

**ACADEMIC & ADMINISTRATIVE AUDIT-REPORT FOR THE SESSION 2018-2019**

**Part-I**

**Name of the College: Surya Sen Mahavidyalaya, Siliguri**

**Audit Team Members :**

1. Prof. (Dr.) PRANAB GHOSH, Prof. & Head, Dept. of Chemistry, University of North Bengal

2. Dr. LAXMIKANTA PADHI, Head and Associate Professor in Philosophy, University of North Bengal

Date of Audit: 26<sup>th</sup> November, 2019

College Timings:	Observation	Remarks / Suggestions
9 A.M to 5 P.M	The numbers of students are much more higher than the infrastructure available in the College. However, the Govt. of West Bengal through North Bengal Development Department has approved Rs.3.86 Crores for construction of new Academic Block.	The College authority may introduce morning and day shift classes to cater the demands of the students in this region and more improvement of the present infrastructure. They are also advised to plan for establishment of 2 <sup>nd</sup> Campus.

**I. Curricular Aspects**

Sl No.	Courses offered			Students' Strength					Observation	Remarks
	Course	Year	Category	2014-15	2015-16	2016-17	2017-18	2018-19		
a)	BA	Part I	Hons.	298	285	355	348	390	<b>VERIFIED AND AUTHENTICATED</b>	<b>VERIFIED AND AUTHENTICATED</b>
b)	BA	Part II	Hons.	238	217	160	335	323		
c)	BA	Part III	Hons.	234	223	196	98	222		
d)	B.Com	Part I	Hons.	112	121	109	121	167		
e)	B.Com	Part II	Hons.	124	66	92	90	42		
f)	B.Com	Part III	Hons.	52	109	45	93	49		
g)	B.Sc	Part I	Hons.	49	47	45	52	78		
h)	B.Sc	Part II	Hons.	22	22	31	21	28		
i)	B.Sc	Part III	Hons.	22	20	21	18	15		
j)	BA	Part I	Gen	1692	1555	1912	1549	1500		
k)	BA	Part II	Gen	810	925	785	1082	845		
l)	BA	Part III	Gen	492	581	722	315	536		
m)	B.Com	Part I	Gen	505	396	288	212	407		
n)	B.Com	Part II	Gen	209	193	126	171	56		
o)	B.Com	Part III	Gen	182	143	181	66	76		
p)	B.Sc	Part I	Gen	74	41	30	29	64		
q)	B.Sc	Part II	Gen	31	31	26	11	6		
r)	B.Sc	Part III	Gen	14	25	33	18	10		
2.	<b>Add-on/Certificate Courses:</b> 1. COP in Computer Application 2. COP in Travel, Tourism and Management							From July 2018		

3.	Annual Curricular Plan	Yes	TED
4.	Attendance	Yes	
5.	Coverage of Syllabus	Yes	
<b>II. Teaching &amp; Learning</b>			
1.	Teaching Diary and Teaching Notes 1. No of Teaching staff including contract/Guest/PTL: 2. No Teachers submitted: 3. No Teachers Not submitted with details:	62 62 NIL	
2.	Conduct of Classes	<ul style="list-style-type: none"> <li>• Class room teaching</li> <li>• Audio Visual Teaching/ Power point</li> <li>• Unit test</li> </ul>	
3.	Use of supplementary teaching tools and application of ICT	Yes	
4.	Student Centric Activities	<ul style="list-style-type: none"> <li>• Debates and discussion\,</li> <li>• Student's presentation,</li> <li>• Drama competition</li> <li>• Dance and Musical performance</li> <li>• Youth Parliament competition</li> <li>• Publication in student's magazine</li> <li>• Departmental wall magazine</li> <li>• Poster presentation</li> <li>• Games and sports</li> </ul>	VERIFIED AND AUTHENTICATED
5.	Student seminars	Yes	
6.	Remedial Coaching	Yes	
7.	Student Assignment	Yes	
8.	Student Feedback (Analysis done or not)	Yes	Available from Academic Session 2016- 2017
<b>III. Evaluation &amp; Results</b>			
1.	Conduct of Internal Examinations	Yes	
2.	Maintenance of Marks Register/File	Yes	

3.	Result of University Examination (Last Exam)					
	<b>Analysis of University Results (Percentage of passed students)</b>					
	<b>Course</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>		
1	Bengali (Hons)	84	100	86		<b>VERIFIED AND AUTHENTICATED</b>
2	Chemistry (Hons)	100	100	100		
3	Economics (Hons)	0	0	100		
4	English (Hons)	77	100	100		
5	Geography (Hons)	100	100	100		
6	History (Hons)	97	100	83		
7	Mathematics (Hons)	86	75	53		
8	Physics (Hons)				Hons. started in 2017-18	
9	Political Science (Hons)	84	100	84		
10	Sociology (Hons)	97	100	90		
11	Chemistry (Hons)	100	100	100		
12	Commerce (Hons)	87	93	62		
13	B.A ( General)	52	43	54		
14	B.Sc ( General)	85	70	58		
15	B.Com ( General)	90	82	73		
<b>IV. Learning Resources</b>						
1.	Library				Yes	<b>VERIFIED AND AUTHENTICATED</b>
2.	Laboratories				Yes	
3.	e-Class Rooms				Yes	
4.	Computer & Internet				Yes	
<b>V. Physical Activities</b>						
<b>VI. Basic Facilities</b>						
1.	Sanitation				Yes	
2.	Drinking Water Facilities				Yes	

#### AUDIT QUESTIONS- Part-II

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

## DEFINING INTENDED LEARNING OUTCOMES

### Base decisions on facts

Do you seek external input in the formulation of the learning outcomes?
YES.
If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?
Learning outcome is properly approved by IQAC and the Governing Body of the College.
Are data from such surveys analyzed so that you can establish a <i>priori</i> case? Explain
YES
What have you learnt from former students and employers?
The College should motivate students and parents to take admission in carrier oriented programmes like Compute Application and Travel & Tourism Management courses and placement cell for better placement of students.
How do you ensure that there is convergence or agreement on the essential elements of the curriculum?
By facilitating the demands of the faculties and the students in consultation with the affiliated University.

## DESIGN TEACHING AND LEARNING PROCESSES

How are your courses managed?
The courses are managed as per students' need, their placement, their values development and University guidelines.
Is there an appropriate and up-to-date teaching and learning strategy in the Department?
YES. Faculty Appraisal Diary is maintained by the individual faculty, countersigned by HoD / DiCs and HoI.
How are teaching and learning organized for students?
By student counseling and other educational practices as set forth by UGC and state government.
What pedagogical approaches are used?
As set forth by UGC , state Government and the Affiliating University from time to time
What strategies are used to stimulate student participation in the classroom and enhance student learning?
Student counseling is a regular process in the college which stimulates students' participation. Department also conducts mentor-mentee activities regularly for this.
What resources are used in teaching and learning?
Books and journals, materials received from refresher courses and academic conferences attended by the faculty members.
How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?
Feedback from different stakeholders like Students' , Parents, Alumni and Faculties' feedback report as conducted by IQAC of the College provides the detail as asked from time to time.
How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?

- Some of the faculty members are involved with research projects funded by UGC and other agencies which help the faculties to conduct the classroom teaching in a effective way.
- The management of the college has approved macro research grant to the faculties with an annual budget of Rs. One Lakh. But, it is not released till date. The Hol is suggested to carry out and implement the project immediately.

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

YES

### Part-III (Financial Report)

#### 1. Fund Received from:

Funds Category	2014-15	2015-16	2016-17	2017-18	2018-19
UGC	1144047	0	0	00	00
State Government	19293154	18503192	19806088	31015485.00	44977190.00
Others (Including Opening Balance)	39350547.95	48881189.26	48980820.83	52355068.94	35681959.77
<b>Total</b>	<b>59787748.95</b>	<b>67384381.26</b>	<b>68786908.83</b>	<b>83370553.94</b>	<b>80659149.77</b>

#### 2. Income

Income Source	2014-15	2015-16	2016-17	2017-18	2018-19
Income from Students	11408143	15308176	12241228	17552073.10	16884310.85
Income from others	48379605.95	52076205.26	56545680.83	65818480.84	63774838.92
<b>Total</b>	<b>59787748.95</b>	<b>67384381.26</b>	<b>68786908.83</b>	<b>83370553.94</b>	<b>80659149.77</b>


#### 3. Fund Utilization

Fund Utilized	2014-15	2015-16	2016-17	2017-18	2018-19
Building Construction	586648	617002	2914163	5636398.00	4873791.00
Play Ground	0	0	0	562614.00	97762.00
Student Welfare	30000	78695	222000	324257.00	204970.00
Faculty Development	0	126500	0	0	00
Others (Including closing balance)	59171100.95	66562184.26	65650745.83	76847284.94	75482626.77
<b>Total</b>	<b>59787748.95</b>	<b>67384381.26</b>	<b>68786908.83</b>	<b>83370553.94</b>	<b>80659149.77</b>

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

#### Signature of the Academic Advisors

1.  Professor  
Department of Chemistry  
University of North Bengal  
Darjeeling - 734013, India

2.   
26/11/2019

**Dr. LAXMIKANTA PADHI**  
**HEAD & ASSOCIATE PROFESSOR**  
**DEPARTMENT OF PHILOSOPHY**  
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