



YEARLY STATUS REPORT - 2022-2023

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 **courseongcollege@yahoo.in**
- Alternate e-mail **iqackourseongcollege@gmail.com**
- Address **DOWHILL ROAD**
- City/Town **KURSEONG**
- State/UT **WEST BENGAL**
- Pin Code **734203**

2. Institutional status

- Affiliated / Constitution Colleges **Constitution Colleges**
- 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. SRIJANA RAI**
- Phone No. **6296258920**
- Alternate phone No.
- Mobile **9679803299**
- 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/AQAR-2020-21.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.kurseongcollege.net/wp-content/uploads/academic-calendar-22-23.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.02	2023	07/09/2023	06/09/2028
Cycle 1	B	2.03	2009	31/12/2009	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

No File Uploaded

9.No. of IQAC meetings held during the year 5

- 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 **No File Uploaded**

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)

1. Submitted SSR and pre-qualified for Peer team visit. 2. On the recommendation of the IQAC for infrastructure augmentation, three (03) new classrooms were constructed and foundation stone for construction of six (06) new classrooms was laid. 3. Organised ICSSR sponsored national seminar in collaboration with Department of Political Science on 24th and 25th March 2023 and special talk in collaboration with Darjeeling Hills University on 30th May 2023. 4. Recommended installation of CCTV cameras at Kanchanjunga Girls' Hostel and the task was completed. 5. As a green campus initiative 5th of every month is observed as No-Vehicle Day on the recommendation of IQAC.

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
NAAC Accreditation	SSR submitted and pre-qualified for Peer team visit
Preparation of Academic Calendar 2022-23	Prepared and uploaded in college website
Infrastructure Augmentation-addition of new classrooms	Construction of three new classrooms and laying of foundation stone for extension of Humanities building
Promotion of Research culture	ICSSR sponsored national seminar was organised by the Department of Political Science on 24-25th March 2023. Special Talk organised jointly by IQAC and Darjeeling Hills University on 30th May 2023
Installation of CCTV camera at Kanchanjunga Girls' Hostel	Completed
Purchase of furniture at Kanchanjunga Girls' Hostel	Completed
Purchase of new computers and peripherals	Completed
Green Campus initiatives	No-vehicle day observed on 5th of every month

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

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3.Website address (Web link of the AQAR (Previous Academic Year))	http://iqac.kurseongcollege.net/wp-content/uploads/AQAR-2020-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kurseongcollege.net/wp-content/uploads/academic-calendar-22-23.pdf				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 1	B	2.03	2009	31/12/2009	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			No File Uploaded		
9.No. of IQAC meetings held during the year			5		
• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
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Purchase of new computers and peripherals	Completed
Green Campus initiatives	No-vehicle day observed on 5th of every month
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
Nil	Nil

15. Multidisciplinary / interdisciplinary

Kurseong College is the only institution of higher education in the entire Kurseong subdivision offering undergraduate courses in all three streams of Arts, Commerce, and Science. It also offers Post Graduate in Nepali. In the present Choice Based Credit System (CBCS) mode which came into effect from 2018-19, the students are given the flexibility to choose their preferred subject combination from the given basket of subjects during the admission process. A compulsory paper on Environmental Studies for students of all three streams is a step towards achieving a comprehensive and multidisciplinary education. Further, the NCC, NSS, Nature Club, Youth Against Trafficking Club, etc. are involved in activities that enhance community engagement and service, environmental education, and value-based education for the attainment of holistic and multidisciplinary education. Being fortunate to have all three streams under one roof and well-qualified teaching faculty, Kurseong College is committed and prepared to embrace the multi-disciplinary curriculum to integrate the humanities and arts with Science, Technology, Engineering, and Mathematics (STEM) as specified in the NEP. The IQAC and the Governing Body of the college constantly strive and search for avenues to overcome infrastructural inadequacies so that students can make desired choices across various streams and disciplines. The management and the dynamic faculty of the college are open to new ideas and approaches and eagerly waiting to have a firm multidisciplinary and interdisciplinary system of education at the institution.

16. Academic bank of credits (ABC):

The idea of the Academic Bank of Credits (ABC) as proposed in the National Education Policy (NEP) is highly innovative and conducive to an era of seamless higher education for students irrespective of their locations in any part of the country at any time. The ABC which digitally stores the academic credits earned from various recognized HEIs has been designed to provide maximum flexibility to the students in the choice of streams/disciplines as also in the timing of entry and exit during the chosen programme/course. In the Choice Based Credit System (CBCS) mode of curriculum delivery there is provision for continuous evaluation, the marks obtained through which are considered for the final score/grade of the students. In line with the same, Kurseong College assesses students' learning outcomes through formative assessments and assignments for each semester. In its endeavor to adhere to the provisions of the NEP, Kurseong College is committed to implementing the ABC as and when the relevant

order/s in this regard are issued by the government. The IQAC and the Governing Body of the College along with the Examination Subcommittee and the Teachers' Council will play a proactive role in the modalities for registration with the ABC portal.

17.Skill development:

Given the present unemployment situation in the country, skill development and vocational education are the need of the hour. The NEP stresses the integration of vocational education into the curriculum of all educational institutions including HEIs. The vocational capacities will go hand-in-hand with the development of 'academic' or other capacities. Along with vocational education, the NEP also emphasizes developing life skills such as communication, cooperation, teamwork, and resilience to enable students to be better prepared to seek the jobs of their choice. Kurseong College also attempts to equip students with soft skills such as communications skills, teamwork, time management, problem-solving methodologies, etc. and organizes several activities to achieve it. The institution has also signed MoUs with two leading institutions which will impart courses for students' skill development. The IQAC and the Governing Body of the college are constantly seeking avenues for creating the necessary infrastructure for offering skill development and vocational courses in the days to come. The institution also encourages the students and the faculty to undertake skill development courses through digital technologies.

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

India is a country with rich cultural and linguistic diversity. To promote and preserve this rich cultural and linguistic heritage of the country which is endangered in many respects, the NEP calls for several steps to be undertaken by the HEIs. For the integration of the Indian knowledge system in the curriculum in line with the NEP 2020, Kurseong College follows certain practices. The college offers B.A. Honours and Post Graduate in the Nepali language which is one of the recognized languages in the Eighth Schedule. Bengali and Hindi languages also form part of the curriculum. The institution follows the practice of a multi-lingual mode for the delivery of lectures and for writing answer scripts in the university examinations. The Department of History organizes field visits for the students to foster their knowledge of India's cultural heritage. The Cultural sub-committee works in consultation and collaboration with other committees and Departments to commemorate important national and

regional events such as Bhanu Jayanti (birth anniversary of renowned Nepali poets), Nepali Bhasa Manyata Diwas (Nepali language recognition day), Rabindranath Jayanti (birth anniversary of renowned Bengali litterateur), and other cultural activities such as folk dances, folk songs, poetry recitation in regional languages, etc. to promote communal and linguistic harmony. International Yoga Day is observed every year by the NCC and NSS. The NCC cadets also participated in the Ek Bharat Shrestha Bharat online camp. These initiatives are intended to cherish and celebrate the rich cultural heritage of India and are important steps towards preserving and propagating her history, traditions, and values.

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

The Outcome-based Education (OBE) system has become a need and a priority in the present state of affairs. Today the customary teaching-learning process has become conservative and obsolete. This method can hardly be used in the workplace or in our daily lives. Students have become more aware of the need for job-oriented vocational courses which gives them ample opportunities to explore the right kind of profession that they are best suited for. The OBE emphasizes upgrading the skills of the students. It not only enhances their talents but also creates a space for them to put their education into some functionality rather than just being generic knowledge gained in an institution. New technology and social media are dominating the workspace, every forum is highly computerized. This makes it necessary for the pupils to be a technophile, have specialized skills, and be more creative. The hill areas where Kurseong College is situated have been dealing with unemployment issues for several years due to the lack of specialized skill set that the job market demands. Understanding the significance of the OBE, Kurseong College is eagerly looking forward to adapting and regularising into the OBE system. The first step towards this transformation has already been taken by following the Choice Based Credit System (CBCS) mode of curriculum delivery. The programme and the course outcomes for each subject are clearly stated to the students at the beginning of each new academic session through an Orientation Programme and the same is posted on the college website. The pedagogy of the institution being student-centric the learning outcomes are assessed and evaluated during the study through formative assessment and assignments. Student feedback on the teaching-learning process is also obtained through the Students' Satisfaction Survey. The Career Guidance and Placement Cell of the college in unison with other agencies conducts career

counseling programmes. The consistent teacher student interactions through the mentor-mentee system also pave the way for the implementation of OBE.

20.Distance education/online education:

In recognition of the difficulties posed by the global pandemic since 2020 in curriculum delivery through the regular mode, the NEP stresses on the need for developing alternative modes for providing quality education in HEIs. The sudden shift from regular offline mode to online mode was perplexing and challenging for the faculty and students alike. Nonetheless, the dynamic faculty of Kurseong College adapted in a befitting manner to the new system devising novel and innovative methods for uninterrupted curriculum delivery through the online mode. The faculty used online platforms like Zoom, google meet, google classroom, WhatsApp groups, youtube channels, etc. for lecture delivery and sharing of study materials with the students. In certain instances, the study materials were also shared individually through e-mails. To be effective online educators, the faculty attended online courses and workshops on the use of online platforms like google classroom, online assessment, annotations, MOOCs, etc. Furthermore, many college activities, seminars, and counseling programs were also held in online mode. The online mode of education has given an edge to the institution by enhancing the technical skills not only of the faculty but of the students as well. In the present times which are fraught with the risk of epidemics and pandemics, it is difficult to disregard the importance of the online/distance learning technique. In view of this, Kurseong College has fully embraced and endorsed the new teaching learning method be it the online mode or the hybrid blended mode to face any unforeseen circumstances in the future.

Extended Profile

1.Programme

1.1

12

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

File Description	Documents
Data Template	View File

2.Student

2.1 760

Number of students during the year

File Description	Documents
Data Template	View File

2.2 438

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

File Description	Documents
Data Template	View File

2.3 223

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 39

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 41

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	12
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	760
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	438
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	223
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	39
File Description	Documents
Data Template	View File

3.2	41
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	4
Total number of Classrooms and Seminar halls	
4.2	36.4
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	5
Total number of computers on campus for academic purposes	

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 is committed to the effective delivery of curriculum through a well-planned and documented process and adheres to the syllabus prescribed by the affiliating University. At the beginning of each academic session, an orientation program is conducted for the students by the Admission sub-committee wherein they are briefed regarding the rules and regulations and the code of conduct to be followed in the college. The code of conduct is also uploaded in the college website. Further, an academic orientation is organized by each department to highlight the methods of curriculum delivery. Classroom teaching is supplemented by the use of audio-visual aids like power-point presentations, showing films, documentaries, etc. To overcome the monotony of classroom, students are encouraged to participate in discussions amongst themselves and with teachers which also facilitates knowledge sharing. The college is well equipped with the required infrastructure which aids the effective delivery of the

curriculum. The Central Library of the college is a depository of numerous books, journals, and digital resources. Adherence to institutional vision, promotion of work culture, periodic review through departmental meetings, student-teacher interface sessions, and periodic meetings of the Principal with the HoDs are some of the structured ways which assist effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college IQAC, before the commencement of the new session, prepares an academic calendar in consultation with different sub-committees which provides broad guidelines and a framework for the various curricular and extra-curricular activities. Departmental meetings are also held wherein each department prepares the departmental routine and allocates the syllabus among the teachers. The credit-based routine, prepared well in advance is circulated among the students and teachers via the notice board, college website, and WhatsApp groups. The timetable is strictly adhered to.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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 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/

B. Any 3 of the above

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	No File Uploaded

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)	No File Uploaded

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)

0

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

0

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

0

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 syllabus for 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[1]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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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**

C. Any 2 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	https://www.kurseongcollege.net/student-satisfaction-survey/

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

965

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

193

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

Nil

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
702	39

File Description	Documents
Any additional information	No File Uploaded

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

The pedagogy of the college is student-centric. As such, the college takes utmost care for the enhancement of the teaching-learning process through student-centric methods such as experiential learning, participative learning. The following methods are used for teaching-learning in our institution:

Participatory Learning Methods

- Seminar
- Home Assignments and Presentations
- Group discussions

Experiential Learning Methods

- Laboratory Experiments
- Project
- Fieldwork

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 college has one smart classroom and three ICT-enabled classrooms (Room Nos. 07, 9b, 12 & 14). The teachers make optimum use of these ICT facilities for making the teaching-learning process more effective and interactive. Traditional classroom teaching using chalk and blackboard/ whiteboard is supplemented through audio-visual aids such as PowerPoint presentations, video clips, movies etcetera which increases students' engagement leading to enhancement of their learning abilities. Besides this, students' seminars are also held by different departments as one of the modes of internal assessment where students are required to give PowerPoint presentations on the topics assigned to them. In doing so, the students become better equipped with the much-needed digital skills of the 21st century. Students who undertake field surveys also use ICT tools and application software such as MS Word, and MS Excel for the preparation of their field survey report/project work. The college has a computer laboratory in Room No. 25 exclusively for the students which they use for academic purposes while

individual teachers are issued laptops for use in administration, research, teaching, and other purposes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kurseongcollege.net/facilitie/s/

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

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
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

39

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	No File Uploaded

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

19

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

316

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.

Students are evaluated internally through various modes of internal assessment carrying 10 marks such as seminar presentations, quizzes, objective questions, assignments, open book tests, and projects as a part of the continuous internal evaluation (CIE). The internal assessment scheme of the college is decided by the examination sub-committee. The college generally follows a scheme where the mode of internal assessments of Honours courses is at the discretion of the respective departments concerned. Students can be evaluated based on seminar presentations, quizzes, objective questions, assignments, open-book tests, projects, etc.

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 answer scripts of internal assessment after evaluation are given to the students for scrutiny. Grievances arising among the students in the form of any technical error in tabulation or discontent in evaluation from the students' end are welcome and appropriate changes are made thereof. The teacher ensures that the students are satisfied with the evaluation process. Students failing to perform well are allowed to improve through an improvement test. The teachers of the department tabulate the final internal assessment marks which are submitted to the office for uploading following the approval of all the members of the department within the time stipulated by the University for submission of marks.

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.

The College is affiliated to the University of North Bengal and offers ten undergraduate courses (of three years) permanently affiliated across the three disciplines of science, arts, and commerce in addition to a post-graduate course (of two years) in Nepali. The respective departments prepare Programme Outcomes (PO) and Course Outcomes (CO) for the prescribed syllabus. The CO & PO for all programs are compiled and displayed on the college website for reference to the students. The teachers inform the students regarding the syllabus, Course outcomes, scheme of examination, question pattern, etc. at the beginning of every semester through an orientation program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://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.

There is no such direct mechanism to evaluate the attainment of PO and CO at present. However, indirect methods such as 1. monitoring the performance of students in the university end-semester examination, 2. maintaining a record of alumni progressing to higher education, qualification in competitive examinations, and national and state level examinations such as NET, SLET, and employment details all of which serve as an important index for assessment of the attainment of CO & PO.

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

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

143

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)

<https://www.kurseongcollege.net/wp-content/uploads/SSS-2023.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)

876587

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

01

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	No File Uploaded
Paste link to funding agency website	Nil

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

07

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)	No File Uploaded

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

15

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

09

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

The college always encourages students to participate in various community-centered activities which help them to learn a thoughtfully organized activity, aim, and the significance of the knowledge of serving humanity. The students of the NCC unit organized the rally from College to Hanuman Tak which is a few kilometers away from campus to sensitize the community about the need and importance of the Ocean to maintain the ecological environment. The students also participated in the National Disaster Response Force conducted FAMEX Programme which prepared them for the immediate response in case of natural calamities such as landslides and earthquakes. In view of the increasing number of road accidents, the students in collaboration with Kurseong traffic police, organized a rally on the theme "Safe Drive and Save Life" to create awareness of safety among drivers and public commuting. The students of NSS also performed the tree plantation drive and awareness of the environment in the nearby areas and also collected the data to update the database of the Biodiversity of the areas around the Kurseong region. The NSS unit of Kurseong College also went to different primary schools in the Sittong area and interacted with the students there under the theme "Let's Reach and Make Difference". Similarly, in collaboration with Blood Bank Kurseong, the NSS unit also organized a voluntary blood donation camp on the campus. The students of the NCC unit also collected the materials to support the violence victims of Manipur.

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

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

11

File Description	Documents
Reports of the event organized	No File Uploaded
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

213

File Description	Documents
Report of the event	No File Uploaded
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

00

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

02

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	View File

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 is spread over an area of 3,820 square meters and has adequate infrastructure and physical facilities for teaching-and learning. There are 34 classrooms out of which 4 are classrooms equipped with ICT facilities (No. 7, 9b, 12, and 14) i.e. LCD projectors. There are nine well-equipped laboratories-three for Chemistry, two each for Zoology and

Physics, and one each for Botany and Geography. Besides this, there is a computer laboratory that can be used by students for academic purposes. The college has a room allotted for research on condensed matter physics where work related to the major research projects and other research activities is done. There is an auditorium with a seating capacity of 200 persons which is utilized for various cultural activities, seminars, workshops, awareness programs, and other events. The auditorium is barrier-free for differently abled by the construction of ramps. The college has a three-storied partially automated library equipped with 23,084 titles for use by students and staff. The library also provides students with photocopying facilities, e-books, e-resources, question banks, syllabi, and other reference material, etc. The ground floor is used exclusively as a reading room, while the first and the second floors contain the circulation and stacking sections.

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 has a playground for conducting sports activities and one basketball court which is presently under construction. The college has a playground for conducting sports activities and one basketball court which is presently under construction. The college auditorium is also used for indoor sports activities like table tennis, badminton, carom board, chess, etc. The college has a separate room for the safekeeping of sports equipment. The college auditorium is also used for indoor sports activities like table tennis, badminton, carom board, chess, etc. The college has a separate room for the safekeeping of sports equipment.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
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)

24.2

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

4.2 - Library as a Learning Resource

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

The College Library is housed in a separate 3-story building. It is organized into a Users Reading Room with sitting accommodation for 50 readers on the Ground Floor, a Circulation Section and Science & Commerce stack Room on the First Floor, and an Arts Stack Room and office of the Assistant Librarian on

the second Floor. The stock of both Text and Reference Books Library has an exhaustive collection of more than 23,000 books that adequately meet the varied requirements of all students and faculty members. There are almost 4822 issues of print journals in the Library. Currently, the library has a subscription to an Online Database, N-LIST (National Library and Information Services Infrastructure for Scholarly Content), by INFLIBNET which enables the users to access almost 90,000+ e-books and 6500+ e-journals through a login username and password which is shared by the Librarian to all the teachers. The Library initiated the process of automation using Integrated Library Management software (ILMS), Koha, version 3.22.10 in November 2017. However, the status of Automation is partial. The cataloging and circulation have been completed to date. The Library has in-house access to OPAC (Online Public Access Catalogue) via <http://192.168.0.100:8000/> and is planning to host the bibliographic data of books and journals in the cloud to enable 24x7 access to OPAC by the users.

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 **A. Any 4 or more 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)

1.57

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

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college campus is well equipped with an internet connection providing an internet speed of 100 Mbps bandwidth. All the teachers and office staff have easy access to the internet facilities through wi-fi with 65 Mbps. Students have access to wifi in the reading room of the Library. There is a computer laboratory with internet facilities that can be used by students for carrying out academic work. The administrative block which includes the college office has high-speed internet services that enable quick and efficient communication. It also ensures that dissemination of information to the staff and students is swift and instantaneous through respective WhatsApp groups or e-mails. All the accounts of the college are maintained through TALLY software which makes accounting very systematic and efficient. The IQAC Room is equipped with two computers and an internet connection for the smooth functioning of its activities. The college central library is also partially automated using KOHA software. Online learning resources and Shodhganga are also available for students' use. The college has an official website which is updated at regular intervals. All

important notifications and information, activities of the college, college profile, and admission forms are uploaded to the college website. The process of admission is conducted entirely through online mode. The college campus has CCTV surveillance cameras installed at strategic locations which are in operation 24x7.

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

4.3.2 - Number of Computers

5

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	No File Uploaded

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)

24.2

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)	No File Uploaded

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.

The classrooms and the laboratories are utilised for conducting regular academic activities in accordance with the time table. The laboratory in charge is responsible for checking the stock of consumable resources and the equipment prior to the commencement of each semester. The nonworking equipment is repaired or replaced if possible. Requirements of additional equipments are discussed in the departmental meetings and forwarded to the concerned authorities for necessary action. The library is partially automated with software KOHA. At the beginning of every year, the budget allocation is made for the maintenance of the library and purchase of books/journals etc. with each department being allocated a specific amount. The list of the books to be purchased is prepared by each department and forwarded to the Librarian for necessary action. The Sports Sub-Committee organises the sports activities and the Convenor supervises the maintenance of the sports equipments. Computers are used in the laboratories, offices, and library and upgraded according to the requirements. The auditorium/ hall is utilized for conducting various academic and cultural activities by the departments after permission from the concerned authority. The seminar and workshop etc are conducted in the Room No. 14.

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

2

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

2

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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

84

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

84

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent 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

D. Any 1 of the above

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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

22

File Description	Documents
Upload supporting data for student/alumni	View File
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.**

07

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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' representatives are no longer functioning. Under these circumstances, the college activities 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 as Debate and Seminar, Sports, and Cultural and Nature Clubs all of which are headed and constituted by the teachers. The Internal Quality Assurance Cell of the College also consists of student representatives to ensure an effective say of the students in the affairs of the institution.

File Description	Documents
Paste link for additional information	Nil
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

08

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

The Kurseong College Alumni Association was formally constituted on 3rd August 2018 (Resolution 16 - General Body Meeting Agenda Item 3) to strengthen the bond between the college and its former students. The association aims to support the college's academic and developmental endeavours through a systematic engagement with alumni.

The association is headed by an elected committee of office

bearers and advisors to guide its activities. The current office bearers are:

President - Mrs. Pranita Pradhan Vice President - Mr. Bimal Sharma Secretary - Mr. Diwas Bhujel Joint Secretary - Mr. Anurodh Kr Das Treasurer - Mr. Binoy Rai Joint Treasurer - Mrs. Kumud Thapa Advisor - Mrs. Bernadette Gurung Advisor - Mr. Balaram Pradhan Advisor - Mrs. Anuja Lama

The key objectives of the association include maintaining updated records of alumni members, fostering strong alumni network and engagement with the college, providing guidance to recently passing out students, organising alumni reunions and interactive sessions on matters of academic and social importance, undertaking fundraising initiatives for student welfare, and promoting the college among prospective students. Additionally, the Association is undergoing registration under the West Bengal Societies Registration Act, 1961, to enhance its legal framework and effectiveness.

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

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

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

Kurseong College's approach to governance and administration aligns with the description provided. Since its establishment in 1967, the college has implemented a Teachers' Council consisting of teaching staff and the principal, which oversees various committees that handle aspects like admission, examinations, sports, cultural activities, debates, seminars, and research.

Additionally, the college has an Internal Quality Assurance Cell (IQAC), led by a coordinator, whose role includes ensuring the overall quality of academic and co-curricular activities. This structure supports the college's commitment to delivering relevant knowledge, skills, and human values while fostering intellectual and spiritual growth among its diverse student population, including those from disadvantaged backgrounds.

File Description	Documents
Paste link for additional information	https://www.kurseongcollege.net/wp-content/uploads/VISION-MISSION.png
Upload any additional information	No File Uploaded

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

The governance structure of the institution appears to be decentralized and participative, with various bodies and committees playing a proactive role in decision-making. The Governing Body, which includes the President, the Principal, teaching and non-teaching staff, government and university nominees, and a student representative, takes significant decisions concerning the institution's governance. The Teachers' Council, comprising teaching staff, formulates agendas for the present and future plans of the college and enjoys autonomy in forming subcommittees for various purposes. These subcommittees, such as Admission, Examination, Games and Sports, Cultural, Debate and Seminar, Career Guidance and Placement, perform their respective duties under the guidance of the Principal. The Internal Quality Assurance Cell (IQAC) maintains annual reports of various academic activities of the college and takes initiatives to enhance the quality of teaching-learning practices. The heads of the Department (HODs) mediate in the decisions and agendas formulated by the Governing Body and Teachers' Council, thus preventing centralization of management by dynamic participation in policy and decision-making of the college. Overall, this governance structure appears to promote collaboration, participation, and autonomy among various stakeholders in the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college management's approach to providing autonomy and flexibility to the Principal and departmental committees in overseeing academic activities is commendable. By fostering a culture of mentorship and collaboration, the institution promotes continuous improvement and innovation. The strategic emphasis on soliciting input from all stakeholders, including teachers, reflects a commitment to inclusivity and shared governance.

The strategies adopted for monitoring and evaluating policies demonstrate a proactive approach to quality assurance and performance assessment. Regular committee meetings facilitate ongoing dialogue and decision-making, ensuring alignment with strategic objectives. The feedback system, involving stakeholders, alumni, staff, and students, provides valuable insights for informed decision-making.

The Principal's engagement with departments and the systematic monitoring by department heads promote accountability and transparency. Annual evaluations and presentations by department and program coordinators enhance accountability and enable reflection on achievements and areas for improvement. Overall, these monitoring and evaluation strategies contribute to a culture of continuous improvement and excellence within the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.kurseongcollege.net/future-plans/
Upload any additional information	View File

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 college's governing body maintains a central role in decision-making, while simultaneously promoting decentralization through the formation of essential committees and encouraging departmental autonomy. The principal serves as the institutional leader, supporting student union, teacher council, and non-teaching staff organizations, as well as facilitating the work of department heads and faculty members.

Key aspects of this structure include:

Strategic Planning: The Governing Body establishes priorities and oversees implementation through various committees and sub-committees.

Collaborative Leadership: The principal works alongside department heads and faculty to coordinate departmental activities and foster a supportive environment.

Empowerment: Committees and sub-committees operate independently, allowing for localized decision-making and addressing specific concerns.

Feedback Mechanisms: Regular consultations between the Principal and teaching staff, as well as feedback systems, help identify issues and improve processes.

Adaptive Management: The college responds to changes in government regulations and educational trends by adopting new policies and structures.

This approach aligns with contemporary organizational theory emphasizing employee autonomy and flexibility, as outlined in sources discussing the importance of autonomy in the workplace. By embracing a culture of collaboration and decentralized decision-making, the college creates an environment conducive to creativity, innovation, and improved learning experiences for its students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kurseongcollege.net/structure-of-administrative-functioning/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
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. The Teachers Council maintains a corpus fund from subscriptions from the full-time teachers and Part-time teachers for purposes related to welfare activities of teachers such as death in the family, medical emergencies, recreational purposes such as college picnics, farewell etc. Refundable and non-refundable loans from the Provident fund can also be availed by the teachers.

2. Staff being covered under the pension scheme, gratuity, and leave encashment upon retirement follows standard employment practices across many sectors, including higher education.

3. Leaves being sanctioned according to university statutes are common practice within universities and educational institutions.

4. Child-care leaves being granted as per government norms reflect current legislation aimed at supporting working parents who need to care for young children.

5. Availability of loan facilities from provident funds for housing, education, and marriages of children is typical in many countries, including India, where provident funds play a crucial role in providing financial security and access to credit for employees.

6. Kurseong Collge also follow the policy of providing special educational concessions to the ward of teaching and non teaching employedinthe college.

7. A newly appointed faculty in the college is provided with a monthly allowance as an advance payment to meet his/her financial requirements. The advance is refunded later when their arrears are received.

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

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

0

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

9

File Description	Documents
IQAC report summary	No File Uploaded
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 the Career Advancement Scheme (CAS) set by the State Government per 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 Advancement Scheme (CAS) like ensuring preparation of PBAS and other relevant documents, and fulfillment of requirement for CAS on 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	Nil
Upload any additional information	View File

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

The Internal audit were performed and drafted the income & Expenditure account for the year ended 31.3.2023 of the College which was conducted by Prasad Jeetendra and Associates, Chartered Account, Kurseong on 18.08.2023.

Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor. The Budget of the institution is prepared annually; Library Budget is annually released in consultation with those responsible for purchase of books; based on the proposed changes in the curriculum. Responses to clarification or objections raised at the time of audits are given in a timely manner to the respective authorities.

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)

0

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) 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 GoverningBodyof 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	View File

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

Under the aegis of the IQAC the following initiatives have been taken: 1. Infrastructure augmentation-three (03) new classrooms have been constructed and the foundation stone for the extension of the Humanities building with six (06) new classrooms has been laid. 2. ICSSR sponsored a two-day national seminar on "Borders and Boundaries: India and its Neighbors" which was organized by the Department of Political Science on 24-25 th March 2023. 3. A Special Talk on "ESTATE LOGICS & THE MAKING OF AN AGRARIAN ENCLAVE IN THE BENGAL HIMALAYA" by PROF. SARAH BESKY, Cultural Anthropologist and Associate Professor, Cornell University was organized by Kurseong College in collaboration with Darjeeling Hills University on 30/05/2023 at Kurseong College. 4. Janjatiya Gaurav Diwas was observed on 16/11/2022 by the Department of History and Internal Quality Assurance Cell, Kurseong College on the 147 th birth anniversary of the iconic tribal freedom fighter Bhagwan Birsa Munda. 5. A talk on Value Education was organized on 20/04/2023 by the IQAC, Kurseong College. The main speaker was Rev Swami Vedanishtananada Maharaj of Ramakrishna Mission Institute of Culture, Kolkata. The program aimed to enrich the students of our college morally and ethically. 6. CCTV camera was installed at Kanchanjunga Girls' Hostel on the recommendation of the IQAC. 7. Furniture for Kanchanjunga Girls' Hostel was purchased on the recommendation of the IQAC. 8. New computers and peripherals for the office were purchased on the recommendation of the IQAC.

File Description	Documents
Paste link for additional information	https://iqac.kurseongcollege.net/wp-content/uploads/IQAC-minutes-2022-23.pdf
Upload any additional information	View File

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

The IQAC formulates Plan of Action (POA) for overall quality assurance in the teaching learning and evaluation process. It tries to ensure that the POA is completed and implemented within the academic session. It also prepares the academic calendar for time bound delivery of activities and internal assessment. In order to track the effective delivery of curriculum the IQAC regularly reviews the Teachers Diary where records of classes taken by teachers are maintained. The IQAC conducts an annual feedback survey on the teaching-learning and evaluation process from the students and feedback on curriculum, infrastructure, governance, and IQAC from the faculty to devise strategic development plans for making improvements. It encourages different departments to conduct seminars/workshops etc. Under the aegis of the IQAC, an ICSSR sponsored two-day national seminar was organized by Department of Political Science on 24-25 th March 2023. A Special Talk was also organized in collaboration with Darjeeling Hills University on 30/05/2023. To ensure a secure environment to the girl students, CCTV camera was installed at Kanchanjunga Girls' Hostel on the recommendation of the IQAC. The IQAC also works towards ensuring welfare of the faculty through proper documentation and timely promotion of teachers through the Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	https://iqac.kurseongcollege.net/wp-content/uploads/IQAC-minutes-2022-23.pdf
Upload any additional information	View File

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	https://iqac.kurseongcollege.net/wp-content/uploads/IQAC-minutes-2022-23.pdf
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)	View File

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 achieving it through its various initiatives which are given below:

1) To address issues of sexual harassment and promote gender equity, the college has an Internal Complaints Committee (ICC) headed by a lady Presiding Officer.

2) Workshop on Gender Sensitisation organized by Internal Complaints Committee on 29/09/2022.

3) International Women's Day was observed on 15/03/2023 by NSS Units of Kurseong College.

4) World Menstrual Hygiene Day was observed on 29 May 2023 by National Service Scheme, Kurseong College. Dr Anupama Biswas from Kurseong Sub-Divisional Hospital was the resource person.

5) Facilities for women- separate toilet for girls, separate toilet for lady faculty, parlour for lady faculty, common room for girls, sanitary pad vending machine, Kanchanjunga Girls' Hostel.

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5) Facilities for women- separate toilet for girls, separate toilet for lady faculty, parlour for lady faculty, common room for girls, sanitary pad vending machine, Kanchanjunga Girls' Hostel.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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 C. Any 2 of the above

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

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

Kurseong College maintains the facilities for the management of the Solid Waste management, Liquid waste management etc. of degradable and non-degradable waste in the campus itself and involves students in the process to follow time to time.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered 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	No File Uploaded
Any other relevant documents	View File

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	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

Kurseong College strongly believes in the ideals of communal and social inclusiveness. College initiates several measures 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 communities from surrounding and distant areas join the institution. The college strongly stands against racism, casteism, and any other form of discrimination. The uniform dress code for all the students in the College campus helps the students to remove feelings of inferiority/superiority among the students which may arise due to differences in their dressing styles. It further promotes feelings of equality and oneness among them. The institution also offers financial aid to

students from economically weaker sections in the form of fees waiver, either partial or whole. Although the primary mode of instruction is English, the institution follows the practice of a multi-lingual mode which includes Nepali, Hindi, and Bengali for the delivery of lectures and for writing answer scripts in the university examinations.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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 strongly believes in the ideals of communal and social inclusiveness 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 communities from surrounding and distant areas join the institution. The college strongly advocates against racism, casteism, and any other form of discrimination. The college has a uniform dress code for all the students. This helps to remove feelings of inferiority/superiority among the students which may arise due to differences in their dressing styles. The institution also offers financial aid to students from economically weaker sections in the form of fees waiver, either partial or whole. Although the primary mode of instruction is English, the institution follows the practice of a multi-lingual mode which includes Nepali, Hindi, and Bengali for the delivery of lectures and for writing answer scripts in the university examinations. The college library has books written in Hindi, Nepali, and Bengali besides English. All of these help in promoting linguistic inclusiveness. During the process of students' admission, the institution follows the reservation policies of the government so that students from all categories get equal opportunities.

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. Annual awareness programmes on Code of Conduct are organized.

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

NSS and NCC wings of the college observe International Women's Day every year. Under the aegis of the different sub-committees such as the Cultural Sub-Committee, the NSS, the NCC, the Department of Nepali, and the Department of Zoology the College organizes various events, and festivals like College Foundation Day, Rabindra Jayanti, Independence Day, World Environment Day, International Yoga day, Bhanu Jayanti, Anti-Terrorism Day, International Youth day, Swacha Bharat Abhiyan, Nepali Bhasa Manyata Diwas, Viswakarma Puja, Saraswati Puja and many more. Some of these events were also observed during the nationwide lockdown imposed due to the Corona virus pandemic adhering to appropriate Covid -19 protocols. The senior Boys and Girls wing of the NCC of the college accords the Guard of Honour to the Chief Guest and also heads the Independence Day and Republic Day Parade organized by Kurseong Municipality and the office of Sub-Divisional Magistrate respectively every year. The active involvement of the students and the staff members can be

witnessed in these events. Besides raising awareness and consciousness on several issues, these events also provide a platform for the students to showcase their multiple talents as students enthusiastically participate in such activities with zeal and fervor.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

Best practice 1- 4 Bengal Girls' Bn NCC

Objective- To foster the ideals of comradeship, character building and leadership among the girl students.

Practice- The college has two Bn of NCC. One of them i.e. 4 Bengal Girls' Bn NCC is exclusively for enrolment of girl cadets. Under the able guidance and leadership of lady ANO, the Bn has undertaken various extension activities such as blood donation camps, cleanliness drives, environmental awareness drives, Combined Annual Training Camp, Special Camps, B and C certificate camps etc.

Best Practice 2- Financial Aid to Staff During Medical Emergencies

Objective- To ensure the welfare of its staff members and foster the spirit of cooperation among each other so as to create a conducive working environment built on feelings of kinship and solidarity.

Practice-The Teachers' Council maintains a corpus of funds through voluntary annual subscriptions from the teachers which is used for various purposes including providing financial aid to members of the teaching and non-teaching staff in times of

medical emergencies, death in the family, etc. A sum of Rs 5000/- each is given to the staff members during the death of their family member.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

ENROLMENT OF MAJORITY GIRL STUDENTS IN THE INSTITUTION.

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. Out of all these the enrolment of the female students in majority is a distinct feature of the College. The girl students coming from near or distant areas are given a place of priority. The lingua franca of the vicinity of the Institution is Nepali language and the socio-cultural aspect of the community gives priority to the girl child to its utmost value. Participation of the girl students in the academic, cultural, social and over all activities is comparatively higher than the counter parts. Kurseong College with two NSS P.Os and a good number of students enrolled on it. The activities include the literary and social interactions inviting the local personalities. All these activities in the NSS/NCC, the majority of the girl students take part actively and have yielded good results in the overall development of the students. Thus, the Institutional Distinctiveness of Kurseong College with majority of girl students enrolment in the Institution stands unique in its own way and full of positive outcome.

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 is committed to the effective delivery of curriculum through a well-planned and documented process and adheres to the syllabus prescribed by the affiliating University. At the beginning of each academic session, an orientation program is conducted for the students by the Admission sub-committee wherein they are briefed regarding the rules and regulations and the code of conduct to be followed in the college. The code of conduct is also uploaded in the college website. Further, an academic orientation is organized by each department to highlight the methods of curriculum delivery. Classroom teaching is supplemented by the use of audio-visual aids like power-point presentations, showing films, documentaries, etc. To overcome the monotony of classroom, students are encouraged to participate in discussions amongst themselves and with teachers which also facilitates knowledge sharing. The college is well equipped with the required infrastructure which aids the effective delivery of the curriculum. The Central Library of the college is a depository of numerous books, journals, and digital resources. Adherence to institutional vision, promotion of work culture, periodic review through departmental meetings, student-teacher interface sessions, and periodic meetings of the Principal with the HoDs are some of the structured ways which assist effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college IQAC, before the commencement of the new session, prepares an academic calendar in consultation with different

sub-committees which provides broad guidelines and a framework for the various curricular and extra-curricular activities. Departmental meetings are also held wherein each department prepares the departmental routine and allocates the syllabus among the teachers. The credit-based routine, prepared well in advance is circulated among the students and teachers via the notice board, college website, and WhatsApp groups. The timetable is strictly adhered to.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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 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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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)	No File Uploaded

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)

0

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

0

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

0

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 syllabus for 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[1]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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	C. Any 2 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	https://www.kurseongcollege.net/student-satisfaction-survey/

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

965

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

193

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

Nil

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
702	39

File Description	Documents
Any additional information	No File Uploaded

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

The pedagogy of the college is student-centric. As such, the college takes utmost care for the enhancement of the teaching-learning process through student-centric methods such as experiential learning, participative learning. The following methods are used for teaching-learning in our institution:

Participatory Learning Methods

- Seminar
- Home Assignments and Presentations

- Group discussions

Experiential Learning Methods

- Laboratory Experiments
- Project
- Fieldwork

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 college has one smart classroom and three ICT-enabled classrooms (Room Nos. 07, 9b, 12 & 14). The teachers make optimum use of these ICT facilities for making the teaching-learning process more effective and interactive. Traditional classroom teaching using chalk and blackboard/ whiteboard is supplemented through audio-visual aids such as PowerPoint presentations, video clips, movies etcetera which increases students' engagement leading to enhancement of their learning abilities. Besides this, students' seminars are also held by different departments as one of the modes of internal assessment where students are required to give PowerPoint presentations on the topics assigned to them. In doing so, the students become better equipped with the much-needed digital skills of the 21st century. Students who undertake field surveys also use ICT tools and application software such as MS Word, and MS Excel for the preparation of their field survey report/project work. The college has a computer laboratory in Room No. 25 exclusively for the students which they use for academic purposes while individual teachers are issued laptops for use in administration, research, teaching, and other purposes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://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

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
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

39

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	No File Uploaded

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

19	
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	
316	
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.	
<p>Students are evaluated internally through various modes of internal assessment carrying 10 marks such as seminar presentations, quizzes, objective questions, assignments, open book tests, and projects as a part of the continuous internal evaluation (CIE).The internal assessment scheme of the college is decided by the examination sub-committee. The college generally follows a scheme where the mode of internal assessments of Honours courses is at the discretion of the respective departments concerned. Students can be evaluated based on seminar presentations, quizzes, objective questions, assignments, open-book tests, projects, etc.</p>	

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 answer scripts of internal assessment after evaluation are given to the students for scrutiny. Grievances arising among the students in the form of any technical error in tabulation or discontent in evaluation from the students' end are welcome and appropriate changes are made thereof. The teacher ensures that the students are satisfied with the evaluation process. Students failing to perform well are allowed to improve through an improvement test. The teachers of the department tabulate the final internal assessment marks which are submitted to the office for uploading following the approval of all the members of the department within the time stipulated by the University for submission of marks.

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.

The College is affiliated to the University of North Bengal and offers ten undergraduate courses (of three years) permanently affiliated across the three disciplines of science, arts, and commerce in addition to a post-graduate course (of two years) in Nepali. The respective departments prepare Programme Outcomes (PO) and Course Outcomes (CO) for the prescribed syllabus. The CO & PO for all programs are compiled and displayed on the college website for reference to the students. The teachers inform the students regarding the syllabus, Course outcomes, scheme of examination, question pattern, etc. at the beginning of every semester through an orientation program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://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.

There is no such direct mechanism to evaluate the attainment of PO and CO at present. However, indirect methods such as 1. monitoring the performance of students in the university end-semester examination, 2. maintaining a record of alumni progressing to higher education, qualification in competitive examinations, and national and state level examinations such as NET, SLET, and employment details all of which serve as an important index for assessment of the attainment of CO & PO.

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

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

143

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)

<https://www.kurseongcollege.net/wp-content/uploads/SSS-2023.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)

876587

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

01

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	No File Uploaded
Paste link to funding agency website	Nil

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

07

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)	No File Uploaded

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

15

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

09

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

The college always encourages students to participate in various community-centered activities which help them to learn a thoughtfully organized activity, aim, and the significance of the knowledge of serving humanity. The students of the NCC unit organized the rally from College to Hanuman Tak which is a few kilometers away from campus to sensitize the community about the need and importance of the Ocean to maintain the ecological environment. The students also participated in the National Disaster Response Force conducted FAMEX Programme which prepared them for the immediate response in case of natural calamities such as landslides and earthquakes. In view of the increasing number of road accidents, the students in collaboration with Kurseong traffic police, organized a rally on the theme "Safe Drive and Save Life" to create awareness of safety among drivers and public commuting. The students of NSS also performed the tree plantation drive and awareness of the environment in the nearby areas and also collected the data to update the database of the Biodiversity of the areas around the Kurseong region. The NSS unit of Kurseong College also went to different primary schools in the Sittong area and interacted with the students there under the theme "Let's Reach and Make Difference". Similarly, in collaboration with Blood Bank Kurseong, the NSS unit also organized a voluntary blood donation camp on the campus. The students of the NCC unit also collected the materials to support the violence

victims of Manipur.

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

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

11

File Description	Documents
Reports of the event organized	No File Uploaded
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

213

File Description	Documents
Report of the event	No File Uploaded
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

00

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

02

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	View File

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 is spread over an area of 3,820 square meters and has adequate infrastructure and physical facilities for teaching-and learning. There are 34 classrooms out of which 4 are classrooms equipped with ICT facilities (No. 7, 9b, 12, and 14) i.e. LCD projectors. There are nine well-equipped laboratories-three for Chemistry, two each for Zoology and Physics, and one each for Botany and Geography. Besides this, there is a computer laboratory that can be used by students for academic purposes. The college has a room allotted for research on condensed matter physics where work related to the major research projects and other research activities is done. There is an auditorium with a seating capacity of 200 persons which is utilized for various cultural activities, seminars, workshops, awareness programs, and other events. The auditorium is barrier-free for differently abled by the construction of ramps. The college has a three-storied partially automated library equipped with 23,084 titles for use by students and staff. The library also provides students with photocopying facilities, e-books, e-resources, question banks, syllabi, and other reference material, etc. The ground floor is used exclusively as a reading room, while the first and the second floors contain the circulation and stacking sections.

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 has a playground for conducting sports activities and one basketball court which is presently under construction. The college has a playground for conducting sports activities and one basketball court which is presently under construction. The college auditorium is also used for indoor sports activities like table tennis, badminton, carom board, chess, etc. The college has a separate room for the safekeeping of sports equipment. The college auditorium is also used for indoor sports activities like table tennis, badminton, carom board, chess, etc. The college has a separate room for the safekeeping of sports equipment.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
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)

24.2

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

4.2 - Library as a Learning Resource

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

The College Library is housed in a separate 3-story building. It is organized into a Users Reading Room with sitting accommodation for 50 readers on the Ground Floor, a Circulation Section and Science & Commerce stack Room on the First Floor, and an Arts Stack Room and office of the Assistant Librarian on the second Floor. The stock of both Text and Reference Books Library has an exhaustive collection of more than 23,000 books that adequately meet the varied requirements of all students and faculty members. There are almost 4822 issues of print journals in the Library. Currently, the library has a subscription to an Online Database, N-LIST (National Library and Information Services Infrastructure for Scholarly Content), by INFLIBNET which enables the users to

access almost 90,000+ e-books and 6500+ e-journals through a login username and password which is shared by the Librarian to all the teachers. The Library initiated the process of automation using Integrated Library Management software (ILMS), Koha, version 3.22.10 in November 2017. However, the status of Automation is partial. The cataloging and circulation have been completed to date. The Library has in-house access to OPAC (Online Public Access Catalogue) via <http://192.168.0.100:8000/> and is planning to host the bibliographic data of books and journals in the cloud to enable 24x7 access to OPAC by the users.

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

A. Any 4 or more 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)

1.57

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

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college campus is well equipped with an internet connection providing an internet speed of 100 Mbps bandwidth. All the teachers and office staff have easy access to the internet facilities through wi-fi with 65 Mbps. Students have access to wifi in the reading room of the Library. There is a computer laboratory with internet facilities that can be used by students for carrying out academic work. The administrative block which includes the college office has high-speed internet services that enable quick and efficient communication. It also ensures that dissemination of information to the staff and students is swift and instantaneous through respective WhatsApp groups or e-mails. All the accounts of the college are maintained through TALLY software which makes accounting very systematic and efficient. The IQAC Room is equipped with two computers and an internet connection for the smooth functioning of its activities. The college central library is also partially automated using KOHA software. Online learning resources and Shodhganga are also available for students' use. The college

has an official website which is updated at regular intervals. All important notifications and information, activities of the college, college profile, and admission forms are uploaded to the college website. The process of admission is conducted entirely through online mode. The college campus has CCTV surveillance cameras installed at strategic locations which are in operation 24x7.

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

4.3.2 - Number of Computers

5

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	No File Uploaded

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)

24.2

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)	No File Uploaded

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.

The classrooms and the laboratories are utilised for conducting regular academic activities in accordance with the time table. The laboratory in charge is responsible for checking the stock of consumable resources and the equipment prior to the commencement of each semester. The nonworking equipment is repaired or replaced if possible. Requirements of additional equipments are discussed in the departmental meetings and forwarded to the concerned authorities for necessary action. The library is partially automated with software KOHA. At the beginning of every year, the budget allocation is made for the maintenance of the library and purchase of books/journals etc. with each department being allocated a specific amount. The list of the books to be purchased is prepared by each department and forwarded to the Librarian for necessary action. The Sports Sub-Committee organises the sports activities and the Convenor supervises the maintenance of the sports equipments. Computers are used in the laboratories, offices, and library and upgraded according to the requirements. The auditorium/ hall is utilized for conducting various academic and cultural activities by the departments after permission from the concerned authority. The seminar and workshop etc are conducted in the Room No. 14.

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	
2	
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	
2	
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	D. 1 of the above

and hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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	
84	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
84	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent 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	D. Any 1 of the above

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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

22

File Description	Documents
Upload supporting data for student/alumni	View File
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.**

07

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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' representatives are no longer functioning. Under these circumstances, the college activities 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 as Debate and Seminar, Sports, and Cultural and Nature Clubs all of which are headed and constituted by the teachers. The Internal Quality Assurance Cell of the College also consists of student representatives to ensure an effective say of the students in the affairs of the institution.

File Description	Documents
Paste link for additional information	Nil
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

08

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

The Kurseong College Alumni Association was formally constituted on 3rd August 2018 (Resolution 16 - General Body Meeting Agenda Item 3) to strengthen the bond between the college and its former students. The association aims to support the college's academic and developmental endeavours through a systematic engagement with alumni.

The association is headed by an elected committee of office bearers and advisors to guide its activities. The current office bearers are:

President - Mrs. Pranita Pradhan Vice President - Mr. Bimal Sharma Secretary - Mr. Diwas Bhujel Joint Secretary - Mr. Anurodh Kr Das Treasurer - Mr. Binoy Rai Joint Treasurer - Mrs. Kumud Thapa Advisor - Mrs. Bernadette Gurung Advisor - Mr. Balaram Pradhan Advisor - Mrs. Anuja Lama

The key objectives of the association include maintaining updated records of alumni members, fostering strong alumni network and engagement with the college, providing guidance to recently passing out students, organising alumni reunions and interactive sessions on matters of academic and social importance, undertaking fundraising initiatives for student welfare, and promoting the college among prospective students. Additionally, the Association is undergoing registration under the West Bengal Societies Registration Act, 1961, to enhance its legal framework and effectiveness.

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

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

Kurseong College's approach to governance and administration aligns with the description provided. Since its establishment in 1967, the college has implemented a Teachers' Council consisting of teaching staff and the principal, which oversees various committees that handle aspects like

admission, examinations, sports, cultural activities, debates, seminars, and research. Additionally, the college has an Internal Quality Assurance Cell (IQAC), led by a coordinator, whose role includes ensuring the overall quality of academic and co-curricular activities. This structure supports the college's commitment to delivering relevant knowledge, skills, and human values while fostering intellectual and spiritual growth among its diverse student population, including those from disadvantaged backgrounds.

File Description	Documents
Paste link for additional information	https://www.kurseongcollege.net/wp-content/uploads/VISION-MISSION.png
Upload any additional information	No File Uploaded

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

The governance structure of the institution appears to be decentralized and participative, with various bodies and committees playing a proactive role in decision-making. The Governing Body, which includes the President, the Principal, teaching and non-teaching staff, government and university nominees, and a student representative, takes significant decisions concerning the institution's governance. The Teachers' Council, comprising teaching staff, formulates agendas for the present and future plans of the college and enjoys autonomy in forming subcommittees for various purposes. These sub-committees, such as Admission, Examination, Games and Sports, Cultural, Debate and Seminar, Career Guidance and Placement, perform their respective duties under the guidance of the Principal. The Internal Quality Assurance Cell (IQAC) maintains annual reports of various academic activities of the college and takes initiatives to enhance the quality of teaching-learning practices. The heads of the Department (HODs) mediate in the decisions and agendas formulated by the Governing Body and Teachers' Council, thus preventing centralization of management by dynamic participation in policy and decision-making of the college. Overall, this governance structure appears to promote collaboration, participation, and autonomy among various stakeholders in the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college management's approach to providing autonomy and flexibility to the Principal and departmental committees in overseeing academic activities is commendable. By fostering a culture of mentorship and collaboration, the institution promotes continuous improvement and innovation. The strategic emphasis on soliciting input from all stakeholders, including teachers, reflects a commitment to inclusivity and shared governance.

The strategies adopted for monitoring and evaluating policies demonstrate a proactive approach to quality assurance and performance assessment. Regular committee meetings facilitate ongoing dialogue and decision-making, ensuring alignment with strategic objectives. The feedback system, involving stakeholders, alumni, staff, and students, provides valuable insights for informed decision-making.

The Principal's engagement with departments and the systematic monitoring by department heads promote accountability and transparency. Annual evaluations and presentations by department and program coordinators enhance accountability and enable reflection on achievements and areas for improvement. Overall, these monitoring and evaluation strategies contribute to a culture of continuous improvement and excellence within the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.kurseongcollege.net/future-plans/
Upload any additional information	View File

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 college's governing body maintains a central role in decision-making, while simultaneously promoting decentralization through the formation of essential committees and encouraging departmental autonomy. The principal serves as the institutional leader, supporting student union, teacher council, and non-teaching staff organizations, as well as facilitating the work of department heads and faculty members.

Key aspects of this structure include:

Strategic Planning: The Governing Body establishes priorities and oversees implementation through various committees and sub-committees.

Collaborative Leadership: The principal works alongside department heads and faculty to coordinate departmental activities and foster a supportive environment.

Empowerment: Committees and sub-committees operate independently, allowing for localized decision-making and addressing specific concerns.

Feedback Mechanisms: Regular consultations between the Principal and teaching staff, as well as feedback systems, help identify issues and improve processes.

Adaptive Management: The college responds to changes in government regulations and educational trends by adopting new policies and structures.

This approach aligns with contemporary organizational theory

emphasizing employee autonomy and flexibility, as outlined in sources discussing the importance of autonomy in the workplace. By embracing a culture of collaboration and decentralized decision-making, the college creates an environment conducive to creativity, innovation, and improved learning experiences for its students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kurseongcollege.net/structure-of-administrative-functioning/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
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. The Teachers Council maintains a corpus fund from subscriptions from the full-time teachers and Part-time teachers for purposes related to welfare activities of teachers such as death in the family, medical emergencies, recreational purposes such as college picnics, farewell etc. Refundable and non-refundable loans from the Provident fund can also be availed by the teachers.

2. Staff being covered under the pension scheme, gratuity, and leave encashment upon retirement follows standard employment practices across many sectors, including higher education.

3. Leaves being sanctioned according to university statutes are common practice within universities and educational institutions.

4. Child-care leaves being granted as per government norms reflect current legislation aimed at supporting working parents who need to care for young children.

5. Availability of loan facilities from provident funds for housing, education, and marriages of children is typical in many countries, including India, where provident funds play a crucial role in providing financial security and access to credit for employees.

6. Kurseong Collge also follow the policy of providing special educational concessions to the ward of teaching and non teaching employedinthe college.

7. A newly appointed faculty in the college is provided with a monthly allowance as an advance payment to meet his/her financial requirements. The advance is refunded later when their arrears are received.

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

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

0

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

9

File Description	Documents
IQAC report summary	No File Uploaded
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 the Career Advancement Scheme (CAS) set by the State Government per 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 Advancement Scheme (CAS) like ensuring preparation of PBAS and other relevant documents, and fulfillment of requirement for CAS on 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	Nil
Upload any additional information	View File

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

The Internal audit were performed and drafted the income &

Expenditure account for the year ended 31.3.2023 of the College which was conducted by Prasad Jeetendra and Associates, Chartered Account, Kurseong on 18.08.2023.

Utilization Certificates for funds received from external sources from the Government, UGC and other external funding bodies are certified by the Internal Auditor. The Budget of the institution is prepared annually; Library Budget is annually released in consultation with those responsible for purchase of books; based on the proposed changes in the curriculum. Responses to clarification or objections raised at the time of audits are given in a timely manner to the respective authorities.

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)

0

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) 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 GoverningBodyof 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	View File

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

Under the aegis of the IQAC the following initiatives have been taken: 1. Infrastructure augmentation-three (03) new classrooms have been constructed and the foundation stone for the extension of the Humanities building with six (06) new classrooms has been laid. 2. ICSSR sponsored a two-day national seminar on "Borders and Boundaries: India and its Neighbors" which was organized by the Department of Political Science on 24-25 th March 2023. 3. A Special Talk on "ESTATE LOGICS & THE MAKING OF AN AGRARIAN ENCLAVE IN THE BENGAL HIMALAYA" by PROF. SARAH BESKY, Cultural Anthropologist and Associate Professor, Cornell University was organized by Kurseong College in collaboration with Darjeeling Hills University on 30/05/2023 at Kurseong College. 4. Janjatiya Gaurav Diwas was observed on 16/11/2022 by the Department of History and Internal Quality Assurance Cell, Kurseong College on the 147 th birth anniversary of the iconic tribal freedom fighter Bhagwan Birsa Munda. 5. A talk on Value Education was organized on 20/04/2023 by the IQAC, Kurseong College. The main speaker was Rev Swami Vedanishtananda Maharaj of Ramakrishna Mission Institute of Culture, Kolkata. The

program aimed to enrich the students of our college morally and ethically. 6. CCTV camera was installed at Kanchanjunga Girls' Hostel on the recommendation of the IQAC. 7. Furniture for Kanchanjunga Girls' Hostel was purchased on the recommendation of the IQAC. 8. New computers and peripherals for the office were purchased on the recommendation of the IQAC.

File Description	Documents
Paste link for additional information	https://iqac.kurseongcollege.net/wp-content/uploads/IQAC-minutes-2022-23.pdf
Upload any additional information	View File

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

The IQAC formulates Plan of Action (POA) for overall quality assurance in the teaching learning and evaluation process. It tries to ensure that the POA is completed and implemented within the academic session. It also prepares the academic calendar for time bound delivery of activities and internal assessment. In order to track the effective delivery of curriculum the IQAC regularly reviews the Teachers Diary where records of classes taken by teachers are maintained. The IQAC conducts an annual feedback survey on the teaching-learning and evaluation process from the students and feedback on curriculum, infrastructure, governance, and IQAC from the faculty to devise strategic development plans for making improvements. It encourages different departments to conduct seminars/workshops etc. Under the aegis of the IQAC, an ICSSR sponsored two-day national seminar was organized by Department of Political Science on 24-25 th March 2023. A Special Talk was also organized in collaboration with Darjeeling Hills University on 30/05/2023. To ensure a secure environment to the girl students, CCTV camera was installed at Kanchanjunga Girls' Hostel on the recommendation of the IQAC. The IQAC also works towards ensuring welfare of the faculty through proper documentation and timely promotion of teachers through the Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	https://igac.kurseongcollege.net/wp-content/uploads/IQAC-minutes-2022-23.pdf
Upload any additional information	View File

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	https://igac.kurseongcollege.net/wp-content/uploads/IQAC-minutes-2022-23.pdf
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)	View File

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 achieving it through its various initiatives which are given below:

1) To address issues of sexual harassment and promote gender equity, the college has an Internal Complaints Committee

(ICC) headed by a lady Presiding Officer.

2) Workshop on Gender Sensitisation organized by Internal Complaints Committee on 29/09/2022.

3) International Women's Day was observed on 15/03/2023 by NSS Units of Kurseong College.

4) World Menstrual Hygiene Day was observed on 29 May 2023 by National Service Scheme, Kurseong College. Dr Anupama Biswas from Kurseong Sub-Divisional Hospital was the resource person.

5) Facilities for women- separate toilet for girls, separate toilet for lady faculty, parlour for lady faculty, common room for girls, sanitary pad vending machine, Kanchanjunga Girls' Hostel.

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5) Facilities for women- separate toilet for girls, separate toilet for lady faculty, parlour for lady faculty, common room for girls, sanitary pad vending machine, Kanchanjunga Girls' Hostel.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

C. Any 2 of the above

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

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

Kurseong College maintains the facilities for the management of the Solid Waste management, Liquid waste management etc. of degradable and non-degradable waste in the campus itself and involves students in the process to follow time to time.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File
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	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

Kurseong College strongly believes in the ideals of communal

and social inclusiveness. College initiates several measures 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 communities from surrounding and distant areas join the institution. The college strongly stands against racism, casteism, and any other form of discrimination. The uniform dress code for all the students in the College campus helps the students to remove feelings of inferiority/superiority among the students which may arise due to differences in their dressing styles. It further promotes feelings of equality and oneness among them. The institution also offers financial aid to

students from economically weaker sections in the form of fees waiver, either partial or whole. Although the primary mode of instruction is English, the institution follows the practice of a multi-lingual mode which includes Nepali, Hindi, and Bengali for the delivery of lectures and for writing answer scripts in the university examinations.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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 strongly believes in the ideals of communal and social inclusiveness 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 communities from surrounding and distant areas join the

institution. The college strongly advocates against racism, casteism, and any other form of discrimination. The college has a uniform dress code for all the students. This helps to remove feelings of inferiority/superiority among the students which may arise due to differences in their dressing styles. The institution also offers financial aid to students from economically weaker sections in the form of fees waiver, either partial or whole. Although the primary mode of instruction is English, the institution follows the practice of a multi-lingual mode which includes Nepali, Hindi, and Bengali for the delivery of lectures and for writing answer scripts in the university examinations. The college library has books written in Hindi, Nepali, and Bengali besides English. All of these help in promoting linguistic inclusiveness. During the process of students' admission, the institution follows the reservation policies of the government so that students from all categories get equal opportunities.

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	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

NSS and NCC wings of the college observe International Women's Day every year. Under the aegis of the different sub-committees such as the Cultural Sub-Committee, the NSS, the NCC, the Department of Nepali, and the Department of Zoology the College organizes various events, and festivals like College Foundation Day, Rabindra Jayanti, Independence Day, World Environment Day, International Yoga day, Bhanu Jayanti, Anti-Terrorism Day, International Youth day, Swacha Bharat Abhiyan, Nepali Bhasa Manyata Diwas, Viswakarma Puja, Saraswati Puja and many more. Some of these events were also observed during the nationwide lockdown imposed due to the Corona virus pandemic adhering to appropriate Covid -19 protocols. The senior Boys and Girls wing of the NCC of the college accords the Guard of Honour to the Chief Guest and also heads the Independence Day and Republic Day Parade organized by Kurseong Municipality and the office of Sub-Divisional Magistrate respectively every year. The active involvement of the students and the staff members can be witnessed in these events. Besides raising awareness and consciousness on several issues, these events also provide a platform for the students to showcase their multiple talents as students enthusiastically participate in such activities with zeal and fervor.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

Best practice 1- 4 Bengal Girls' Bn NCC

Objective- To foster the ideals of comradeship, character building and leadership among the girl students.

Practice- The college has two Bn of NCC. One of them i.e. 4 Bengal Girls' Bn NCC is exclusively for enrolment of girl cadets. Under the able guidance and leadership of lady ANO, the Bn has undertaken various extension activities such as blood donation camps, cleanliness drives, environmental awareness drives, Combined Annual Training Camp, Special Camps, B and C certificate camps etc.

Best Practice 2- Financial Aid to Staff During Medical Emergencies

Objective- To ensure the welfare of its staff members and foster the spirit of cooperation among each other so as to create a conducive working environment built on feelings of kinship and solidarity.

Practice-The Teachers' Council maintains a corpus of funds through voluntary annual subscriptions from the teachers which is used for various purposes including providing financial aid to members of the teaching and non-teaching staff in times of medical emergencies, death in the family, etc. A sum of Rs 5000/- each is given to the staff members during the death of their family member.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

ENROLMENT OF MAJORITY GIRL STUDENTS IN THE INSTITUTION.

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. Out of all these the enrolment of the female students in majority is a distinct feature of the College. The girl students coming from near or distant areas are given a place of priority. The lingua franca of the vicinity of the Institution is Nepali language and the socio-cultural aspect of the community gives priority to the girl child to its utmost value. Participation of the girl students in the academic, cultural, social and over all activities is comparatively higher than the counter parts. Kurseong College with two NSS P.Os and a good number of students enrolled on it. The activities include the literary and social interactions inviting the local personalities. All these activities in the NSS/NCC, the majority of the girl students take part actively and have yielded good results in the overall development of the students. Thus, the Institutional Distinctiveness of Kurseong College with majority of girl students enrolment in the Institution stands unique in its own way and full of positive outcome.

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

7.3.2 - Plan of action for the next academic year

1. Classes using ICT tools to be included in the routine.

2. Remedial classes for slow learners.
3. Conduct one seminar/workshop on Research Methodology.
4. Publish on edited book with ISBN.
5. Set up MoU for student exchange.
6. Purchase of books on competitive examinations.
7. Create a section in library for faculty publications.
8. Create a section of rare books in the library.
9. Create a section for display of books on regional language in the library.
10. Installation of more CCTV cameras in the college campus