



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	<b>KURSEONG COLLEGE</b>
Name of the head of the Institution	<b>SAMIR BAL</b>
Designation	<b>Principal</b>
Does the Institution function from own campus	<b>Yes</b>
Phone no/Alternate Phone no.	<b>03542344243</b>
Mobile no.	<b>9434462377</b>
Registered Email	<b>courseongcollege@yahoo.in</b>
Alternate Email	<b>courseongcollegeiqac@gmail.com</b>
Address	<b>Dowhill Road</b>
City/Town	<b>Kurseong</b>
State/UT	<b>West Bengal</b>
Pincode	<b>734203</b>

#### 2. Institutional Status

Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Semi-urban</b>
Financial Status	<b>Self financed and grant-in-aid</b>
Name of the IQAC co-ordinator/Director	<b>Upendra Adhikari</b>
Phone no/Alternate Phone no.	<b>+919531745945</b>
Mobile no.	<b>8918562734</b>
Registered Email	<b>adhikari1upendra@gmail.com</b>

Alternate Email

kurseongcollegeiqac@gmail.com

**3. Website Address**

Web-link of the AQAR: (Previous Academic Year)

<http://iqac.kurseongcollege.net/wp-content/uploads/AQAR-2017-18.pdf>**4. Whether Academic Calendar prepared during the year**

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :<http://www.kurseongcollege.net/wp-content/uploads/Academic-Calendar-2018-19.pdf>**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.03	2009	31-Dec-2009	30-Dec-2014

**6. Date of Establishment of IQAC**

01-Aug-2011

**7. Internal Quality Assurance System****Quality initiatives by IQAC during the year for promoting quality culture**

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
use of ICT	10-Dec-2018 1	20
Preparation for NAAC	15-Mar-2019 1	60

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

seminar on science popularisation mong hill students Students orientation programme on different aspects of life at kurseong college.

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

Plan of Action	Achivements/Outcomes
Seminar on Science Popularisation	Developed the need and importance of science in the young minds of the hills where science always had taken a backseat in academics.
Foundation Day celebration	Developed the habit of respecting the institution, cultural values etc.
Orientation Programme of the students	Familiarise the students with the college atmosphere for the optimum utilisation of the resources.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	05-Apr-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

06-Jun-2020

17. Does the Institution have Management Information System ?

No

Part B

### CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

Kurseong College is affiliated to University of North Bengal, Darjeeling, and it follows the University prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well-planned and documentation process are as follows:-The Semester Academic Calendar is prepared according to the University Calendar prior to the commencement of the year/semester by IQAC, specifying available dates for significant activities to ensure proper teaching - learning process and continuous evaluation and it is displayed in the Students`, teachers` notice board and college website. Meeting is held in each department at the end of the year/semester to discuss about the course distribution for the next academic session. Based on the expertise of individual Professor, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught. Students are provided with the syllabus of each subject for the academic session. Teachers have practice of maintaining a personal diary for effective academic planning, implementation and review of the curriculum. Time-Table is prepared prior to the commencement of the academic year by the respective department for theory and practical classes and are notified properly through different notice boards located at different places and College website. ICT are used to make the teaching-learning process more interesting and to make the student learn and act positively in the very class room through interactive session and participative learning and problem-solving method. Seminars, workshops, special lectures, group discussions, tutorials, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips for effective delivery of curriculum, which are done in a planned manner supplement classroom teaching. Records are maintained by each department and information are provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing NLIST site that offers eighty thousand plus e-Books and more than three thousand five hundred e- Journals in full text form. In addition to the general library, departmental libraries have been set up in some departments in order to facilitate quick referencing by the students. All Internal Examinations/assessment are conducted continuously to keep the students up to date with the objectives and proceedings of the classroom. The academic calendar is followed in conducting the assessments. Tutorial classes are held regularly to redress the deficiency of the students. Deficient students are directed to the remedial or special classes. Group discussions are encouraged in solving university and other model questions to instil confidence in the students. Regular attendance and mark lists of the students of the respective departments are maintained. The faculty members attend Orientation/Refresher courses, workshops and present papers in seminars and conferences conducted by the affiliating and other universities or colleges for facilitating collaborative environment and remaining up to date on current research areas which in turn helps in effective discharge of a teacher`s duty to the students. IQAC ensures proper documentation of the teachers` attending these types of programmes.

## 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
NIL	NIL	Nil	00	NIL	NIL

## 1.2 – Academic Flexibility

## 1.2.1 – New programmes/courses introduced during the academic year

<b>Programme/Course</b>	<b>Programme Specialization</b>	<b>Dates of Introduction</b>
<b>MA</b>	<b>Nepali</b>	<b>18/07/2018</b>

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

<b>Name of programmes adopting CBCS</b>	<b>Programme Specialization</b>	<b>Date of implementation of CBCS/Elective Course System</b>
<b>BA</b>	<b>Honours Course-Economics, English, Geography, History, Nepali, Political Science</b>	<b>01/07/2018</b>
<b>BCom</b>	<b>Programme Course-Commerce</b>	<b>01/07/2018</b>
<b>BSc</b>	<b>Honours Course-Mathematics, Zoology, Chemistry;</b>	<b>01/07/2018</b>
<b>BSc</b>	<b>Programme Course-Mathematics, Zoology, Chemistry, Botany, Physics;</b>	<b>01/07/2018</b>
<b>BA</b>	<b>Programme Course-Economics, English, Geography, History, Nepali, Political Science, Sociology;</b>	<b>01/07/2018</b>
<b>BCom</b>	<b>Honours Course-Accountancy</b>	<b>01/07/2018</b>

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

	<b>Certificate</b>	<b>Diploma Course</b>
<b>Number of Students</b>	<b>Nil</b>	<b>Nil</b>

### 1.3 – Curriculum Enrichment

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

<b>Value Added Courses</b>	<b>Date of Introduction</b>	<b>Number of Students Enrolled</b>
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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1.3.2 – Field Projects / Internships under taken during the year

<b>Project/Programme Title</b>	<b>Programme Specialization</b>	<b>No. of students enrolled for Field Projects / Internships</b>
<b>BA</b>	<b>Ecology Field Trip</b>	<b>14</b>
<b>BA</b>	<b>Geography Educational Tour</b>	<b>8</b>

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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

### Feedback Obtained

i) Syllabus is covered by the teachers satisfactorily with 62 of the students responding that coverage is within 55 to 84 ii) 88 students responded that teachers prepared well for the class iii) 55 of the students said that teachers were to communicate effectively iv) 54 students gave responses that teacher's approach to teaching is good v) 88 students adjudged the internal evaluation process by the teachers is fair vi) 62 students said that their performance in the assignments were discussed with them vii) About 38 of the respondents asserts that the institute has taken active interest in promoting internship, student exchange, field visit opportunities for students viii) Whether teaching and mentoring process in the institution facilitated growth in cognitive, social and emotional aspects of the students- 88 responded- it is moderate or very well ix) 48 of the respondents awarded that institute provided multiple opportunities to learn and grow 50 of the respondents abstained from replying to this attribute x) whether teachers informed students about their expected competencies, course outcomes and programme outcomes- 42 said -'yes-usually' and 27 -'yes-occasionally' xi) 88 students asserted that mentor did a necessary follow-up with an assigned task to students xii) teachers illustrated the concepts through examples and applications as said by 77 students xiii) About 61 respondents decides that the teachers identify their strengths and encourage them providing right level of challenges xiv) teachers were able to identify the students' weaknesses and helped them to overcome in 81 cases xv) 42 students cogitate that the institute made efforts to engage students in the monitoring, review and continuous quality improvement of the teaching-learning process 50 of the respondent were silent on this question xvi) 54 students are of the opinion that institute/teachers used student centric methods, such as experimental, participative learning and problem solving methodologies for enhancing learning experiences xvii) In 88 cases teachers encouraged students to participate in extracurricular activities xviii) 42 of cases, respondents found that the institute/teachers made efforts to inculcate soft skills, life skills and employability skills to make them ready for the world of work xix) 46 students asserted that teachers used ICT tools while teaching xx) 62 of the respondents are of the opinion that the overall quality of teaching-learning process in the institute is very good.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ECONOMICS HONOURS	53	2	Nil
BA	Geography Honours	26	37	20
BA	ENGLISH HONOURS	53	82	40
BA	HISTORY HONOURS	53	40	15
BA	NEPALI HONOURS	53	33	16
BA	POLITICAL SCIENCE HONOURS	53	88	44
BCom	ACCOUNTANCY HONOURS	53	13	10
BSc	CHEMISTRY HONOURS	26	27	5
BSc	MATHEMATICS HONOURS	26	21	11

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	498	3	37	Nil	3

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	32	5	5	1	5

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

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

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

The college follows a robust mentoring system throughout the year once a student is admitted to the College. The students are mentored for their Academic wellbeing, Psychological wellbeing. Academic Mentoring: Each teacher from a Department is assigned a group of students as their mentee. The teacher encourages the students under his/her guidance to share her problems and doubts in academic matters. After getting the feedback from the students, the concerned teacher tries to resolve the student's problem. Psychological Mentoring: When a student confides her personal issues to her/his mentor, the teacher-mentor arranges a face to face session with a student and through prolonged session of discussion tries to resolve the student's issue. All the teachers are always accessible to the students to cater to their queries and problem, during college hour and beyond college hour. Teachers provide their telephone number to the students and encourage them to bring before them any issues which a student feels needs attention.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
498	32	1:16

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	32	9	1	11

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			

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**2.5 – Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	ZOOH	3RD YEAR	08/06/2019	10/07/2019
BCom	ACCH	3RD YEAR	20/06/2019	10/07/2019
BCom	BCOMGEN	3RD YEAR	20/06/2019	10/07/2019
BA	NEPH	3RD YEAR	11/06/2019	10/07/2019
BA	ENGH	3RD YEAR	20/06/2019	10/07/2019
BA	ECOH	3RD YEAR	20/06/2019	10/07/2019
BA	PLSH	3RD YEAR	20/06/2019	10/07/2019
BA	HISH	3RDYEAR	29/06/2019	10/07/2019
BA	GEOH	3RD YEAR	29/06/2019	10/07/2019
BA	BAGEN	3rd Year	30/06/2019	10/07/2019

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

• The institution has shifted from monotonous examination pattern of CIE to more value adding approaches which will benefit the students in the long run. • The institute conducts departmental tests every month, this helps to evaluate the understanding level of the class as a whole. If one fails to attend the test he/she is sent to the principal to validate his reasons behind his absenteeism, if Principal finds the reason inadequate, his/her parent are called. If the reason is validating he is asked to supply with the satisfactory documents. Principal if satisfied may allow him to give re-test under certain circumstance. • For practical paper department conducts practical test. If they fail to acquire qualifying marks continuously in three attempts, they are given extra classes for the practical. Students finally has to give University level practical examination in the presence of external as well as internal teacher. The marks of practical examination are displayed in the university portal which is aggregated with the theory paper. • Departmental seminar is also organised where the students are encouraged to present paper of their interest in the present of chairperson, panel and speakers from different colleges. After the seminar is wrapt, students are provided with the certificates. • The students are also taken for excursions and study tours by some departments. Based on the excursion they are asked to prepare fields report on which the teachers mark them. The best amongst them is awarded by the Head of the Department. • Group discussion and youth parliament are also held in the college which helps the student to enhance their public interaction. Viva are also conducted by some departments.

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



Academic Calendar is made available annually at the beginning of the session to apprise the stakeholders about the scheduled activities that the college plans to perform to achieve its annual academic goal. It also charts programs that the institution plans to carry through during the session to streamline its administrative and other activities. While time period for annual examination, declaration of result and time for taking new admissions are fixed by the affiliating university, the College Academic Calendar also includes tentative schedule for various class tests and unit tests conducted by various departments as part of the Continuous internal evaluation. Tentative schedule for Unit Tests, Class Tests and, annual examination are all parts of the academic calendar. The draft of the Academic Calendar is placed in the IQAC meeting for approval and after unanimous approval accorded by the members the same is posted in the website for students' viewing.

## 2.6 – Student Performance and Learning Outcomes

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

**No Data Entered/Not Applicable !!!**

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PLSH	BA	HONOURS	9	3	33.33
HISH	BA	HONOURS	5	2	40
NEPH	BA	HONOURS	7	4	57.14
CEMH	BSc	HONOURS	1	1	100
MTMH	BSc	HONOURS	4	3	75
ENGH	BA	HONOURS	26	17	65.38
BSCGEN	BSc	GENERAL	9	9	100
GEOGH	BA	HONOURS	15	10	66.66
BAGEN	BA	GENERAL	56	53	94.64
ACCNH	BCom	HONOURS	4	3	75

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## 2.7 – Student Satisfaction Survey

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

<http://www.kurseongcollege.net/students-corner/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	SCIENCE AND ENGINEERING RESEARCH BOARD, NEW DELHI	20.87	3.5
Major Projects	1095	SCIENCE AND ENGINEERING RESEARCH BOARD, NEW DELHI	27.27	3.5
<b>Total</b>	<b>1095</b>	<b>Nil</b>	<b>48.15</b>	<b>7</b>

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	4	0
National	Economics	3	Nil
National	English	2	0
National	Physics	1	1.24
National	Nepali	3	0
National	History	2	0
National	Library Science	2	0
International	Physics	2	Nil
International	Mathematics	5	Nil

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

Department	Number of Publication
Nepali	8

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

<b>Title of the Paper</b>	<b>Name of Author</b>	<b>Title of journal</b>	<b>Year of publication</b>	<b>Citation Index</b>	<b>Institutional affiliation as mentioned in the publication</b>	<b>Number of citations excluding self citation</b>
<b>Solid waste disposal and management in Kurseong town, Darjeeling District - a ward level analysis.</b>	<b>N. K. C. Lepcha, Indira Lepcha (nee) Lama</b>	<b>Hill Geographer</b>	<b>2018</b>	<b>Nil</b>	<b>kurseong College</b>	<b>Nil</b>
<b>Spatial Variation in Urban Land Vlaue and its Determinations: Kurseong Municipality</b>	<b>N. K. C. Lepcha, Indira Lepcha (nee) Lama</b>	<b>International Journal of Research in Social Sciences</b>	<b>2018</b>	<b>Nil</b>	<b>kurseong College</b>	<b>Nil</b>
<b>Self Help Group as an agency of women empowerment: A case study of Bijanbari Block of Darjeeling District</b>	<b>Namrata Rai, S. Rohatgi</b>	<b>International Journal of Innovative Studies in Sociology and Humanities</b>	<b>2019</b>	<b>Nil</b>	<b>kurseong college</b>	<b>Nil</b>
<b>Effectiveness of Mahatma Gandhi National Rural Employment Guarantee Act on Women Empowerment in Bijanbari Block of Darjeeling Daistrict</b>	<b>Namrata Rai, S. Rohatgi</b>	<b>International Journal of Basic and Applied Research</b>	<b>2019</b>	<b>Nil</b>	<b>kurseong college</b>	<b>Nil</b>
<b>Gender Differentials in Time Allocation: A Study of the Hill Region of Darjeeling District in West Bengal, India</b>	<b>Srijana Rai, Sanchari Roy Mukherjee</b>	<b>International Journal of Research in Social Sciences</b>	<b>2018</b>	<b>Nil</b>	<b>kurseong college</b>	<b>Nil</b>
<b>Covarites of Rural Female Work Participation: A Study of the Hill Region of Darjeeling District in West Bengal, India</b>	<b>Srijana Rai, Sanchari Roy Mukherjee</b>	<b>Review of Agrarian Studies</b>	<b>2018</b>	<b>Nil</b>	<b>kurseong college</b>	<b>Nil</b>
<b>Determination of</b>	<b>Srijana Rai,</b>	<b>Indian</b>	<b>2018</b>	<b>Nil</b>	<b>kurseong</b>	<b>Nil</b>

Women's Contributions to Hill Agriculture -A Study of Hill Districts of West Bengal	Sanchari Roy Mukherjee	Journal of Economics and Development			college	
Convergence of social domain in Vijay Tendulkar's Kamala: Performing the home and the society, the private and the public	Joydeep Bhattacharyya	Lapis Lazuli: An International Literary Journal	2019	Nil	course college	Nil
The demythicised middle class in Vijay Tendulkar's The Cultures and Girish Karnad's Wedding Album	Joydeep Bhattacharyya	Literary Endeavour	2018	Nil	course college	Nil
First-principles calculations of electronic band structure and optical properties of ternary semiconductors Cd <sub>4</sub> P <sub>2</sub> C <sub>13</sub> and Cd <sub>4</sub> P <sub>2</sub> Br <sub>3</sub>	Niharend Barman, Tanmoy Chaki, Amit Shankar, Pradip Kumar Mandal	Computational Condensed Matter	2019	Nil	course college	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	Nil	Nil
Presented papers	9	12	Nil	Nil

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**3.4 – Extension Activities**

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Anti-Human Trafficking Awareness Programme	Kanchanjunga Utthan Samity (NGO)	2	52
CATC -2019	NCC	1	11
Tree Plantation	NCC NSS	7	56
Medicinal Tree Plantation	NCC NSS	4	68
Blood Donation Camp	NSS and Kurseong Sub-Divisional Hospital	2	22

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachhta Pakhwada	NSS	Swachhta Pakhwada	8	92
International Women's Day	NSS	International Women's Day	4	50

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

<b>Budget allocated for infrastructure augmentation</b>	<b>Budget utilized for infrastructure development</b>
<b>3.1</b>	<b>3.1</b>

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

No file uploaded.

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	3.22.10	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22279	Nil	486	Nil	22765	Nil
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil
Reference Books	9	6721	101	Nil	110	6721
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil
Reference Books	1	5900	Nil	Nil	1	5900
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	923	Nil	Nil	Nil	923	Nil

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			

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### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total	Computer	Internet	Browsing	Computer	Office	Departments	Available	Others
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	Computers	Lab	centers	Centers				Bandwidth (MBPS/GBPS)	
<b>Existing</b>	<b>29</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Added</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>29</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>

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

**2 MBPS/ GBPS**

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
<b>3.1</b>	<b>3.17</b>	<b>3.1</b>	<b>3.1</b>

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

The College campus is spread over an area of 9.4 acres and the total built-up area of is 1782.53 sq. meter. The Governing runs the college administration with proper utilization of finance provided by the Government. The entire teaching faculty is grouped into different committees and sub committees such as the Admission Committee, Examination Committee, Games and Sports Committee, Internal Quality Assurance Cell (IQAC), Cultural Committee etc., to carry out different activities in accordance with the direction of the Principal. • The college carried out periodic checks of electrical, water installations, equipment, and computers and took necessary action. Proper time table, log book etc. are maintained for the proper and efficient utilization of academic and support facilities. The faculty members such as NCC ANO, HODs, Conveners of different committees regularly maintains the records of the concerned activities. • Laboratory: The Department of Geography and other basic science departments have well equipped laboratories. The Departments of Botany, Chemistry, Physics and Zoology have good number of equipments in the laboratories. They are regularly maintained by Laboratory attendants. The stock in the laboratories is verified regularly, and damaged ones are discarded. The basic science departments have electrical equipments such as Thermal Conductivity Box, Galvanometer, Ammeter, and Deflecting Galvanometer Scale, refrigerator, Incubator, Laminar Air flow -UV, Autoclave, Centre Fuse Machine which are frequently checked by the faculty and staff of the department. Each department maintains their lab stock register for keeping a list of lab equipments. They carefully maintain the list of new and damaged items. The computer systems in the laboratories are well used by the teachers and students. They are maintained by the faculty and are serviced by agencies/manufacturers/ technicians as and when need arises. • Computer: The 31 computers available in Administrative offices, Departments and computer rooms are maintained by the College through service provider as and when needed. Up gradation of computer system is done on regular basis. Software and hardware are periodically cleaned for

proper keeping and usage. The college maintains Stock Register regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, etc • Classrooms: The classroom facilities such as blackboards, green boards, chalk, duster, chair, table, almirah, notice boards, book shelves, electrical equipments, lab equipments and other furniture are regularly maintained by the college as and when needed. Electric equipment such as fan, light, OHP, sound system, tracing table etc. of the classrooms are maintained by the non-teaching staff as well as professional personnel as and when needed. The institution purchases new furniture when required. Repair works of furniture are also undertaken at regular basis. • Library: The institution has one Central Library which has a rich and varied collection of books, and journals. The library has total collection of 22,000 books, 4500 issues of print journals and subscription of N-LIST database to access e-books and e-journals. The Central library is housed in three storey building, with different sections allocated to different streams. There is a separate reference cum reading room for the staffs.

<http://www.kurseongcollege.net/facilities/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	KURSEONG COLLEGE	10	23440
Financial Support from Other Sources			
a) National	KANYASHREE	11	0
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Career Counselling Programme (Workshop on CISCO and Microsoft)	25/07/2018	75	CISCO
ORIENTATION PROGRAMME FOR NEW STUDENTS	06/07/2018	250	KURSEONG COLLEGE
Seminar on Science Popularization	06/08/2018	120	KURSEONG COLLEGE
Anti Human Trafficking Awareness Program	22/09/2018	100	KANCHANJUNGA SANSTHAN

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed



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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>VIVO SKILL TRAINING CENTRE</b>	<b>159</b>	<b>159</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	13	BA/BCOM/BSC	English, Nepali, History, Political Science, Geography, Chemistry, Mathematics, B. Sc. General, B. Com Honours and General	NBU, SU,	MA/MSC/MCOM

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

Items	Number of students selected/ qualifying
<b>NET</b>	<b>2</b>
<b>SET</b>	<b>1</b>

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

Activity	Level	Number of Participants
<b>COLLEGE FOUNDATION DAY</b>	<b>INSTITUTIONAL</b>	<b>300</b>
<b>FRESHERS WELCOME AND FAREWELL</b>	<b>INSTITUTIONAL</b>	<b>600</b>
<b>ANNUAL SPORTS</b>	<b>INSTITUTIONAL</b>	<b>400</b>
<b>NCC DAY CELEBRATION</b>	<b>INSTITUTIONAL</b>	<b>200</b>

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**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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**No Data Entered/Not Applicable !!!**

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

The fundamental purpose of student union council is to incorporate students' interest and concerns in the primary decision making bodies/committees of college. The Kurseong College Students Union Council has representation in various academic and administrative committees. Their active participation ensures the smooth functioning of college. The KCSUC looks after the welfare of the students in varied manner. The union members assist the new students during the process of admission in college. The students' council also addresses the grievances of students by conveying it to college administration and ensures timely resolution of such grievances. Apart from acting as the representative of the students and their concerns, the council also offers assistance to teachers in maintaining discipline in college. The members of students council select among themselves office bearers who take charge of the duties of their respective committees. There is a post of general secretary and other assisting secretaries. Together they form the students union. The general secretary of the students' council is also a member of the governing body of the college. There are other Union sub committees that are responsible for organizing various programmes and activities in the college. These sub committees are also involved in looking after the welfare of students, organizing annual sports, cultural programmes, debates and publication of College Magazine. The KCSUC offers assistance to these different sub committees which are headed by teachers. These are the overall annual functions of the committees which might be subject to change depending upon the situation as well as the need that arise in that particular academic year. In this period students union lent their support to the teaching staff in various committees like sports, cultural and admission. Without engaging the students union, it would be very difficult to manage these huge tasks. Students' council has actively assisted and played pivotal role in successfully organizing following events in the college in this academic year: Intra college debate competition, Inter college sports organized by NBU, Foundation day, Annual sports and Environment day.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

**No**

5.4.2 – No. of enrolled Alumni:

**12**

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

**0**

5.4.4 – Meetings/activities organized by Alumni Association :

**2**

### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 – Institutional Vision and Leadership

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

1. With a goal to complete NAAC accreditation process within 2020 criteria-wise sub-groups were formed with a coordinator to monitor the progress.
2. With introduction of M.A. in Nepali department, the HOD of the department was given full authority to run the department for P.G. and U.G. courses with library and office facility.

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

**Partial**

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<ol style="list-style-type: none"><li>1. Entire admission process is been made online with transparency and efficacy with a domain maintained by the college under the guidance of the University.</li><li>2. After preparation of the first merit list students are counselled in order to facilitate them with their right choice of subject combination as per their integrity towards the subjects.</li><li>3. Entire process of Admission in taken care of by the Admission Sub-committee set up by the Teachers Council in its Annual General Meeting.</li></ol>
Industry Interaction / Collaboration	<ol style="list-style-type: none"><li>1. A major research project has been taken up with the collaboration of Science and Engineering Board, New Delhi.</li><li>2. As the area is surrounded by Tea gardens and Tourism places the college is making a plan to forge a collaboration in those areas.</li><li>3. Student fellowships are regularly awarded by the Tea Board.</li><li>4. Pradhan Mantri Kaushal Vikas Yojana has been introduced in the college with the collaboration with the Central Government.</li></ol>
Human Resource Management	<ol style="list-style-type: none"><li>1. The performance appraisal of all the faculties are done at the time of their CAS for promotion to higher grade or scale by the Governing body, with nominees from the State Government and from the University.</li><li>2. Loan facilities are available from the GPF as and when a staff needs it.</li><li>3. For non-teaching staff work orders are issued time to time and their work schedules are changed as to make them aware of the work at various platforms of the college except in case of the library..</li><li>4. The non-teaching staffs run their own co-operative society so that they can assist financially to their colleagues in need.</li><li>5. Promotion of the non-teaching staff is done as per the norms laid done the State Government.</li></ol>
Library, ICT and Physical Infrastructure / Instrumentation	<ol style="list-style-type: none"><li>1. There is a central library besides the departmental library of the Nepali department.</li><li>2. The central library is equipped with hard copies of books, journals and newspapers.</li><li>3. The central library is enabled with integrated open source management software KOHA.</li><li>4. Access to e-books and e-journals from any where has been enabled for faculties by the central library.</li><li>5. Smart class room is available with wi-fi facility to all faculties to take hi-tech classes.</li></ol>
Research and Development	There is a Research and Seminar sub-committee under the egis of the Teachers Council which encourages faculties to

	undertake research work, participate in seminars, symposia and workshops. The faculties are encouraged to write papers, edit and publish books. A major research project is now under going in the department of Physics with the assistance from Science and Engineering Board, New Delhi under the leadership of HOD -Physics Department.
<b>Curriculum Development</b>	Being an affiliated College it is mandatory to follow the curriculum provided by the University. From 2018-19 CBCS system was introduced by the University. While framing the CBCS curriculum all departmental staffs participated in the workshops organized by the University and gave their valuable views.
<b>Teaching and Learning</b>	The HODs of all departments hold meeting before the commencement of the session to finalize the class schedules and time bound frame work of completion of the syllabus . The same time frame progression is reviewed from time to time and necessary measures are taken . The Teachers Council holds its meeting on monthly basis to assess the progression. Students are continuously evaluated through surprise tests, sent-up test, class demonstrations, etc. Besides students are allowed ample time spent in library to study themselves for the preparation of the term end examinations. The teaching staffs at individual level make a plan to teach the students of their respective subjects with the help of class room teaching, laboratory works, field works, project works, computerized learning mechanism. Besides students are encouraged to participate in debates organized by others colleges, institutions and social organizations. Students are also encouraged to participate in NCC and NSS programmes to learn about the grass root realities of the local societies and the courses for improvements.
<b>Examination and Evaluation</b>	Internal evaluation are carried out on the basis of continuous evaluation process class test, assignment based, project based, mock test, surprise test, class demonstration, laboratory experiments and field works. Before term end examination department wise sent up tests are held. In the term end examination which is conducted by the University is conducted under the supervision of the Examination Committee set up as per university statute.

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

<b>E-governance area</b>	<b>Details</b>
<b>Finance and Accounts</b>	1. Tally Based financial recording is carried out on day to day basis so that financial year end Internal audit work can be carried out in less of the time.
<b>Planning and Development</b>	1. Governing body in its meetings takes care of the planning in respect of infrastructure development and the financial resources to be augmented keeping in view the Master Plan of the college. The secretary of the Governing Body ie,. The Principal reports on the plans implementation to the Governing Body. 2. For situational events plans are evolve by the concern Committee or sub-committee.
<b>Administration</b>	1. Administration has been partially It enabled . 2. Entire office of The Principle caters services to the internal (in house staffs and part time workers) customers as well as the

external (students, ex-students, parents, govt. offices) customers.

<p><b>Student Admission and Support</b></p>	<p>1. Student admission as earlier reported is online and IT based. Besides that the admission committee gives necessary guidance to the students in respect of their career choice and selection The office staff make necessary arrangements for their accommodation in the college admission as well as Girls Hostel accommodation. 2. Student support point are primarily based on their demands for the knowledge is catered by the Teachers and library. 2. Their social needs are catered by accommodating them NSS and NCC. 3. Their cultural needs and protection of their rights are ensured by the Student Council representatives. 4. Student Grievance cell takes care of the grievances of the students. 5. There is an Anti-ragging cell as per the norms of the UGC.</p>
<p><b>Examination</b></p>	<p>1. Continuous process of evaluation is taken care by the concerned teachers and departments. 2. Term end internal examination is held department wise. 3. Term end external examination of the university is carried out by the Examination Committee as per the schedule, guideline and question paper and answer scripts provided by the University.</p>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	nil	nil	nil	Nil
2018	nil	nil	nil	Nil

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	1	CBCS Syllabus Workshop	07/05/2018	07/05/2018	48	Nil
2019	1	CBCS Syllabus Workshop- Commerce	18/07/2018	18/07/2018	6	Nil

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	2	04/09/2018	01/10/2018	28
Orientation Programme	2	15/11/2018	12/12/2018	28
Refreshers Course	1	07/12/2018	28/12/2018	21

<b>Refreshers Course</b>	<b>1</b>	<b>05/02/2019</b>	<b>25/02/2019</b>	<b>21</b>
<b>Orientation Programme</b>	<b>1</b>	<b>13/02/2019</b>	<b>12/03/2019</b>	<b>28</b>

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

<b>Teaching</b>		<b>Non-teaching</b>	
<b>Permanent</b>	<b>Full Time</b>	<b>Permanent</b>	<b>Full Time</b>
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

6.3.5 – Welfare schemes for

<b>Teaching</b>	<b>Non-teaching</b>	<b>Students</b>
Teachers Council maintains a corpus from subscription from the Full Time and Part-time teacher for the benefit of the teachers in need and meeting the Teachers Council expenses	Non-teaching staff have their own Co-operative to meet the financial need of the non-teaching staff.	Student free-fee ship, Half-fee ship, scholarship from Tea Board and Backward class is available.

#### 6.4 – Financial Management and Resource Mobilization

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

**No internal or external financial audit has been carried out in 2018-19, Except some audit works are carried out for the Utilization certificates under various schemes of the UGC.**

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

<b>Name of the non government funding agencies /individuals</b>	<b>Funds/ Grnats received in Rs.</b>	<b>Purpose</b>
<b>Axis Bank</b>	<b>2250</b>	<b>Student Award</b>

[View File](#)

6.4.3 – Total corpus fund generated

**4119242**

#### 6.5 – Internal Quality Assurance System

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

<b>Audit Type</b>	<b>External</b>		<b>Internal</b>	
	<b>Yes/No</b>	<b>Agency</b>	<b>Yes/No</b>	<b>Authority</b>
<b>Academic</b>	<b>No</b>	<b>Nil</b>	<b>No</b>	<b>Nil</b>
<b>Administrative</b>	<b>No</b>	<b>Nil</b>	<b>No</b>	<b>Nil</b>

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

**1. Informal parent advises are received from the local society which is discussed in appropriate platforms within the college and necessary measures are taken care off. Though there are no formal channels established by the college. 2. Teachers organizations take active part in the interaction with the formal governmental agencies regarding extension of the academic issues and environments. 3. Teachers Organizations take active part in fulfilling their academic and financial demands.**

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

**No developmental programmes has been initiated during 2018-19.**

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

**1. IQAC formed. 2. Criteria wise sub-groups formed with a coordinator at the top. 3. Regular upgradation of the AQAR is carried out.**

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	<b>Yes</b>
b) Participation in NIRF	<b>No</b>
c) ISO certification	<b>No</b>
d) NBA or any other quality audit	<b>No</b>

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>2018</b>	<b>nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>2019</b>	<b>nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
<b>Human Trafficking(NSS)</b>	<b>01/07/2018</b>	<b>30/06/2019</b>	<b>55</b>	<b>57</b>

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

**Percentage of power requirement of the University met by the renewable energy sources**

**Tree Plantation and Identification of plants with medicinal values and properties inviting Resource persons in the College premises. The students participated and responded to the programme very well. Some local eminent environment enthusiasts were called in too for proper feedback.**

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
<b>Physical facilities</b>	<b>Yes</b>	<b>2</b>
<b>Provision for lift</b>	<b>No</b>	<b>Nil</b>
<b>Ramp/Rails</b>	<b>Yes</b>	<b>2</b>
<b>Braille Software/facilities</b>	<b>No</b>	<b>Nil</b>
<b>Rest Rooms</b>	<b>Yes</b>	<b>2</b>
<b>Scribes for examination</b>	<b>Yes</b>	<b>1</b>
<b>Special skill development for differently abled students</b>	<b>No</b>	<b>Nil</b>

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and contribute	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	to local community					
2018	3	3	06/08/2018	3	Career Guidance Programme	1. Proper prioritisation of the target. 2. Streamwise career advice. 3. Home Tourism as a source of economic sustenance and upliftment of the community.	210

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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Orchid	01/11/2018	Orchid is a magazine published by Kurseong College annually where a number of articles are contributed by the students as well as staffs, renowned writers of the locality. The magazine carries a series of articles based on literatures, Sports as well as code of conduct and human values as revered in and by Kurseong College. A proper directive and guidelines is stressed as how to promote self sufficient ways of sustenance through different interviews and articles involving past and present local well established personals of this field.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of Independence Day, Republic Day, Gandhi Jayanti, Teachers' Day, Freshers' Day etc.	01/07/2018	30/06/2019	500

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Swachhata Abhiyan 2. Tree Plantation 3. Tree Plantation review and cleaning the plantation areas. 4. Cleanliness Drive in the local town. 5. Trekking and awareness programme for small villages near by the College premises, etc.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

Kurseong College is established in the year 1967 on the foothills of Kurseong Town with a magnificent view of the plains and greeneries. Almost 70 percent of the students of Kurseong College are from a very humble economic and educational background, mostly from tea garden area and far villages. The best practices of the College in this case have to be compatible to both the situations of students and the present trend of the educational arena almost all around the country. There are few important practices which our college has given a place of priority. 1. One of the



best practices of the College is The Fresher's Welcome Programme, organised every year in the beginning of the new academic year. Since it has been already stated that the students are from different socio-economic backgrounds, and the Fresher's Programme adds a guiding factor initiative for the new students. The students are introduced with the teachers, departments, offices, library and other systems of the college vice-versa.

2. The College also has the best practice of NSS/ NCC. The two units of NSS function in Kurseong College with two programme officers and a good number of students enrolled on it. The NSS not only does its normal programme as scheduled by the national programme calendar but also makes a point to meet the other necessary factors to be addressed in the local periphery. The villages adopted and the activities out of those activities pave the way for the students to understand the values and responsibilities of the social significance. These activities include the literary and social interactions inviting the local personalities of the place. The motto of our college motivates each one for the social participation and involvement. Hence after attaining the higher education from the college, students develop a sense of belonging to the society as well as a sense of responsibility towards the social environment we live in. The NCC unit of Kurseong College has significance in terms of its performance and social participation. The NCC unit is managed by full-fledged trained ANO (Female) and active volunteers leading the total sub-division. The NCC, in addition to its regular activities also carries social awareness and responsible activities such as legal awareness, traffic management, anti-human trafficking programmes etc. The intention behind such programmes is totally a significant gesture of the entire team to make young students and minds to be familiar with our social responsibilities and our role in it.

3. Kurseong College is situated in the foothills surrounded by greeneries. The College maintains a very good record of taking a healthy initiative to promote Green and sustainable environment in and around the area. Apart from NSS, NCC College ensures a healthy participation from all the students as a whole to promote the cause. The College has maintained a very good rapport with the local Forest Department to invite and initiate such activities in the area. Moreover, the NSS, NCC, Botany Department works hand in hand to promote the green and sustainable environment with a constructive idea to consecrate such activities to the literary legends of the place.

4. Economical support to the teaching and non-teaching staff. College maintains a healthy practice to support the teaching and non-teaching staff financially during the hours of financial crunch especially during the delay of salary and during the festival period, medical urgency etc.

4. Celebration of Socio-Cultural programme in the College. The socio-cultural practice enriches the social bonding among the staff students and local people of the surrounding. The main socio-cultural activities shared among the different social groups of our place imbibe the social networking as well as self respect and acceptance among each other. In such activities over whelming participation from entire college fraternity is a common phenomenon. The above practices of the institution are found to be very fruitful and enriching.

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

<http://www.kurseongcollege.net/>

### 7.3 – Institutional Distinctiveness

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

**Vision:** Kurseong College was initiated by a group of people dedicated to the social and educational fields. It has been learned from the old diaries

of the college that people went collecting and raising the fund to establish the college. The social builders of that time worked night and day to impart a good education to the forthcoming generations of this area. College carried forward the vision and now boasts the achievement of more than a dozen of assistant professors and other government posts from this institution since the time of its inception. College encourages not only the academic excellence but also the extra-curricular activities. Out of which a number of our ex-students are now an accomplished musicians, artists who are approved by the All India Radio in the local station. Priority: The official motto displayed on our college logo reflects the idea of excellence being carried forward from the lowly background to the higher arena of successful parlance. The college has on priority the inclusion of all the young ones from the society those who are from downtrodden society and deserving situations. College pays extra attention to look into the achievement of those students from different socio-economic backgrounds. Now, at this contemporary mechanised age of media and technology, Kurseong College still works hard to prioritise the interests of those students who are left behind the flow of the time. Kurseong College embraces the best output of the students and takes forward with a lot of care concern and responsibility. Thrust: Major Fields of thrust of this college is the academic excellence. College has been running all Arts, Science and Commerce courses designed by the University of North Bengal. Recently college has introduced Post Graduation Course in the Department of Nepali. Now all the science departments except Botany have the Honours courses i.e. in Zoology, Maths, Chemistry and Physics. Social networking has been a recent need of the time. College strives hard to involve all the students in the social activities with the help of the faculty members. The college NSS, NCC explores the possibilities to connect the students towards the administrative familiarity. Such as legal awareness, health awareness, literary participations etc. The college faculties participate in the local, national, inter-national literary, social, educational activities in the area keeping the major thrust of our college to promote the academic, social, individual, community strength etc. Kurseong College was established in the year 1967 on the foothills of Kurseong Sub-division of Darjeeling District, under West Bengal. It is initiated by the local enthusiasts and few educationalists to impart a good education to the students hailing from a humble background. The place is dwelt with tea garden workers, job class population and self support business or home tourism in some cases. Nepali language is the lingua franca and the Nepali language and literature is the prominent medium of social expression and participations.

**Provide the weblink of the institution**

<http://www.kurseongcollege.net/>

### **8.Future Plans of Actions for Next Academic Year**

The college continuously strives to work for the upliftment of higher education in the hills of Kurseong. In its ambitious future plans for the next academic year we are preparing for the followings: 1. Securing appointment of permanent faculties in the vacant posts by applying to the West Bengal College Service Commission. Though many posts have been filled up during 2018-19, still some vacancies remain to be filled. We shall be requesting the government of west Bengal to create additional teaching posts to meet the growing needs of the CBCS system. 2. Creating infrastructure for the opening of Honours Course in sociology and programme course in education and management. The college wishes to upgrade the programme course in sociology to the honours course and also introduce the new courses like programme course in education as well as management in the commerce

department. 3. Creation of additional infrastructure for sports in the college as well as the women's hostel. We understand the need for physical and recreational exercises for the overall human development among the students and hence augmentation of sports infrastructure is a must. 4. Preparation of proposals for development of library facility in the women's hostel. 5. Preparing proposals for the fencing of campus areas that are vulnerable to external encroachments. The vast and vacant area of the campus is always vulnerable to external encroachments due to the shortage of habitable areas in Kurseong hills. We shall approach various departments to help us with the construction of boundary walls. 6. Initiating interdepartmental programmes including seminars and faculty exchanges for the proper dissemination of knowledge among the students of various disciplines. 7. Levelling and barricading the basketball and volleyball play areas. 8. Construction of new academic building to cope with the increase of number of honours departments as well as programme courses.