YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	KURSEONG COLLEGE
• Name of the Head of the institution	DR. SAMIR BAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	6296258920
• Mobile No:	9434462377
• Registered e-mail	kurseongcollege@yahoo.in
• Alternate e-mail	iqackurseongcollege@gmail.com
• Address	DOWHILL ROAD
• City/Town	KURSEONG
• State/UT	WEST BENGAL
• Pin Code	734203
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**UNIVERSITY OF NORTH BENGAL**
• Name of the IQAC Coordinator	**DR. UPENDRA ADHIKARI**
• Phone No.	**6296258920**
• Alternate phone No.	**8918562734**
• Mobile	**9531745945**
• IQAC e-mail address	**iqackurseongcollege@gmail.com**
• Alternate e-mail address	**kurseongcollege@yahoo.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://iqac.kurseongcollege.net/wp-content/uploads/AQAR2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.kurseongcollege.net/wp-content/uploads/ACADEMIC-CALENDAR-20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.03**	**2009**	**31/12/2014**	**30/12/2014**

6.Date of Establishment of IQAC	**01/08/2011**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**2**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

*The IQAC regularly monitored the teaching-learning process and streamlined the online mode of teaching and learning. All the teachers conducted their classes through various online platforms and a record of the classes was maintained by the IQAC. *The IQAC successfully submitted the AQAR 2018-19 in the NAAC portal. *The Departments of Physics and Mathematics in collaboration with the IQAC held two and one international webinars respectively for promoting research and enhancing the quality of education. *The documentation and maintenance of PBAS of the teachers was done in an organized manner through online mode for CAS of teachers.

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

Plan of Action	Achievements/Outcomes
Streamlining the online teaching-learning mode	**All the classes were conducted in the online mode. The faculty participated in various online workshops, webinars etc. to acquaint themselves with the varied online teaching modes. They used various online platforms such as google meet, zoom, google classroom, whatsapp, emails etc. for efficient delivery of curriculum.**

Regular monitoring the teaching-learning process	All faculty members kept a record of the attendance of the students in the online classes. They also kept a record of the classes taken and the topics covered and the same was submitted to the University.
Enhancing and promoting the research culture.	The Department of Mathematics in consulatation with the IQAC conducted a two day international webinar entitled "Recent Advances in Pure and Applied Mathematics" on 24-25th August 2020.The Department of Physics also conducted two online webinars in consultation with IQAC entitled "1st International e-conference on Recent Advances in Physics and Materials Science" on 9-10th July 2020 and "Online Interaction on Astronomy & Astrophysics" on 30th September.
Promoting students' online activities	The students participated in various online programs. The NCC cadets participated in the first ever online camp, tree plantation activities on or around their homes, training programmes etc. The NSS volunteers also participated in the Fit India Freedom Run (virtual run), International Youth Day, International Women's Day and various online competitions like quizzes, poster making etc. The students also attended a virtual interaction programme for first time voters organized by the office of the District Magistrate.
13.Whether the AQAR was placed before	No

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	22/07/2020

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **27**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File]()

2.Student

2.1   **625**

Number of students during the year

File Description	Documents
Data Template	[View File]()

2.2   **430**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	[View File]()

2.3   **219**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **38**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]()

3.2   **39**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	27

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	625

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	430

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	219

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	38

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**39**

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**36**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**19.89**
4.3 Total number of computers on campus for academic purposes	**16**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kurseong College affiliated to the University of North Bengal is committed to effective curriculum delivery through a well-planned and documented process. The prevailing pandemic situation posed certain challenges as classroom teaching was replaced by the online mode. But the faculty devised and followed innovative methods for smooth functioning of the teaching-learning process. The different departments organized online orientation programs for the newly admitted students to acquaint them with the syllabus, class routine, and the different faculty members. The classes were conducted through online mode and teachers used methods such as zoom, google meet, google classroom, Whatsapp, e-mails, etc. for sharing lecture videos, reading/study material/e-books, notes, etc. The faculty members held online meetings periodically to discuss issues related to the completion of the syllabus, the conduct of internal/continuous evaluation, attendance of students, etc. The College Central Library provided teachers with necessary learning resources for effective delivery

of curriculum, and they had access to a wide array of e-Books and e-Journals through NLIST membership. The faculty members also attended online Orientation/Refresher courses, and workshops and presented papers in seminars and conferences for keeping themselves updated on current research areas which aid in the effective discharge of a teacher`s duty. IQAC ensures proper documentation of these activities.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://iqac.kurseongcollege.net/sss/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being affiliated to the University of North Bengal, Kurseong College follows the CBCS academic calendar in line with the University. The examinations are held as per the schedule provided by the University. The process of Continuous Internal Evaluation was completed by the different departments prior to the start of the semester-end examinations. The students were required to submit projects, term papers, home assignments, etc. as part of continuous evaluation along with viva-voce, online tests, etc. for each paper across all courses. All the evaluation was done through online mode and the marks were recorded by the respective teachers and shared with the Heads of the Department.Practical examinations for the Departments of Geography, Chemistry, Botany, Zoology, Physics, Mathematics, and Economics (SEC) were also conducted through online mode, and marks were recorded and shared with the Examination sub-committee.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://www.kurseongcollege.net/wp-content/ uploads/ACADEMIC-CALENDAR-20-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the	B. Any 3 of the above

following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

27

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum prescribed by the University of North Bengal and followed by the institution integrates issues relevant to gender, environment, and sustainability. The syllabusfor Sociology deals with issues related to gender and human values while the syllabi for Geography, Botany, Zoology, and Economics deal with environmental and sustainability issues. A mandatory course in Environmental Studies also incorporates the subject of environment and sustainability. Besides this, the NSS, NCC, and Cultural Sub-Committee organize awareness programs on gender issues and observes/celebrates International Women's Day where students participate with a lot of zeal and enthusiasm and express their views through posters, poems, dance, songs, etc. The observance of Earth Day, Environment Day, etc. enables in development of a sense of compassion among students towards mother nature and raises consciousness towards the creation of a clean and sustainable environment. The syllabi for Chemistry honours and program course

is designed in such a way, the students will be aware of
pesticides and their effect on our environment and the other
living creatures. The other topics such as sustainable chemistry,
industrial chemistry, and environmental chemistry give knowledge
of different pollution and its measures to control.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

16

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://www.kurseongcollege.net/wp-content/uploads/student-satisfaction-survey-report-2020.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

945

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

140

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Slow and quick learners are identified by keen observation through conceptual questioning during lectures in the classroom. The same is also achieved by evaluating the students' performance in class tests conducted periodically after the completion of a topic. Once the advanced learners and slow learners have been identified, the teachers of the concerned departments design teaching methods and lectures keeping in mind the grasping abilities of the students. Different topics for Assignments are given to slow and quick learners. Supplementary video tutorials are provided to the weaker students. Initiatives are taken by the teachers to engage advanced learners in self-study by prescribing books and Journals available in the Departmental and Central libraries. Constant assessment of the progress of weaker students is done through oral questioning and periodical tests. Advanced learners are encouraged to help their fellow mates in understanding the concepts and clearing their doubts.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
811	**38**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

A number of strategies are employed in the teaching-learning process at Kurseong College. In order to make learning more inclusive class presentations, group discussions, term papers, debates, and quizzes are done. The students of the Department of Geography go on field trips as part of their curriculum where they visit areas of landslides and study the causes and preventive measures of such natural calamities. Similarly, the students of the first semester in Zoology are taken to zoological parks and biodiversity parks. The Department of History organizes visits to museums in nearby areas for their students while the department of economics visits local villages for a curriculum-based case study. The debate and seminar sub-committee of the Teachers' council organizes debates and specially invited lectures for the students to make learning more inclusive. However, during the sessions 20-21, such a field survey could not be organized because of the COVID- 19 lockdown.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in

maximum of 200 words

The teachers use ICT for making lessons more interactive. The college has three classrooms with overhead LCD projectors and a smart classroom which the teachers use for their lessons that require audiovisual aids. The teachers of the college have been provided with laptops to be used for teaching purposes. Students also avail the computer laboratory facility for the preparation of PowerPoint presentations and for mining information to complete their assignments. Due to the imposition of lockdown the classes were conducted online. The teachers used a variety of free online platforms such as google meet, zoom, and google classroom, for conducting virtual classroom meetings with the students. Study materials were provided to the students through google classroom, emails, and Whatsapp. The continuous internal evaluation was also carried out through assignment-based questions and MCQ and short answer-type questions through the use of google forms. Experiments in the science subjects were conducted through video demonstrations available on youtube. Constructive engagement of students could be achieved so that the learning process of the students was not compromised.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.kurseongcollege.net/facilities/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

351

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All the internal continuous evaluations is conducted by the teachers of the Department. The college adheres to the pattern of examination prescribed by the affiliating University viz. Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. The modalities of such assessment are recorded and documents preserved by the respective Departments of the college. Transperancy of evaluation is maintained by allowing the students to scrutinize their marks after correction of scripts by the teacher. Whenever objective and MCQ type questions are set for the examinations the students are allowed to evaluate the answer scripts of their fellow mates. This practice allows students to learn from their mistakes as the answers are discussed by the teacher when providing the answer keys and the evaluation process is very transparent. When particular students perform poorly in the internal assessment, the candidate is given the opportunity for writing an improvement test. Internal assessment at Kurseong College is a continuous process and conducted after completion of every unit. Lessons are followed by oral question answer to assess the learning level of the students. All evaluations and scrutiny are completed within a given time frame by the teachers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The evaluation of the students is a continuous process and is based on their performances in the internal and the End-Semester Examination. All the internal continuous evaluations are conducted by the teachers of the Department. The college adheres to the pattern of examination prescribed by the affiliating University viz. Term Papers, Reports, Seminar Presentations, Class Tests, Field Work, or any combinations thereof, spread over the entire period of study. The modalities of such assessment are recorded and documents preserved by the respective departments of the college.

The concerned departments are given the responsibility of conducting the internal assessments at their convenience. Transparency of evaluation is maintained by allowing the students to scrutinize their marks after correction of scripts by the teacher. Whenever objective and MCQ-type questions are set for the examinations the students are allowed to evaluate the answer script of their fellow mates. This practice allows students to learn from their mistakes as the answers are discussed by the teacher when providing the answer keys and the evaluation process is very transparent. When particular students perform poorly in the internal assessment, the candidate is given the opportunity for writing an improvement test.

The dates of the final submission of the marks of the internal assessment are intimated by the examination sub-committee as per the dates notified in the communication of the Examination Branch of the University which is generally set at least 10 days before the commencement of the University Examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers of individual departments prepare the Programme and Course outcomes of the Programmes offered by the institution on the basis of the syllabus prescribed by the affiliating University. The same is communicated to the students and a copy of the Programme and Course outcomes is also displayed onthe College's official website for future reference of the teachers as well as the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.kurseongcollege.net/academics/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitors the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analyzed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.kurseongcollege.net/academics/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

168

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.kurseongcollege.net/wp-content/uploads/student-satisfaction-survey-report-2020.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.2

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.serbonline.in/SERB/HomePage

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

26

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Kurseong College has made a notable contribution to the society and local areas by participating in the different activities of the society and promoting students towards the development of the

environment and the network with the local communities. The students and the people around the college premises were made aware of the health and hygiene in collaboration with AIDS prevention and control society, Govt. of West Bengal on the eve of International Youth Day 2020. The college also performed the activities related to the environment and its impact on our mother earth and in this movement, the college performed the tree plantation and awareness drive in the neighboring areas. The students were also engaged in the eco-bricks collection under the theme of Nature Friends.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

87

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Kurseong College has a well-maintained campus with 9.4 acres of serene Greenland. Themanagement believes in the all-around development of thestudents.

Classrooms- The college has classrooms of various sizes for classes of various strengths. All the classrooms are well equipped with a sufficient number of desks and benches. Basic equipment like chalk, duster, blackboard, green board, whiteboard, markers, electricity, etc are checked by the college on a regular basis. Repair works of furniture are also undertaken on a regular basis.

Laboratories- The college has 5 departments which have a laboratory. The departments are Geography, Physics, Chemistry, Botany, and Zoology. These departments have most of the equipment required for conductiongpracticals. The science department has many electrical instruments like Laminar Air Flow, Incubator, Hot air oven, Autoclave, Galvanometer, Ammeter, Thermal conductivity box, Refrigerator, etc which are maintained by faculty members and staff of respective departments. The laboratory stock register is properly maintained.

Computing equipment- Thecollege is equipped with the latest configuration desktop and software. There are 16 computers available in thecollege for use of staff and students.The Computer sub-committee overlooks the maintainence of the computersand up-gradation of the computers isdone on a regular basis.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college gives the utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. The management believes in the all-around development of the students. Students are encouraged to participate in all extracurricular activities and they are awarded and rewarded accordingly.

Cultural activities- As cultural activities are an integral part of the curriculum, the students are encouraged to participate in various cultural activities inside and outside the campuslike Foundation Day, Rabindra Jayanti, Bhanu Jayanti, Fresher's Welcome, Independence Day, etc. These activities provide a platform for the students to showcase their talents and enhance their personal growth.

Sports- Annual games and sports are organized under the aegis of the Sports sub-committee in which students participate in many indoor and outdoor games like chess, badminton, football, volleyball, table tennis, athletics, etc. The students also participate in several inter-college sports meet organized by the University of North Bengal and other colleges. International Yoga Day is observed by the NCC and NSS units of the college on 21st June every year in which students and staff participate with zeal and enthusiasm.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://iqac.kurseongcollege.net/sss/

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.014

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)
The College Library is partailly automated using Koha Open Source Library System software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.296

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

34

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Kurseong College regularly updates its IT facilities including Wi-Fi. With the start of the pandemic, it became inevitable to use the online platform for the teaching-learning process. Thus the teachers and the students are encouraged to use these IT facilities. The college has installed 16 computers together. The computers are installed in the office, library, COP room, IQAC room, Physics Department, and Mathematics Department, and the Wi-Fi access point is updated regularly. At present Wi-Fi is available in the library, COP rooms, Office, and in the Principal's Chamber. All the software and the other applications are periodically updated by the dedicated team of the Computer-Sub Committee of the College. The technical teams are always at the helm of IT-related facilities and ensure continuous updates and support.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.21

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Regular academic activities as per the time- table are conducted in the laboratory. Before the commencement of every semester, the timetable is prepared. It is the responsibility of the Lab-in-Charge to check the stock of consumable resources and the equipment prior to the commencement of each semester.The nonworking equipment is taken fornecessary repair work. If any additional equipment is required to be purchased necessary requisition is forwarded to the concerned authorities.The library is partially automated with software KOHA. At the beginning of every semester, the budget allocation is made for the maintenance of the library. The Librarian prepares the list of the books and journals to be purchased in consultation with library committee members. The students are encouraged to participate in the sports organized by the College. The Sports Sub-Committee organises the sports activities and the Convenor supervises the maintainence of the sports equipments.Computers are used in the laboratories,

offices, and library and upgraded according to the requirements.The auditorium/ hall is utilized forconducting various academic and cultural activities by the departments after permission fromthe concerned authority. The seminar and workshop etc are conducted in the COP Room/Seminar Hall.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

10

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

3

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	http://www.kurseongcollege.net/ncc-online-activities-report-lockdown-period/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	**B. Any 3 of the above**

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

`00`

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

`00`

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Kurseong College Students Union was represented by elected representatives in all academic and administrative bodies until the year 2017. However, the election has been stalled due to the notification of the Government of West Bengal and thus students representative are no longer functioning. Under these circumstances, the college students are organized and managed by the concerned Heads of the Departments with the help of the SUO (senior under officer) of the 4BN BTN and 5BN BTN units of the NCC and members of the students of NSS unit I and II of the College. Participation of students is managed by the concerned Sub-committees of the Teachers council such asDebate and Seminar, Sports, and Cultural all of which are headed and constituted by the teachers.

File Description	Documents
Paste link for additional information	http://www.kurseongcollege.net/national-cadet-corpsncc/
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Kurseong College Alumni Association (KCAA) was established in 2019. The committee administers the association and holds regular meetings. The current membership is approximately 30. KCAA is committed to the cause of education and welfare of the society and regularly organizes programmes focusing on the promotion of students' academic skills and abilities. In order to run the association and for its smooth functioning, fund is collected regularly from the alumni members. However, during the period of 2020-21 no developmental programmes could be organized due to the lockdown imposed by the government to cope up with COVID-19.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) — E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In tune with the vision and mission of the institution, the college adopted the policy of fee reduction for the students during the lockdown period to provide economic relief to the economically disadvantaged students for completion of their course of study. This proved to be of enormous benefit to the students as many of them were facing financial crises due to the nationwide lockdown. Reflective of the vision and mission of the college is the augmentation of infrastructure through the addition of two new classrooms for the accommodation of students as per requirement under the CBCS curriculum.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body comprisingof President, the Principal as Secretary, 3 Teaching Staff and 1 non-teaching staff, 2 nominees from the Government of West bengal, 2 nominees from the University of North Bengal and 1 student representative take all the significant decisions concerning the governance of the Institutionthereby reflecting decentralization and participative management. The Teachers' Council consistingof Teaching Stafftakes a proactive part in formulating agendas for the fruition of the present and future plans of the college. Teachers' Council also relishes autonomy in the formation of different Subcommittees such as Admission, Examination, Games and Sports, Cultural, Debate and Seminar, Career Guidance and Placement etc.These Statutory and non-Statuary Sub-committeesperform their respective duties under the guidance of the Principal. Internal Quality Assurance Cell (IQAC) maintains annual reports of various academic activities of the college and takes several initiatives alongwithchalkingout guidelines for quality enhancement in teaching-learning practices of the college.Furthermore, the heads of the Department(HODs) mediate in the decisions and agendas formulated by the Governing Body and Teachers' Council thuspreventing centralization of management by dynamic participation in policy and decision making of the College.

File Description	Documents
Paste link for additional information	http://www.kurseongcollege.net/governing-body/
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In accordance with the perspective plan of the college as outlined

by the IQAC for augmentation of classrooms, the college added two new classrooms to accomodate students for classes as per requirement under the CBCS curriculum. As a step towards fulfillment of the academic strategic goals of the college, and realisation of its vision and mission, Honours in Botany was introduced from the session 2020-21. Upgradation of the partial automation process of the Central Library of the college is being carried out continuously. The common room of the lady teachers has been upgraded with addition of a bed which may be used by staff and students in times of medical emergencies. The office of the Principal is carrying out constant corresondence with the concerned authorities for financial support for infrastucture augmentation such as addition of new classrooms, new administrative block, upgradation of laboratories etc.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://www.kurseongcollege.net/future-plans/
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body (G.B.) is the highest decision-making authority of the college and all major decisions of the college are undertaken by the GB. Important committees such as the IQAC, Purchase Committee, Building Committee,etc.are formed by the GB.The college is affiliated withthe Government of West Bengalin collaboration with the Gorkhaland Territorial Administration (affiliated to Home and Hill Affairs, Go W.B.) and the University of North Bengal. The Principal is the administrative head of the Institution and nurtures the Students' Union, the Teachers' Council, theNon-Teaching Staff organisation. The Heads of the various Department(HODs), under the supervision of the Principal, co-ordinates the different departmental activities alongwith the other teachers and staff of the respective departments. The functioning of the Library is co-ordinated by the Librarian assisted by the library staff. The Head Clerk alongwith other non-teaching staff such as lower division clerk, accountant, cashier etc. and support staff such as peons, security guards, mali, safai karmacharis, etc. ensures smooth functioning of the office work.

The Principal, with the consultation of the teachers' Council (T.C.) and G.B. forms various sub-committees and cells such as Examination, Admission, Games and Sports, Debate and Seminar , Library, Cultural , Research, , Disciplinary, Career ,guidance and placement sub-committees,AISHE, Anti- Ragging Cell, etc, as per the requirement of the Institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.kurseongcollege.net/structure-of-administrative-functioning/
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**C. Any 2 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1) Covid 19 Vaccination was provided to the teaching and non – teaching staff and their Families.

2)Staff are covered under the Pension Scheme, gratuity; leave encashment can be availed of by retiring staff as per Government norms.

3)Leave to teaching and non-teaching staff is sanctioned as per

the guidelines of the University of North Bengal Statutes.

4)Child-care leave is granted as per Government Norms.

5)Loan facility from the Provident Fund for house building, education, marriage of children, etc is available to all Staff.

6)Non-Teaching Staff have a Co-operative Society to mitigate their financial predicament.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of the Teaching members is assessed according to Career Advancement Scheme (CAS) set by the State Government in accordance with the UGC norms, vide G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012, together with all amendments made therein at

regular intervals. The IQAC aids the teaching Staff with all the necessary procedures leading to their promotion under Career AdvancementScheme (CAS) like ensuring preparation of PBAS and other relevant documents, and fulfilment of requirement for CASon time as per their date of promotion so that there is no delay in their academic progress.

Performance Appraisal System for Non- Teaching Staff-The appraisal of Non-teaching Staff is done by the Governing Body as per Government norms.

File Description	Documents
Paste link for additional information	https://wbhed.gov.in/readwrite/uploads/1513600964.pdf
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

NO FINANCIAL AUDIT IS CONDUCTED YET.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1)The Tuition Fee of Students is one of the major sources of income of the College.

2)Sponsorships from various Government and Non- Government Agencies.

3)Funds received from Alumni Association of the College.

4)College being a Government -Aided College receives grant from the State Government under a pay packet scheme for the salaries of Sanctioned Staff. Salaries for Part-Time or Contractual Staff are paid from the College fund.

All major plans for mobilisation of funds are discussed and approved by the Governing Bodyof the College.

Utilisation of Resources:

The college infrastructure is utilised as centre for various examinations of university, state and central government.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

1. The IQAC regularly monitored the teaching-learning process and

streamlined the online mode of teaching and learning. The truncated sullabus prescribed by the affiliating university was circulated to all the teachers through email. All the teachers conducted their classes through various online platforms and a record of the classes was maintained by the IQAC. Teachers were given the liberty to choose the online platform of their choice as per their convenience for conducting of online classes and online continuous evaluations. A variety of online platforms were used by the teachers like Google Meet, Google forms, Google Classroom, Zoom, and WhatsApp.

2. The Departments of Physics and Mathematics in collaboration with the IQAC held two and one international webinars respectively for promoting research and enhancing the quality of education. The webinar was attended by the teachers of the Kurseong College and also saw participation from scholars and resource persons from across the country and from other countries like Nepal, USA, Norway, Israel, Argentina, Malaysia etc.

File Description	Documents
Paste link for additional information	http://www.kurseongcollege.net/1st-international-e-conference-on-recent-advances-in-physics-materials-science-2020/
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The normal classroom mode of teaching was replaced by the online mode of teaching-learning during the lockdown period. The teachers used different online modes of curriculum delivery such as google classroom, google meet, zoom, youtube, WhatsApp, e-mails, etc. All the teachers were required to submit a weekly report of the number of classes taken and proper documentation of these reports was maintained by the IQAC.

2. The internal assessment/continuous evaluation was carried out by the different departments in accordance with the academic calendar and the marks were recorded by the respective subject teachers. The consolidated marks of differents papers were then shared by the departmental heads with the Examination sub-committee. As per instructions from the affiliated University, the

entire examination process was conducted in the online mode. The Examination Sub-committee undertook the task of collecting the answer scripts of the students and the records for the same was maintained by the Examination sub-committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution adheres to the ideal of gender equity and works towards promoting it through various initiatives. The issues of gender equity, genderand violence, gender differences, and inequalities within the class, caste family, work, etc. are

incorporated into the syllabus of Sociology. A portion of the syllabi of other subjects such as Economics, Political Science,etc. also deals with the topics related to women and gender. In addition, the college observed International Women's Day on 8th March as is the practice, to sensitize the students about gender equality. The students participated with fervor in the online mode through poster making, poetry recitation, etc. TheICC has been constituted in line with the UGC notifications to address grievances related to sexual harassment at the workplace, albeit no complaints have been received so far. The college has a separate common room and toilet facility for girl students. There is also a separate parlor/restroom for the lady teachers of the college. The college also provides hostel accommodation at subsidized fees to the girl students from distant places. The college has proper documentation of the Kanyashree Prakalpa scheme of the Government of West Bengal meant especially for the girl students.

File Description	Documents
Annual gender sensitization action plan	http://iqac.kurseongcollege.net/sss/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.kurseongcollege.net/girls-hostel/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste management is an important step toward creating a clean and healthy environment for sustainable development and Kurseong College adheres to this ideal. As such the institution has taken several steps to manage various types of degradable and non-degradable wastes. There are separate dustbins installed at several places on the campus for the collection of degradable and non-degradable wastes which makes the management of solid waste easier and more effective. The liquid wastes are disposed of through the proper drainage system of the college. The organic waste obtained from the college canteen is managed through a compost pit which is installed nearby. The college girls' hostel also has a compost pit for proper disposal and usage of organic matter. Electronic equipment is repaired and used. Equipment beyond repair is collected and stored in the e-waste room for further processing which ensures effective management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://iqac.kurseongcollege.net/sss/
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

B. Any 3 of the above

vehicles
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution strongly believes in the ideals of communal and social harmony and has therefore taken several initiatives to ensure tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. Being the only institution of higher learning in the sub-division of Kurseong, the institution caters to the needs of students of all socio-economic backgrounds. Besides, students of diverse linguistic, communal, and religious backgrounds from surrounding and distant areas join the institution. The institution follows the practice of a multi-lingual mode for delivery of lectures and for writing answer scripts in the university examinations. The Cultural sub-committee works in consultation and collaboration with other committees and Departments to commemorate important occasions such as Bhanu Jayanti, Nepali Bhasa Manyata Diwas, Rabindranath Jayanti, etc. to promote communal and social harmony among the students and staff.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Kurseong College upholds the principles and ideals of the Constitution of India and endeavors to abide by these ideals

through its various activities. Despite the limitations imposed by the lockdown due to the coronavirus pandemic, the institution took initiative for observing important national events such as Independence Day, and Republic Day maintaining appropriate COVID protocol. The students and staff who participated in the events showed reverence to the nation through hoisting the national flag and singing the national anthem. On the occasion of Independence Day, the NSS organized an e-quiz on Freedom Fighters for the students of the institution to raise awareness about the same. Some students also shared dance videos which were shared on social media. The non-teaching staff of the college also undertook the task of cleaning the campus on the occasion of Independence Day in line with the principles and ideals of the constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Kurseong College has endeavored to observe and celebrate important national and international commemorative days notwithstanding the hindrances and obstacles due to the lockdown. The important events of national importance such as Independence Day and Republic Day were commemorated through hoisting of the national flag, singing of the national anthem, and creating awareness through e-quizzes. The students of the college also participated in International commemorative days such as International Women's day, International Day of the Girl Childthrough the online mode. Students shared pictures of posters on the theme of International Women's Day, voice recordings of self-written poems, etc. Bhanu Jayanti was also observed by paying homage to the legendary Nepali poet Adikavi Bhanubhkata Acharya. The 54th Foundation Day of the college was observed wherein the Principal and staff paid homage to the founder members of the college maintaining appropriate covid protocols.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. REDUCTION IN FEES FOR STUDENTS DURING THE LOCKDOWN

2. FINANCIAL AID TO TEACHING AND NON-TEACHING STAFF DURING LOCKDOWN

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority and thrust area of Kurseong College as reflected in its vision and mission aim at empowering the students with knowledge and skills in academic and non-academic spheres. With this objective in mind, the College has taken the initiative of introducing new courses in the college. The Post Graduate Department of Nepali was introduced in 2018 which gave an opportunity to students of the college, particularly those from economically backward families to continue their post-graduate study in the college itself. Keeping in line with the vision and mission, Honours in Zoology was introduced in 2018, and two batches of students have successfully graduated from the Department and are pursuing post-graduate studies in different universities. Similarly, Honours in Botany was introduced in 2020. This endeavor of the college has enabled students in hill areas from economically backward families and lacking in merit to obtain higher education in diverse courses/subjects and is an attempt to translate the institution's vision into reality.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To improve and streamline the online mode of delivery of curriculum through proper and systematic documentation of classes. Teachers are encouraged to attend workshops for keeping themselves updated with new and improved online modes of teaching.

- To establish more ICT-enabled classrooms for facilitating interactive and participative learning among students.

- To organize more national and international webinars/seminars for faculty and students forthe promotion of research culture and enhancement of analytical thinking among students.

- To organize workshops/seminars/webinars etc. for developing soft skills among the students and staff.

- To promote teacher and student exchange programs to enable interaction among faculty and students of other institutions.

- To devise innovative methods for enhancing the teaching-learning process such as organising field visits/educational tours for all subjects.

- To carry out Administrative, Academic, Energy, and Green Audit of the college to streamline the administrative process.

- To carry out extension activities for the enhancement of community participation and development.

- To conduct value education classes for the students to inculcate values, morals, self-discipline, compassion, etc. among the students.

- To conduct programs/activities/seminars on gender sensitization to promote gender equality.