elaborate program on “Finance Management”.

5. The coordinator informed the house that 6 faculties of the institution are acting as Ph.D.

supervisors with 9 registered scholars (under University of North Bengal) and 9 unregistered scholars working under them as follows:

Dr. P. K. Mishra (Principal, Sociology) - 3 registered

Dr. B. R. Deb (Associate Professor in Political Science) - 2 registered and 1 unregistered

Dr. A. Baul (Associate Professor in English) - 5 unregistered

Dr. S. Biswas (Associate Professor in Bengali) - 1 registered and 3 unregistered

Dr. B. Rai (Assistant Professor in History) - 2 registered

Dr. A. Karmakar (Assistant Professor in Physics) - 1 registered

The house expressed deep appreciation for the scholars for embarking on their PhD projects and wished best of luck to the supervisors for a meaningful academic engagement in the coming years.

6. Proposal for organizing a camp for the recruitment of LIC agents

The Principal placed a proposal from LIC for a recruitment drive for prospective LIC agents. The house, after going through the detailed proposal, has approved the same request of the Placement Cell Convenor, Sri S Chakrabarti to take steps for materializing the proposal.

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.



Chairperson
IQAC



Coordinator
IQAC

ESTD. 1998
ISO 9001:2015



DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

**e) Sample Resolution (Full) of the
Meeting of Academic Committee**

Academic Committee Meeting Dt. 28/03/23

With reference to the notice dt. 25/03/23, the Academic Committee meeting was held on 28/03/23 to discuss the implementation of NEP / New Curriculum Framework as draft course structure sent by NBO for discussion and sending suggestion there on.

The following members were present.

- ① Dr. P.K. Mishra - Principal - 10/28/03/23
- ② Dept. of Bengali - 28/03
- ③ Dept. of Economics - 28/03/23
- ④ Dept. of Education - 28/03/23
- ⑤ Dept. of English - 28/03/23
- ⑥ Dept. of Chemistry - 28/03/23
- ⑦ Dept. of Commerce - Babita Prasad 28/3/23
- ⑧ Dept. of Computer Science - 28/03/23
- ⑨ Dept. of Hindi -
- ⑩ Dept. of History - Pameli Mishra 28/3/23
- ⑪ Dept. of Geography - Banerji 28/03/2023
- ⑫ Dept. of Pol. Science - Tithankar Chakraborty 28/03/23
- ⑬ Dept. of Mathematics - Gannu 28.03.23
- ⑭ Dept. of Sociology -

(15) Dept. of physics - 28/03/2023

(16) Dept. of Envs - 27/03/23

(17) Co-ordinator. IOAE - 27/03/23

(18) Librarian - NA.

(19) Department of.

The Principal read out the minutes of the last meeting held on 21/03/23 and all the minutes are confirmed.

=> The Principal started the meeting with individual members feedback on the new curriculum framework (NEP) circulated by NBU and duly circulated to all the faculty members on 25/03/2023. After a detailed discussion, the following consolidated suggestions are made.

- ① The members expressed their concern regarding the increased credit stipulated by the University. Due to paucity of faculty members, it will not be possible to take such a number of classes by the faculty members. Hence it is decided to request the NBU authority to keep the minimum credit as stipulated by NEP guideline.
- ② In second semester, the number of VACs are limited. Hence, the no. of VAC should be increased taking into consideration of all the streams and should be flexible in nature.
- ③ It is suggested that as the students are not allowed to opt for their subjects in HS Examination, New optional subjects may be opened in colleges with creation & recruitment of faculty members for the students opting for inter-disciplinary & multi-disciplinary U.G. Programmes.


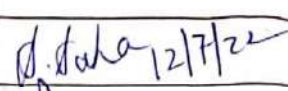

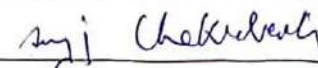

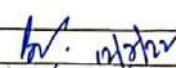
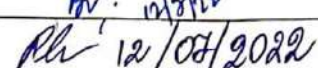

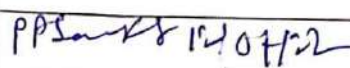
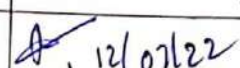
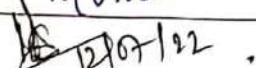
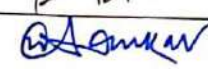

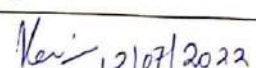
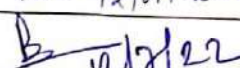

- ① It is very much difficult to send students for summer internship / apprenticeship training for 30 days after 2nd & 6th Semester, due to lack of sufficient industries / organization in the neighboring areas.
- ⑤ Due to paucity of faculty members, it will be difficult to conduct GE / Minor Papers in all the 6 Semesters. ~~Alternative options may kindly be thought.~~ Alternative options may kindly be thought.
- ⑥ It is also suggested that more optional subjects should be permitted to run by the Colleges particularly for science students.
- ⑦ It is also noted that students passing in H.S. (Commerce) and want to study Commerce in interdisciplinary / multidisciplinary U.G. Programme, the subject combinations available for them, as they are not allowed to take the same subjects in U.G. level.
- ⑧ Though in NEP, subject restrictions are only applicable in Intra-disciplinary / Multidisciplinary U.G. programmes, in NBU course structure, it is evident that they are not allowed to opt in Minor / GE 2 AEC Category.
- ⑨ Combination of subjects / basket of subjects are required ~~in order to~~ be framed in order to smooth functioning of the classes.

There were no other issues for discussion. Hence, the meeting was over with vote of thanks to all the members and the chair.

IC
25/03/23

**f) Sample Resolution (Full) of the
Meeting of Teachers' Council**

Meeting of the Teachers
Date: 12-07-2022 at 2PM

Surya Sen Mahavidyalaya, Siliguri.		
Members of the Teachers' Council, Session : 2021-22.		
Date :		
Serial Nos.	Names of the Faculties	Signatures
1.	Dr. Pranab Kumar Mishra	
2.	Shri Mukul Kanti Ghosh	
3.	Dr. Bikash Ranjan Deb	
4.	Smt Sutapa Saha	
5.	Shri Biswajit Bhaumick	
6.	Shri Sujay Chakrabarti	
7.	Dr Arnab Baul	
8.	Dr Suphal Biswas	
9.	Dr Bablee Mandal	
10.	Dr Romyani Goswami	
11.	Dr Arindam Karmakar	
12.	Shri Krishna Prasad Barman	
13.	Smt Prajna Paramita Sarker	
14.	Smt Reema Doma Sherpa	
15.	Smt Manomita Sarkar	
16.	Shri Prabhat Chandra Sarkar	
17.	Dr Tirthankar Chakraborty	
18.	Smt Nimu Rai	
19.	Shri Ranjit Kumar Barman	
20.	Dr Dipak Saha	


PRINCIPAL
SURYA SEN MAHAVIDYALAYA
SILIGURIA

Meeting of the Teachers
Date: 12-07-2022 at 2 PM

21	Dr Aniruddha Palit	Aniruddha Palit 12/7/22
22	Smt Sima Barman	Sima Barman. 12/7/22
23	Shri Phurba Tamang	
24	Smt Pompei Sarkar	Pompi Sarkar 12/7/22
25	Dr Tamali Mustafi	Tamali Mustafi 12/7/22
26	Dr Bhawna Rai	Bhawna Rai 12/7/22
27	Smt Sanchita Das	Sanchita Das
28	Dr Babita Das	Babita Das
29	Smt Suroshree Mukherjee	Suroshree Mukherjee
30	Shri Arkoprava Mitra	Ar 12.7.22
31	Smt Madhubanti Basu	Madhubanti Basu 12/7/22
32	Dr Sanchita Das	Sanchita Das 12.7.22
33	Smt Arpita Roy	Arpita Roy 12/7/22
34	Shri Tanmoy Karmakar	Tanmoy Karmakar 12/7/22
35	Ms Sulekha Das	Sulekha Das. 12.7.22
36	Shri Subham Mukherjee	Subham 12.7.22
37	Smt Rimpa Das	Rimpa 12.07.22
38	Shri Niloy Deb	Niloy Deb 12.07.22
39	Smt Sharmistha Biswas	S. Biswas. 12.07.22
40	Shri Rahul Paul	Rahul Paul
41	Shri Manik Maitro	Manik Maitro 12/7/22
42	Shri Ishwar Chandra Barman	Ishwar Chandra Barman 12/7/22
43	Shri Ishwar Chandra Darnal	Ishwar Chandra Darnal 12/7/22
44	Smt Puja Mahajan	

10
12/7/22

PRINCIPAL
SURYA SEN MAHAVIDYALAYA
SILIGURI-4

Meeting of the Teachers
Date: 12-07-2022 at 2 PM

45	Ms Priyanka Chhetri	Priyanka Chhetri 12/7/22.
46	Smt Sanchita Ghosh	
47	Ms Pallabi Sarkar	
48	Smt Lisa Sarkar	L.S. 12.7.22
49	Ms Sruti Sengupta	Sruti 12.7.22
50	Smt Piyali Chanda	Pias. 12.7.22
51	Ms Mitali Das	Mitali 12/7/22
52	Shri Yogesh Kumar Agarwal	Yogesh 12.7.22
53	Shri Satyaki Sarkar	S. 12-7-22
54	Shri Deepak Sahani	
55	Shri B. Akash Rao	B Akash Rao 12/07/22
56	Dr Santanu Das	Santanu Das 12.7.22
57	Smt Bhaswati Bhattacharjee	B. B. 12/7/22
58	Ms Sudeshna Mandal	Sudeshna 12.07.22
59	Smt Payel Dey Sen	Payel 12.7.22
60	Ms Piu Roy	P. Roy 12.7.22
61	Dr Soma Adhikari	Soma Adhikari 12.7.22
62	Smt Ishita Saha	Ishita Saha 12.7.22
63	Smt Babita Prasad	B. Prasad
64	Shri Aminul Islam	Aminul Islam 12.07.22
65	Shri Biswajit Kar	B. Kar 12.7.22

Principal
12/7/22
PRINCIPAL
SURYA SEN MAHAVIDYALAYA
SILIGURI-4

12-07-2022

Resolutions: - The Principal took the stock of the current academic situations taking into account of requirement to behave in this post covid period.

The subscription of the Teachers' Council has been enhanced to Rs 50/month in place of Rs 30/month with effect from July, 2022. The arrears may be collected at due point of time.

Dr. P.K. Mishra
12.7.2022.


DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

g) Sanction Letter for PG Courses

Dr. Debasis Dutta

Inspector of Colleges (Officiating)



+91-0353-2776372

icnbu@nbu.ac.in

সম্মান্বে মন্ত্র: বঙ্গবন্ধু: সম্মান্বে

P.O. NORTH BENGAL UNIVERSITY, RAJA RAMMOHUNPUR, DT. DARJEELING, WEST BENGAL, INDIA, PIN-734013

Ref. No: 33/Int/Insp-24

Dated: 09.02.2024

To
The Principal,
Surya Sen Mahavidyalaya

Dear Sir,

This is to inform you that the Hon'ble Vice-Chancellor has approved the introduction of M.A. in Bengali in self-financing mode with an intake of 30 students at your College from the Academic Session 2024-2025 as recommended by the Inspection Team which had visited your college on 08/02/2024 subject to fulfilment of following conditions.

1. Recruitment of two additional guest faculty members to enhance the teaching-learning process.
2. Hiring of visiting faculties as and when required.
3. Alignment of class schedules for U.G. and P.G. in Bengali courses.

It may further be advised that the College may plan organizing separate sessions, either in the morning or evening, for M.A. in Bengali students if feasible and beneficial based on the available infrastructure.

Thanking you,

Yours faithfully

M 09/02/2024
Inspector of Colleges (Officiating)

be
DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004

UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE B++

Dr. Debasis Dutta
Inspector of Colleges (Officiating)



+91- 0353 - 2776 372
icnbu@nbu.ac.in

समृद्धिः अल्पैः यत्नैः सम्भवाती

P.O. NORTH BENGAL UNIVERSITY, RAJA RAMMOHUNPUR, DT. DARJEELING, WEST BENGAL, INDIA, PIN-734013

Ref. No: 3Ant/Insp-24

Dated: 09.02.2024

To
The Principal,
Surya Sen Mahavidyalaya

Dear Sir,

This is to inform you that the Hon'ble Vice-Chancellor has approved the introduction of M.A. in English in self-financing mode with an intake of 30 students at your College from the Academic Session 2024-2025 as recommended by the Inspection Team which had visited your college on 24/01/2024 subject to fulfilment of following conditions.

1. Recruitment of two additional guest faculty members to enhance the teaching-learning process.
2. Hiring of visiting faculties as and when required.
3. Alignment of class schedules for U.G. and P.G. in English courses.

It may further be advised that the College may plan organizing separate sessions, either in the morning or evening, for M.A. in English students if feasible and beneficial based on the available infrastructure.

Thanking you,

Yours faithfully

DM 09/02/2024
Inspector of Colleges (Officiating)

be

DR. P.K. MISHRA
Principal
Surya Sen Mahavidyalaya
Siliguri - 734004