YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution   KURSEONG COLLEGE

- Name of the Head of the institution   DR.SAMIR BAL

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   6296258920

- Mobile No: 9434462377

- Registered e-mail   kurseongcollege@yahoo.com

- Alternate e-mail   iqackurseongcollege@gmail.com

- Address   DOWHILL ROAD

- City/Town   KURSEONG

- State/UT   WEST BENGAL

- Pin Code   734203

2.Institutional status

- Affiliated / Constitution Colleges   Constitutional 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.YOGESH KHATI**

- Phone No. — **9434121954**

- Alternate phone No. — **6296258920**

- Mobile — **9434121954**

- IQAC e-mail address — **iqackurseongcollege@gmail.com**

- Alternate e-mail address — **kurseongcollege@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://iqac.kurseongcollege.net/wp-content/uploads/AQAR-2022-23.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-23-24.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 — View File

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.Qualified for Peer Team visit and was awarded Grade B in the year 2023. 2. On the recommendation of the IQAC for the infrastructure improvement, in addition to prior three class rooms, six more class rooms are on the verge of completion. 3.Recommended the CCTV cameras installation and its complete at the Kanchanjunga Girls' Hostel.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
Preparation of Academic Calendar 2023-24	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, the work is on the verge of completion.
Installation of CCTV camera at Kanchanjunga Girls' Hostel.	Completed
Purchase of new computers and peripherals	Completed
Purchase of furniture at Kanchanjunga Girls' Hostel	Completed
Green Campus initiatives	Observation of NO-VEHICLE DAY continues on the 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

Data of the Institution

1.Name of the Institution	KURSEONG COLLEGE
• Name of the Head of the institution	DR.SAMIR BAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	6296258920
• Mobile No:	9434462377
• Registered e-mail	kurseongcollege@yahoo.com
• Alternate e-mail	iqackurseongcollege@gmail.com
• Address	DOWHILL ROAD
• City/Town	KURSEONG
• State/UT	WEST BENGAL
• Pin Code	734203
2.Institutional status	
• Affiliated / Constitution Colleges	Constitutional 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.YOGESH KHATI
• Phone No.	9434121954

• Alternate phone No.	**6296258920**
• Mobile	**9434121954**
• IQAC e-mail address	**iqackurseongcollege@gmail.com**
• Alternate e-mail address	**kurseongcollege@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://iqac.kurseongcollege.net/wp-content/uploads/AQAR-2022-23.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-23-24.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	View File	

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?		
• 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.Qualified for Peer Team visit and was awarded Grade B in the year 2023. 2. On the recommendation of the IQAC for the infrastructure improvement, in addition to prior three class rooms, six more class rooms are on the verge of completion. 3.Recommended the CCTV cameras installation and its complete at the Kanchanjunga Girls' Hostel.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
Preparation of Academic Calendar 2023-24	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, the work is on the verge of completion.
Installation of CCTV camera at Kanchanjunga Girls' Hostel.	Completed
Purchase of new computers and peripherals	Completed
Purchase of furniture at Kanchanjunga Girls' Hostel	Completed
Green Campus initiatives	Observation of NO-VEHICLE DAY continues on the 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

Year	Date of Submission
2022-2023	14/03/2024

15.Multidisciplinary / interdisciplinary

Kurseong College is the only higher educational institution which offers undergraduate courses in all three streams of Arts, Science and Commerce in the entire Kurseong Subdivision area.It also offers Post Graduate in Nepali. In the present FYUGP 2023-24, the students are given the flexibility to choose

their preferred subject combinations from the given basket of subjects during the admission process. A compulsory paper on Environmental Studies, Value added courses and Multidisciplinary Courses is an added advantage for all three streams towards achieving a comprehensive and multidisciplinary education. Further, the NCC, NSS, Nature Club, Youth Against Trafficking Club etc. are associated with activities that promote community engagement and service, environmental education and value-based education for overall holistic and multidisciplinary education. Kurseong College is committed to providing all three streams of undergraduate courses with a multidisciplinary curriculum to integrate the humanities and arts with Science, Technology, Engineering and Mathematics (STEM) as specified in the NEP 2020. The IQAC and the Governing Body of the College constantly work hard and search avenues to overcome any infrastructural inadequacies so that the students can have the desired choices of curriculum across the various streams and disciplines. The College management and the well-qualified teaching faculty are open to new ideas and approaches encouraging a multidisciplinary and interdisciplinary system of education in 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 well as in the timing of entry and exit during the chosen program/course. In the FYUGP mode of curriculum delivery, there are provisions of multiple evaluations, internal assessments and the marks obtained through which are considered for the final score/grade of the student's learning outcomes through formative assessments and assignments for each semester. In this endeavour to adhere to the provisions of the NEP, Kurseong College is committed to implementing the ABC as 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 Dub-Committee and the Teachers' Council will play a proactive role in the modalities for registration with the ABC portal.

17. Skill development:

The present unemployment situation in the country demands extra skill development and vocational education. 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. Similarly, Kurseong College attempts to equip students with soft skills such as communication skills, teamwork, time management, problem-solving methodologies etc. and organizes several activities to achieve it. The institution has also signed MoUs with a minimum of one leading institution which will impact the course and skill development of the the students. The IQAC and the Governing Body of the College are constantly in search of avenues which enhance the vision for developing skill developments and vocational courses in the near future. The faculty members are always encouraged to undertake skill development courses through digital technologies and the students benefit from this.

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

India is a vast country with multiple cultures and linguistic communities in it. The diverse linguistic and cultural entity of each community is the beauty of this greatest democratic country. The NEP 2020, proposes the HEIs to undertake steps and has called for several steps to safeguard this rich culture and linguistic heritage in the country. For the integration of the Indian Knowledge System in the curriculum as per the NEP 2020, Kurseong College follows certain practices. The College offers a B.A. Honours and Post Graduation in the Department of Nepali. Nepali being the officially recognized language in the Eight Schedule of the Indian Constitution and also the lingua franca of the students of this region, are directly benefited by the subject. Bengali and Hindi languages also form part of the curriculum. The institution follows the practice of a multi-lingual mode of teaching and delivering lectures and also writing the answer scripts in the University Examinations. The Department of History and Geography organizes field visits involving students to foster their knowledge about the rich heritage of our country India. The cultural sub-committee in collaboration with other sub-committees and the Departments organizes several programmes to commemorate important national and regional events such as Bhanu Jayanti, (Birth anniversary of the pioneering poet in Nepali literature), Nepali

Bhasha Mnayata Diwas(Nepali Language Recognition Day), Rabindranath Jayanti(Birth Anniversary of a renowned Bengali poet.) and other cultural activities such as folk dances, folk songs, poetry recitation etc. in the regional language to promote communal and linguistic harmony. The International Yoga Day is also observed every year by the NCC and NSS. The NCC cadets also participate in the Ek Bharat Shrestha Bharat online camp. These initiatives propel the young minds of the students towards cultural excellence showcasing the history, traditions, and values of the place and imbibing the zeal to preserve and propagate those.

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

The Outcome-based Education System (OBE) system has become a need and a priority in the 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 generic knowledge gained in an institution. New technology and social media are dominating the workplace, every forum is highly computerized. This makes it necessary for the pupils to be technophiles, 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 sets 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 started following the CBCS system followed by the FYUGP mode of curriculum delivery. The programme and the course outcomes for each subject are clearly stated to the students at the beginning of each subject are clearly stated through an Orientation Programme and the same is posted on the College website. The pedagogy of the institution is student-centric the learning outcomes are assessed and evaluated during the study through formative assessment and assignments. Students feedback on the Students' Satisfaction Survey. The Career Guidance and Placement Cell of the college in unison with other agencies conducts career counselling programmes. The consistent teachers-students interaction through the mentor-mentee system also paves the way

for the implementation of OBE.

20.Distance education/online education:
The difficulties faced by the entire world after the world pandemic broke out in 2020, curriculum delivery through the regular mode became an option. The NEP stresses the need for developing alternative modes for providing quality education in HEIs. The sudden shift from regular offline mode to online mode was a challenging situation for the faculty and the students alike. The faculty members of Kurseong College adapted in a strong befitting manner to the new system for the uninterrupted curriculum delivery through the online mode. The faculty used inline platforms like Zoom, Google Meet, Google Classrooms, Whatsapp groups, YouTube channels etc. for lecture delivery and sharing of the study materials with the students. In certain instances, the study materials with the students were also shared individually through e-mails and WhatsApp. The faculty members even took extra initiative to adapt to acquaint themselves with technical skills like Google Classroom, online assessment, annotations MOOCs, etc. Many College activities, seminars and counselling the technical skills not only of the faculty but of the students as well upgraded with the new process. After a good years passed the importance of online classes and the uninterrupted curriculum delivery, one can not disregard the value and importance of the online classes and the technology adopted for the smooth running of the show. Keeping everything aside, when in need Kurseong College has fully embraced and endorsed the new teaching-learning method be it online mode or the hybrid/blended mode to face any unforeseen circumstances and challenges in the future.

Extended Profile

1.Programme

1.1   **27**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **821**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **619**

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   **245**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **40**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **40**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**27**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**821**

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	**619**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**245**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**40**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**40**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**27.53**
4.3 Total number of computers on campus for academic purposes	**29**

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

For achieving the desired academic output, planning of the curriculum and its implementation holds a position of prime importance to any institution. A well planned and documented curriculum is implemented at Kurseong College following the prescribed syllabus under the University of North Bengal.The institution comprising up of the Principal and various academic heads, mandated committees/groups and the scheduled academic timetable committee oversee the planning and implementation thereby ensuring effective teaching learning environment.

The college has a robust ICT infrastructure that enhances teaching methodology. Blended teaching pedagogy combining the use of blackboards along with IT tools in the classrooms enhances the teaching learning process. The college provides in house internet facilities to the teachers and students for betterment in overall learning and growth. The library of the college holds resources in the form of books, journals and other

digital treasures for the young minds.

Various academic activities compliments the classroom mode of teaching such as participatory debates and discussions, presentations, innovative chart making tools for better understanding of the students.

Apart from this, the teaching faculty undergo continuous up gradation programmes and refresher courses in the esteemed universities of India for enhanced quality lectures to the students of Kurseong College.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.kurseongcollege.net/wp-content/uploads/Admission-Prospectus.pdf

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

Kurseong college adheres to the academic calendar for the undergraduate and post graduate (Nepali) along with the inclusion of various extracurricular activities pertinent to the overall growth of the students. Special attention is laid on the teaching days, time table, class hours, credit requirements such as lectures, tutorials, practical classes and the examination schedule. A series of departmental meetings are held on regular basis for updating as well as upgrading the ongoing activities in the concerned department.

Each academic session is started with an orientation programme where the fresh batch of students are acquainted with the syllabus, teaching learning process and the overall functioning of the college. Notice boards, college website and the what's app groups are made use of to help each student remain updated in the ongoing academic session.

The students are evaluated on regular intervals through class tests, group discussions and presentations.

File Description	Documents
Upload relevant supporting documents	[View File]
Link for Additional information	https://www.kurseongcollege.net/wp-content/uploads/Academic-calendar-23-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the 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	[View File]

1.2 - Academic Flexibility

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

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

27

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

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

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

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

0.0000

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

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

The college administration through the Principal notifies the teaching staff, the non teaching staff and the students about the code of conduct through meetings that ingrain moral and ethical values such as honesty, integrity, discipline and empathy during their stay in the college.

Courses on ethical living, values and moral decision making, sociology of gender, feminism, women power and politics, human rights are offered within the academic curriculum cutting across disciplines such as Sociology, Geography, Political Science, Literature, Economics, Botany, Zoology and the like. Environmental Studies which is a mandatory course aids to the importance of environmental ethics and moral conduct of human beings. Apart from this, Kurseong College offers the National Service Scheme (NSS) and the National Cadet Corps (NCC) that trains the students about moral and environmental awareness through the celebrations of various remarkable days of celebration such as the Women's Day, Yoga Day, Earth Day, Environment Day, Water Day etc.

The NCC of Kurseong College has adopted a local park which is cleaned by the cadets on regular interval thereby educating the society at large about the importance of green environment.

File Description	Documents
Any additional information	View File
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

5

File Description	Documents
Any additional information	View File
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)	View File

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

184

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**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	View File
URL for feedback report	**Nil**

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

1161

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

128

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
769	**40**

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

Our college prioritizes student-centered learning, focusing on enhancing the teaching-learning experience through innovative methods. These methods include:

- Participatory Learning: seminars, home assignments, presentations, and group discussions

- Experiential Learning: laboratory experiments, projects, and fieldwork

By incorporating these approaches, we foster a dynamic and engaging learning environment.

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

Our college is equipped with modern technology to support interactive learning. We have one smart classroom and three ICT-enabled classrooms, where teachers leverage digital tools to enhance the teaching-learning experience.

Traditional teaching methods are supplemented with multimedia resources like PowerPoint presentations, video clips, and movies, increasing student engagement and learning outcomes.

Students also develop essential digital skills through:

- Departmental seminars, where they create and present PowerPoint presentations

- Field surveys, utilizing ICT tools and software like MS Word and MS Excel

- Access to a dedicated computer laboratory for academic purposes

Additionally, teachers are provided with laptops to support their administrative, research, and teaching responsibilities.

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

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	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

38

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

21

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

388

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.

Our college conducts internal evaluations through various assessments, worth 10 marks, including:

- Seminar presentations

- Quizzes

- Objective questions

- Assignments

- Open-book tests

- Projects

These evaluations are part of our Continuous Internal Evaluation (CIE) program. The Examination Sub-Committee oversees the internal assessment scheme, while departments have flexibility in designing internal assessments for Honours courses.

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

After evaluating internal assessments, answer scripts are

returned to students for review. We encourage students to report any grievances, such as errors in marking or evaluation concerns. Teachers address these issues promptly, ensuring students are satisfied with the evaluation process.

To support students who struggle, we offer improvement tests. Department teachers then finalize internal assessment marks, which are submitted to the office for uploading after departmental approval, within the university's designated timeframe.

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.

Our college is affiliated with the University of North Bengal, offering:

- 10 undergraduate programs (3-year) across science, arts, and commerce

- 1 postgraduate program (2-year) in Nepali

Departments develop Programme Outcomes (PO) and Course Outcomes (CO) for each syllabus under the CBCS curriculum. The Respective Board of Studies for Different Subjects prepare the Programme Outcomes (PO) and Course Outcomes (CO) for each syllabus under the FYUGP curriculum These outcomes are compiled, displayed on our website, and communicated to students through:

- Orientation programs at the start of each semester

- Information on syllabi, course outcomes, examination schemes, and question patterns.

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

Our college uses direct and indirect assessment methods to evaluate student learning outcomes.

Direct Assessment Methods:

1. Continuous Internal Evaluation (CIE): Regular assessments through oral tests, MCQs, assignments, and lab records measure Course Outcome (CO) attainment.

2. Semester-end Examinations: University-conducted exams evaluate students' understanding of COs, with results used to assess attainment.

Indirect Assessment Methods:

1. Student Satisfaction Survey: Final-year students provide feedback on teaching-learning and evaluation processes, helping assess CO/PO attainment.

2. Student Progression: Placement records and progression to higher education serve as evidence of Programme Outcome (PO) attainment.

These assessment methods provide a comprehensive understanding of student learning outcomes, helping us refine our teaching-learning processes.

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

245

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/STUDENTS%E2%80%99-SATISFACTION-SURVEY-2024.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)

1200000

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

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

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

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

2

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

3.2 - Research Publications and Awards

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

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

13

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

13

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

Report on NSS Extension Activities by Kurseong College

The NSS unit of Kurseong College conducted several impactful extension activities to address social and community issues.

A Programme on Child Protection Rights educated children and families about legal safeguards against exploitation and abuse. The Teaching Aid Programme supported underprivileged schools with materials and innovative teaching sessions to enhance learning.

Cleanliness drives at Jucksing Dhura and Kothidhura, Kurseong, involved volunteers and locals in cleaning public spaces and promoting environmental hygiene. These efforts also included tree planting and awareness campaigns on waste management.

A Fire Fighting Drill, in collaboration with the fire department, trained participants in emergency response techniques. The Substance Abuse and Awareness Programme targeted youth, providing sessions on the dangers of drug abuse and the importance of rehabilitation.

The Anti-Rabies Awareness and Vaccination Programme educated the community on rabies prevention and offered free vaccinations for pets and stray animals. A Blood Donation Camp and Awareness Programme emphasized the significance of voluntary blood donation, attracting enthusiastic participation.

Through these initiatives, the NSS unit of Kurseong College made a meaningful impact on the community, fostering awareness and civic responsibility among volunteers while addressing critical social and health issues.

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

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

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

00

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

8

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

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

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

142

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

3.4 - Collaboration

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

NIL

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

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

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

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 occupies an area of 3,820 square meters and is equipped with comprehensive infrastructure and physical facilities to support teaching and learning. The college has 35classrooms, including 4 ICT-enabled rooms (Nos. 7, 9b, 12, and 14), each equipped with LCD projectors. It boasts nine well-equipped laboratories: three for Chemistry, two each for Zoology and Physics, and one each for Botany and Geography. Additionally, there is a computer laboratory available for student use in academic activities. The college also has a dedicated research room for condensed matter physics, where faculty and researchers conduct major projects and research activities. The auditorium, with a seating capacity of 200, is

used for cultural events, seminars, workshops, awareness programs, and other activities. It is also designed to be accessible to differently-abled individuals, featuring ramps for easy access. The library, spread across three stories, is partially automated and houses 24,848 books and 5041 journalsfor use by students and faculty. It offers various resources such as e-books, e-resources, photocopying services, question banks, syllabi, and reference materials. The ground floor of the library is designated as a reading room, while the first and second floors are used for circulation and stacking of books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.kurseongcollege.net/sss/

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 outdoor sports activities, along with a basketball court. The auditorium is also utilized for indoor sports, including table tennis, badminton, carom, chess, and other recreational activities. Additionally, a separate room is designated for the storage and safekeeping of sports equipment.

The auditorium and the COP room(Room 14)are used for cultural programs. Events such as Foundation Day, Bhasa Diwas, etc are held in the auditorium, which has a seating capacity of around 200, while programs such as Bhanu Jayanti, Rabindra Jayanti etc are organized in the COP room.

The college encourages students to engage in various inter-college sports and cultural events across different institutions. It also actively participates in the North Bengal University sports meet.

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	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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 situated in a separate three-story building. The Ground Floor houses a Users Reading Room with seating for 50 readers, while the First Floor contains the Circulation Section and Science & Commerce Stack Room. The second floor accommodates the Arts Stack Room and the office of

the Assistant Librarian. The library's collection includes over 24,848 books, both text and reference, which meet the diverse needs of students and faculty. Additionally, the library holds nearly 5041 journals.

The library subscribes to the N-LIST online database, provided by INFLIBNET, which grants access to over 90,000 e-books and 6,500+ e-journals. Faculty members can access these resources using a shared login username and password provided by the Librarian.

The library began automating its operations in November 2017 with the implementation of the Integrated Library Management Software (ILMS), Koha version 23.11.02. While the automation process is ongoing, cataloging and circulation functions have been fully completed. The library provides in-house access to the Online Public Access Catalogue (OPAC) and hosts its bibliographic data in the cloud, allowing 24/7 access to OPAC for users.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://kuc-opac.kohacloud.in/cgi-bin/koha/pages.pl?p=er

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)

1.615

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

25

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

4.3 - IT Infrastructure

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

The college campus is equipped with a high-speed internet connection offering 100 Mbps bandwidth. All faculty and administrative staff have access to Wi-Fi with a speed of 65 Mbps. Students can access Wi-Fi in the Library's reading room, and the college plans to introduce a free Wi-Fi zone for students with certain restrictions. There is also a computer laboratory with internet facilities for students to use for academic purposes.

The administrative block, which includes the college office, is equipped with high-speed internet services that facilitate quick and efficient communication. Information is promptly shared with staff and students through WhatsApp groups and emails. The college's accounts are managed using TALLY software, ensuring a systematic and efficient accounting process.

The IQAC Room is equipped with two computers and internet access to support its activities. The central library is partially automated with KOHA software, and online learning resources, including Shodhganga, are available for student use. The college maintains an official website, which is regularly updated with important notifications, college activities, the college profile, and admission forms. The entire admission process is conducted online. Additionally, CCTV surveillance cameras are strategically installed throughout the campus, providing 24/7 monitoring for security.

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

4.3.2 - Number of Computers

11

File Description	Documents
Upload any additional information	View File
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)

27.532484

File Description	Documents
Upload any additional information	[View File](#)
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.

Classrooms and laboratories are utilized for regular academic activities as per the timetable. The laboratory in charge is responsible for checking the stock of consumables and equipment before the start of each semester. Any non-functional equipment is either repaired or replaced, if possible. If additional equipment is needed, it is discussed in departmental meetings and submitted to the relevant authorities for approval.

The library is partially automated using KOHA software. At the beginning of each year, a budget is allocated for library maintenance and the purchase of books and journals, with each department receiving a specific amount. Departments prepare lists of books to be purchased and forward them to the Librarian for processing.

The Sports Sub-Committee organizes sports activities, with the Convenor overseeing the maintenance of sports equipment. Computers are used in the laboratories, offices, and library, and are regularly upgraded as needed. The auditorium is available for academic and cultural events, with prior permission from the relevant authority. Seminars and workshops are held in Room No. 14.

File Description	Documents
Upload any additional information	[View File](#)
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

42

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

3

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

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

360

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

360

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

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

1

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

16

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

0

File Description	Documents
Upload supporting data for the same	View File
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.

1

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

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

Kurseong College Students' Union previously held elected representatives in all academic and administrative bodies until 2017. However, due to a government notification from the West Bengal administration, student union elections have been suspended, resulting in the absence of student representatives in college decision-making bodies.

In such a situation, the college's students' representation and engagement initiatives are supported and handled by:

- Teachers' Council: Provides guidance and oversight

- Heads of various departments: Encourage department-specific activities

- Sub-committee members: Assist in organizing events and activities

- NCC (National Cadet Corps) unit: Promotes discipline, leadership, and community service

- NSS (National Service Scheme) unit: Encourages social responsibility, volunteerism, and community engagement

Through these initiatives, students participate in various activities, such as:

- Cultural festivals and events

- Sports and games competitions

- Debates, quizzes, and literary events

- Community service and outreach programs

- Leadership development and training workshops

By providing a platform for students to engage in co-curricular and extra-curricular activities, Kurseong College aims to develop well-rounded individuals with a strong sense of social responsibility, leadership, and teamwork.

File Description	Documents
Paste link for additional information	https://www.kurseongcollege.net/events/
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

1

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 – Mr. Ganga Lama , Vice President - Mr. Bimal Sharma Secretary - Mr. Daya Ram Sharma Joint Secretary - Mr. Anurodh Kr Das , Assistant Treasurer - Mr. Binoy Rai Joint Treasurer - Mrs. Kumud Thapa Advisor - Mrs. Bernadette Gurung Advisor - Mr. Balaram Pradhan Advisor - Mrs. Anuja Lama, Executive Member- Pranita Pradhan.

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 governance and administrative framework reflects a well-structured and inclusive approach. The presence of a Teachers' Council, actively involving teaching staff and the principal, underscores a collaborative environment. By delegating responsibilities across committees for admissions, examinations, sports, cultural activities, debates, seminars, and research, the college ensures that various operational and developmental aspects are managed effectively.The establishment of the Internal Quality Assurance Cell (IQAC) further strengthens this structure, emphasizing continuous improvement in academic and co-curricular domains. With a focus on inclusivity and holistic development, the college's commitment to imparting relevant knowledge, essential skills, and human values resonates deeply, particularly in addressing the needs of its diverse and disadvantaged student body. This governance model is pivotal in fostering intellectual, ethical, and spiritual growth, making Kurseong College a beacon of quality education in the region.

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 described reflects a decentralized and participative framework, fostering inclusivity and collaborative decision-making.

Governing Body: Comprises a diverse group, including the President, Principal, teaching and non-teaching staff, government and university nominees, and a student representative.Responsible for significant institutional decisions, ensuring a broad representation of interests.

Teachers' Council: Consists of teaching staff who proactively set agendas and make plans for the institution's present and future.Functions autonomously to establish subcommittees tailored to specific needs, such as Admission, Examination, and Cultural Activities.

Subcommittees:Operate under the Principal's guidance, focusing on specialized areas like sports, career guidance, and academic events, ensuring effective execution of tasks.

Internal Quality Assurance Cell (IQAC):Responsible for maintaining academic activity reports and enhancing teaching-learning quality.

Heads of Departments (HODs):Act as intermediaries between the Governing Body and Teachers' Council, ensuring balanced and participatory management.This structure emphasizes collaboration and autonomy, empowering stakeholders and avoiding centralization, ultimately creating a dynamic and participative governance environment.

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 institution's governance and management practices reflect a well-structured approach aimed at fostering continuous improvement, inclusivity, and innovation. Here are the key strengths of the college's management strategies:

Autonomy and Flexibility:The Principal and departmental committees are granted the freedom to oversee academic activities, encouraging leadership, accountability, and tailored decision-making at various levels.

Inclusivity and Stakeholder Engagement:By actively seeking input from teachers, students, staff, alumni, and other stakeholders, the institution demonstrates a commitment to shared governance.

This inclusive approach ensures diverse perspectives are integrated into policy-making and planning.

Proactive Monitoring and Evaluation:Regular committee meetings provide a platform for discussion and alignment with strategic objectives.Feedback systems from various stakeholders enrich the decision-making process, making it evidence-based and reflective of real-world needs.

Accountability and Transparency:The Principal's active engagement with departments ensures oversight while respecting departmental autonomy.

Performance Assessment:Annual evaluations and presentations by department and program coordinators allow for critical assessment of achievements and identification of areas for improvement.

Overall, the college's strategic emphasis on collaboration, inclusivity, and systematic evaluation fosters a robust culture of continuous improvement, ensuring its long-term success and

adaptability in a dynamic educational landscape.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
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 governance structure is exemplary for fostering an inclusive and innovative academic environment while maintaining accountability and adaptability.

Governance Highlights:

Centralized Oversight with Decentralized Execution:The Governing Body is central to decision-making, focusing on strategic priorities and overall institutional goals.Simultaneously, committees and departments have the autonomy to address localized concerns effectively.

Roles and Leadership:The principal serves as a central leader, promoting collaboration across departments and ensuring inclusivity by supporting student unions, teacher councils, and staff organizations.Department heads and faculty members play critical roles in coordinating academic and administrative activities.

Key Strategies:Strategic Planning: Committees prioritize and execute plans aligned with the institution's objectives.

Collaborative Leadership: Shared leadership fosters accountability and mutual support across organizational levels.

Empowerment: Decentralized structures enable independent decision-making and responsiveness to departmental needs.

Feedback Mechanisms: Continuous feedback loops enhance adaptability and improve operations.

Adaptive Management: A readiness to adjust to changing educational landscapes ensures resilience.

Cultural and Organizational Benefits:Encourages creativity, innovation, and flexibility by empowering individuals.Aligns with contemporary theories advocating autonomy and collaboration, enhancing organizational efficiency.

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

There are several welfare and financial policies in place for teaching and non-teaching staff at Kurseong College, reflecting common practices in the education sector.

Corpus Fund for Teacher Welfare:

Funded by subscriptions from the Teaching Staffs supports

activities like family bereavements, medical emergencies, recreational events, and loans (refundable and non-refundable) from the Provident Fund.

Retirement Benefits:

Includes pension, gratuity, and leave encashment, aligning with standard practices in higher education sectors.

Leave Sanction Policies:

Follows university statutes, ensuring compliance with institutional norms for leave management.

Childcare Leave:

Granted in accordance with government norms, supporting parents with young children.

Provident Fund Loan Facilities:

Loans for housing, education, and children's marriage, a standard feature of provident fund benefits in India.

Special Educational Concessions:

Offered to children of teaching and non-teaching staff employed at the college.

Financial Advance for New Faculty:

A monthly allowance is provided as an advance to newly appointed faculty to meet initial financial needs, adjusted later against arrears.

These policies demonstrate Kurseong College's commitment to staff welfare and financial security, reflecting broader trends in institutional support systems.

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

2

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

11

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 appraisal and career progression framework for teaching and non-teaching staff at Kurseong College:

1. Performance Assessment for Teaching Staff:

Framework:

Teaching staff performance is evaluated under the Career Advancement Scheme (CAS) as per UGC norms, guided by State Government regulations (referencing G.O. No. 920-Edn (CS)/5P-52/98 dated 31.12.2012, with subsequent amendments).

Role of IQAC:

The Internal Quality Assurance Cell (IQAC) plays a supportive role in:

Assisting teachers with the preparation of Performance-Based Appraisal System (PBAS) and other necessary documents.

Ensuring compliance with CAS requirements, such as completing documentation and meeting eligibility criteria in time for scheduled promotions.

Preventing delays in academic progression by maintaining timely procedures.

2. Performance Appraisal for Non-Teaching Staff:

Framework:

The performance of non-teaching staff is appraised by the Governing Body, following the norms set by the government.

These systems ensure structured and fair evaluations for both teaching and non-teaching staff, promoting academic and professional growth while adhering to established guidelines.

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 was performed and drafted the income and Expenditure account for the year ended 31.03.2024 of the College which was conducted by Prasad Jeetendra & Associates, Chartered Accountant, FRN No. 326117E, Kurseong on 09.01.2025. Utilization Certificates for funds received from external sources, Government, UGC and other external funding bodies are certified by the Internal Auditor. The Budget of the institution is prepared annually where Library Budget is annually released in consultation with those responsible for purchase of books on the basis of proposed changes in the curriculum. Responses to clarification or objections raised at the time of audits were timely put forward to the respective authorities and resolved accordingly.

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)	[View File](#)

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

The financial resources and fund utilization strategy for the college are:

Sources of Income

Tuition Fees-A primary source of income for the college comes from student tuition fees.

Sponsorships

The college secures sponsorships from government and non-government agencies, providing additional financial support.

Government Grants-As a government-aided institution, the college receives grants from the state government under a pay packet scheme for the salaries of sanctioned staff.Salaries for part-time or contractual staff are managed through the college's own funds.

Fund Mobilization

All significant plans related to fund mobilization are discussed and approved by the Governing Body of the college.

Utilization of Resources

The college infrastructure is utilized as a venue for various university, state, and central government examinations, ensuring effective use of its facilities.

This framework ensures the college maintains a balanced approach to income generation and resource utilization.

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

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in ensuring quality enhancement and sustenance in educational institutions.

Initiatives Under the Aegis of IQAC

1. Curriculum Development

One day workshop on curriculum restructuring for FYUGP was organised by Kurseong College in collaboration with the University of North Bengal on 12/06/2024.

2. Students' support and development

Introduction of students' dairy for the session of 2024-2025

Books for competitive examinations are made available for the students in the library.

Remedial classes initiated for slow learners

3. Teaching-Learning Enhancements

Enhancement of ICT-based classrooms.

4. NAAC accreditation completed. Submission AQAR 2022-2023

completed

5.Feedback Mechanisms

Conducted periodic feedback from students, alumni, and stakeholders.

6.Faculty support and development

Initiated promotion of 7 teachers through CAS

7. Community Engagement

Legal awareness programme organised by IQAC & NSS Kurseong College, resource team- Indian institute of legal awareness.

1 day seminar conducted on Regional Investor by the Department of Commerce in collaboration with BSE Investors protection Fund.

8.Academic Activities: book launch programme organised by IQAC by Kurseong College.

File Description	Documents
Paste link for additional information	http://iqac.kurseongcollege.net/iqac-minutes-2023-24/
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 Internal Quality Assurance Cell (IQAC) plays a crucial role in ensuring the consistent enhancement of teaching, learning, and evaluation processes in an institution. Here's a summarized version of the initiatives outlined:

Key Initiatives by IQAC:

Formulation of the Plan of Action (POA):The IQAC develops a comprehensive POA to enhance quality in teaching, learning, and evaluation processes.Ensures the implementation of the POA within the academic session.

Academic Calendar Development: Prepares an academic calendar to ensure timely delivery of activities, internal assessments, and other institutional events.

Monitoring Curriculum Delivery: Regularly reviews the Teachers' Diary to monitor the number of classes conducted and ensure curriculum completion.

Feedback Mechanisms: Conducts an annual feedback survey from students to assess the teaching-learning and evaluation process.Collects feedback from faculty on curriculum, infrastructure, governance, and IQAC functions.Analyzes feedback to devise strategic plans for institutional improvement.Promoting Academic Activities:Encourages departments to organize seminars, workshops, and training sessions to enhance academic and professional growth.

File Description	Documents
Paste link for additional information	http://iqac.kurseongcollege.net/iqac-minutes-2023-24/
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	http://iqac.kurseongcollege.net/iqac-minutes-2023-24/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
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

ANNUAL GENDER SENSITIZATION ACTION PLAN 2023-24 KURSEONG COLLEGE

The following Plan of Action was chalked out by the IQAC for the academic session 2023-24.

1. To organize Awareness programs for students on gender issues.

2. To observe International Women's Day.

3. To observe the International Day of the Girl Child.

4. To convene meetings of the Internal Complaints Committee to address the grievances related to sexual harassment at the workplace.

Action Taken

1. Activities have been conducted to sensitize students on gender issues. The NSS and NCC organized International Women's Day 2023 aimed to empower women, promoting gender equity and recognising their contribution to society. Further, recognises the accomplishments of women in academics, sports, social work and leadership. It helped to increase awareness of gender issues.

2. NSS had conducted to commemorate the International Day of the

Girl Child, at Jucksing Dhura, Ambootia Tea Estate, Kurseong (Adopted Village) to educate the local community and students on the rights of children, protecting them and promoting welfare. Further, it initiated the dialogue to prevent harm and abuse against children and to protect children from violence, exploitation and harmful practices.

File Description	Documents
Annual gender sensitization action plan	http://iqac.kurseongcollege.net/sss/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**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	View File
Any other relevant information	**No File Uploaded**

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

Waste management is an important step toward creating a clean and healthy environment for sustainable development and Kurseong College adheres to this ideal. As such the institution has taken several steps to manage various types of degradable and non-degradable wastes. There are separate dustbins installed at several places on the campus for the collection of degradable and non-degradable wastes which makes the management of solid waste easier and more effective. The liquid wastes are disposed

of through the proper drainage system of the college. The organic waste obtained from the college canteen is managed through a compost pit which is installed nearby. The college girls' hostel also has a compost pit for proper disposal and usage of organic matter. Electronic equipment is repaired and used. Equipment beyond repair is collected and stored in the e-waste room for further processing which ensures effective management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**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: 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	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**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 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 fee waivers, 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
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Kurseong College upholds the principles and ideals of the Constitution of India and endeavours to abide by these ideals through its various activities. Despite the limitations, the institution took the initiative to observe important national events such as Independence Day, and Republic Day. The students and staff who participated in the events showed reverence for the nation by hoisting the national flag and singing the national anthem. The Principal addressed the teaching and non-teaching staff of the college on Independence Day and highlighted Independence Day in the principles and ideals of the constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	[View File](#)

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 Coronavirus 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 fervour.

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	View File
Any other relevant information	View File

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 practices:

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 themi.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. 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	View File
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The college envisaged promoting social inclusion and gender justice by encouraging the ENROLMENT OF MAJORITY GIRL STUDENTS IN THE INSTITUTION. The majority of the students of Kurseong College are from a very humble economic and educational background, mostly from tea garden areas and far villages. Out of all these, the enrolment of the female students in the majority is a distinct feature of the College. The female 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 female students in academic, cultural, social and overall activities is comparatively higher than that of their counterparts. Kurseong College with two NSS P.Os and NCC, the majority of the female students take part actively and have yielded good results in the overall development of the students. Thus, the Institutional Distinctiveness of Kurseong College with the majority of female students enrolment in the Institution stands unique in its way and full of positive outcomes.

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

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 one edited book with ISBN. 5. Set up MoUs for student exchange. 6. Purchase of books on competitive examinations. 7. Create a section in the library for faculty publications. 8. Create a section of rare books in the library. 9. Create a section for the display of books on regional languages in the library. 10. Installation of more CCTV cameras on the college campus. 11. To provide coaching classes for the preparation of CUET-PG, for higher studies. 12. To conduct an awareness program for the SC/ST/OBC/EWS students regarding the facilities, rights and opportunities that can be availed from the institution/state Govt./Central Govt.