Yearly Status Report - 2014-2015

Part A	
Data of the Institution	
1. Name of the Institution	**KURSEONG COLLEGE**
Name of the head of the Institution	**LAXMI PRADHAN**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06296258920**
Mobile no.	**6296258920**
Registered Email	**kurseongcollege@yahoo.in**
Alternate Email	**kurseongcollegeiqac@gmail.com**
Address	**DOW HILL ROAD, P.O. KURSEONG, DARJEELING**
City/Town	**DARJEEING**
State/UT	**West Bengal**
Pincode	**734203**
2. Institutional Status	
Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**

Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**UPENDRA ADHIKARI**
Phone no/Alternate Phone no.	**09531745945**
Mobile no.	**8918562734**
Registered Email	**kurseongcollegeiqac@gmail.com**
Alternate Email	**kurseongcollege@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://iqac.kurseongcollege.net/wp-content/uploads/AQAR_13-14.pdf**

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	**http://www.kurseongcollege.net/wp-content/uploads/Academic-Calendar-2014-15.pdf**

5. Accrediation Details

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

6. Date of Establishment of IQAC

01-Aug-2011

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Environmental Awareness Pragramme	**05-Aug-2014** **1**	**100**

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No data entered!!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Initiatives for no ragging campus

Preparation of academic calendar

Smart classrooms by installing LCD Projectors

Distribution of laptop for encouraging use of ICT among teachers

Construction of three new classrooms.

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

Plan of Action	Achivements/Outcomes
Regular monitoring of students attendance in the class	Active involvement of students in curriculum delivery
Academic Calendar	Helped plan college activities
Apply to the Department of higher education for honours courses in Zoology and Botany	On site visit by the university team

14. Whether AQAR was placed before statutory body ?	**No**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2015**
Date of Submission	**28-Sep-2015**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Informations are shared through college website (updated regularly) and social media. The complaints and suggestion box is available for garnering and generating feedbacks which are available for the management for reviewing the activities of the institution. The student and the parents community are encouraged to make use of such complaint and suggestion box for feedbacks and grievances. Different informations related to admissions and filling up of university examination forms are circulated through sms among the teachers and students.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Kurseong College is an affiliated college attached to the University of North Bengal, offering the Honours and General courses in Science, Commerce and Arts streams. As an affiliate college, the institution follows and adheres to the curriculum delivery guided by the different statutes and guidelines issued by the affiliating university. The basic documentation as required relating to candidates admitted to the institution, their registration with the university details and degree awarded by the university are documented in the college. The course contents, pattern of examination, marking system, issue of diploma and degrees is done by the affiliating university. The university incorporates faculty members from different colleges affiliated to it to prepare the syllabi, modules, course design etc. The faculty members from Kurseong college participate in these processes which helps the college to plan curriculum delivery in an appropriate and student friendly design. Sent up tests, preparatory tests are conducted in the college to prepare the students for University examinations. The academic flexibility is restricted and guided by the university norms and the college has no scope to go beyond the university

guidelines. Nevertheless the college offers adequate number of courses in arts, science and commerce with honours English, Nepali, Geography, History, Political Science, Economics, Chemistry, Mathematics and accountancy.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No data entered !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Dates of Introduction
No data entered !!!	

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

Name of programmes adopting CBCS	Date of implementation of CBCS/Elective Course System
No data entered !!!	

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No data entered !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
BA	40

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

The feedback is summarized and accordingly the initiatives are undertaken to resolve the mitigation if any. The concerned areas of weakness are outlined and proper plan of action is chalked out to utilise the students feedback. The principal shares the students feedback with the teacher concerned to locate the areas of problems and weaknesses if any. The feedback system has been a useful

tool for the up gradation of the infrastructural facilities like the library, students reading room, the college canteen etc. Through the feedback mechanism, the Institution has come up with the college uniform for the students which has been appreciated by all the stakeholders of the college. Feedback has also been useful for the proper setting up of the college hostel for girl students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Number of seats available	Number of Application received	Students Enrolled
BA	594	438	322
BCom	218	55	50
BSc	99	35	32

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014	977		26		
No data entered !!!					

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
41	21	40	4	1	5

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

The institution holds special classes for the weaker students requiring extra attention. These extra classes are generally taken outside the regular class hours. On completion of each lecture students are given time to clear their doubts on the topic. Further on completion of each chapter students are encouraged to deliver learning outcomes on the dias using the blackboards. Oral and written class tests are also held on regular basis to monitor the students progression. Students of the 1st year are taken to the library reading room by the concerned teachers to familiarise them with the question pattern from the previous question papers and question banks available in the library. The college has an active career counselling committee headed by a senior teacher of the college. This committee is actively involved with the students in guiding and mentoring them to make them ready for the challenges of the future. Local people of eminence are invited to deliver special talks for proper guidance to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
977	26	0.03

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	26	15	5	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No data entered !!!			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONS	III	29/04/2015	29/06/2015
BA	GEN	III	29/04/2015	29/06/2015
BCom	HONS	III	29/04/2015	29/06/2015
BCom	GEN	III	29/04/2015	29/06/2015
BSc	HONS	III	29/04/2015	29/06/2015
BSc	GEN	III	29/04/2015	29/06/2015

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

The institution regularly conducts various internal examination system. Class tests mainly monthly test are taken by individual departments and the marks are displayed in the departmental notice boards. Sent-up examinations or selection tests are conducted for examining the students ability to sit for the university examinations. University examination rules are simulated for the internal examinations too. Students attendance in the class as well as in such conducted tests are important criteria for the students to qualify for the university examinations. Students who do not perform fairly in the examinations are required to meet the principal with their parents/guardians. The students are are also required to give an undertaking pledge to improve their performance in the next such examinations failing which they will be debarred from appearing in the University Examinations.

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

The academic calendar is prepared at the beginning of every academic session. The different sub committees of the teachers council prepare their individual programme calendar and submit it to the IQAC. These schedules are merged and given a concrete shape in the form of academic calendar for the college as a whole. The university examination schedule, government and local holidays, are all taken onto account and strictly adhered to. The internal assessments are planned well in advance by the examination sub committee approved by the college management for smooth and timely conduction of internal examinations.. The academic calendar is shared is uploaded to the college website, www.kurseongcollege.net and also widely displayed in the various corners of the college campus. Specific notices for the holidays and examinations in

2.6 – Student Performance and Learning Outcomes

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

http://www.kurseongcollege.net/faculty/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ENGH	BA	14	9	64
GEOH	BA	14	13	93
HISH	BA	14	12	86
NEPH	BA	8	5	63
POLH	BA	13	11	85
BA GENERAL	BA	135	90	67
ACNH	BCom	11	10	91
B COM GENERAL	BCom	16	12	75
CHEH	BSc	1	1	100
MTMH	BSc	2	0	0
BSC GENERAL	BSc	5	4	80

2.7 – Student Satisfaction Survey

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

No data entered !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No data entered !!!				

3.2 – Innovation Ecosystem

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

State	National	International
No data entered !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No data entered !!!				

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
No data entered !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No data entered !!!		

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

Name of the Department	Number of PhD's Awarded
No data entered !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	2	5.69
International	Economics	1	4.16
National	Nepali	3	
National	Hindi	1	
International	History	3	4.16
International	Mathematics	3	

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

Department	Number of Publication
Commerce	3
Nepali	5
English	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Study on the breeding performance and developmental stages of Climbing Perch, Anabas testreus	Sanjib Sarkar, Binoy Kishore Rai, Dawa Bhutia and Joydeb Pal	International Journal of Fisheries and Aquatic Sciences	2015	0	Department of Zoology, University of North Bengal	0
Analyses of pesticide residue in	Swati Singh, Dawa Bhutia,	International Journal of Fisheries	2015	0	Kurseong College	0

water, sediment and fish tissue from river Deomoni flowing through the tea gardens of Tewrai Region of West Bengal, India	Sanjib Sarkar, Binoy Kishore Rai, Joydeb Pal, Sourav Bhattacharya, Min Bahadur	and Aquatic Sciences				
Small Scale Industry in the Darjeeling Hills Problems	Sandip Kumar Santra	International Conference Proceedings, Global Bussiness Research Journal	2014	0	Kurseong College	0
Implementation of Sustainability in Tea Industry	Sandip Kumar Santra	International Conference Proceedings, Global Bussiness Research Journal	2014	0	Kurseong College	0
Introduction of Goods	Sandip Kumar Santra	Tax Reforms in India	2015	0	Kurseong College	0
Anviksha	G. P. Sharma	Shivkumar Rai Smriti Academy	2014	0	Kurseong College	0
Shatabdi Lamo sansk ritik- samajik dharohar, Gorkha Jana Pusta kalaya, Kurseong	Yogesh Khati	Himalayan Research Journal, Eastern Himalayan Green Research	2014	0	Kurseong College	0
Kharsangka Nepali Natya Paramparako Sarvekshanatmak Awalokan	Yogesh Khati	Prekshan Prekshan Pariwar Gangtok East Sikkim	2015	0	Kurseong College	0
Paralko Ago ra	Yogesh Khati	Abhijnan North	2015	0	Kurseong College	0

Juthan ma Dalit Vimarsha		Bengal University				
Bhramar Bhitra Manav Basai ko Sandarbha	Yogesh Khati	Adhunik Bharateli Nepali Upanyas Birpara College	2014	0	Kurseong College	0
Adhyatmik-Sanskritik Nirmulan ra swayatt atako dishatarfa lepcha jaati ra Dzongu.	Yogesh Khati	Anviksha, Shiv Kumar Rai Smriti Academy, Kurseong	2015	0	Kurseong College	0
Human Rights Situations in the tea gardens of Darjeeling	Yogesh Khati	Human Rights In North East India. Global Publishing House	2015	0	Kurseong College	0
Bharatiya Nepaliharu ka Jatiya Chinhari ra chetnaka sandarbha ma Bhanubhakta Acharya.	Yogesh Khati	Bhanubhakt aka kriti	2015	0	Kurseong College	0
Structure and Growth of Workforce in Darjeeling District of West Bnegal	Srijana Rai	International Journal of Informative and Futuristic Research	2015	0	Kurseong College	0
prakriti ke anupam chitere kavi	Prashanta Sarkar	Sanvad	2014	0	Kurseong College	0
Helen Lepcha Alias Sabitri Devi	Shera Pandi Molommu	International Journal of Informative and Futuristic Research	2015	0	Kurseong College	0

Title	Author	Journal	Year	Citations	Affiliation	
Indigenous Lepcha Tribal Association	Shera Pandi Molommu	Global Journal For Research Analysis	2015	0	Kurseong College	0
The Nomenclature of the Lepchas	Shera Pandi Molommu	Paripex- Indian Journal of Research	2015	0	Kurseong College	0
Semi- symmetry type Sasakian manifolds, On the existence of some types of Kenmotsu manifolds	K. K. Baishya	IOSR Journal of Mathematics	2015	0	Kurseong College	0
On the existence of some types of Kenmotsu manifolds	K. K. Baishya	Universal Journal of Mathematics and Mathematical Sciences 3	2014	0	Kurseong College	0
LP- Sasakian manifolds with some curvature	K. K. Baishya	Impact Journals	2015	0	Kurseong College	0
From partly living to living	Joydeep Bhattacharya	TS Eliot	2014	0	Kurseong College	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No data entered !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	6	1	1
Presented papers	2	7	0	0
Resource persons	0	0	0	0

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat Abhiyan	NSS	2	35
Tree Plantation	NSS in collaboration with Forest Office, Kurseong	2	50
Awareness on AIDS	NSS in collaboration with Shankar Foundation, Darjeeling	2	150
Seminar on Capital Market	Calcutta Stock Exchange	20	32

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No data entered !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachha Bharat Abhiyan	NSS	Campus Cleaning	2	35
Environmental awareness	NSS and NCC	Tree Plantation	2	50
Awareness on Aids	NSS in Collaboration with Shankar Foundation, Darjeeling	Aids Awareness	2	150

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No data entered !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant

	details			
	No data entered !!!			

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No data entered !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8.88	**5.8**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (>1-0 lakh) during the current year	**Existing**

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No data entered !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21130	0	565	175558	21695	175558
Reference Books	0	0	0	0	0	0
e-Books	48	0	4	0	0	0
Journals	28	39745	0	0	28	39745
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	1	0	1	0	2	0

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

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No data entered !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	25	1	1		1	1	2	2	
Added	3								
Total	28	1	1	0	1	1	2	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No data entered !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
21	1575128	5.32	580000

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

Proper time table, log book etc are maintained for the proper and efficient utilisation of academic and support facilities. Upgradation of computer system is done on regular basis. Software and hardware are periodically cleaned for proper keeping and usage. Buildings, furnitures, sport equipments are augmented and enriched every year. Repair works are also undertaken at regular basis.
http://www.kurseongcollege.net/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FULL FREESHIP	2	6710
Financial Support from Other Sources			
a) National	West Bengal	3	10800

Minorities Development and Finance Corporation			
b)International			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
LEGAL AWARENESS PROGRAMME	10/09/2014	150	KURSEONG JUDICIAL COURT
ENTRY INTO SERVICE	13/11/2014	4	UGC
REMEDIAL COACHING	24/04/2014	320	UGC

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No data entered !!!					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No data entered !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2014	12	BA/BSC/BCOM	ARTS/SCIENCE /COMMERCE	NBU, SU,IGNOU, Coochbehar Panchanan Burma University,	MA/MSC/MCOM

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

Items	Number of students selected/	Reg no/ Rollno for the examination

qualifying		
SET	**1**	**1032220**

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

Activity	Level	Number of Participants
Farewell of two Teachers and one Non-Teaching staff	**Instutional**	**70**
yoga day	**institutional**	**100**

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No data entered !!!						

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

In this period Students Union year lend their support to the teaching staff in the various committees like sports, cultural and admission.without engaging the students it would be very difficult to manage this huge task. The General Secretary, Sports Secretary, Cultural Secretary and Class representatives help the convenors of these entire committees. The Convenors are Professors and the secretaries are elected members from amongst the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

No data entered !!!

5.4.4 – Meetings/activities organized by Alumni Association :

nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Different statutory and non-statutory sub-committees are formed for carrying out different activities in the college. Few of them can be cited as examination, cultural, admission, games and sports and so on each of which is composed of teachers, non-teaching staff and students.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	The college prepares the students for the university examinations under the North Bengal University. Accordingly regular class tests, mid-session assessment and sent-up tests are conducted.
Research and Development	The college encourages the teachers for carrying out the research works. the faculty is encouraged to complete their Ph. D. and also participate in different seminars and workshops being conducted in different colleges and universities. The Research sub-committee of the Teachers Council encourages faculty to attend seminars, symposia and workshops. The faculty are also encouraged to write papers, edit and publish books.
Library, ICT and Physical Infrastructure / Instrumentation	A library sub-committee is formed for the proper functioning of the library. books, periodicals and Journals are added regularly. Use of ICT is encouraged with the installation of LCD projectors in different classrooms. Laboratories are properly instrumented as per the requirements of the syllabus.
Human Resource Management	Different sub committees are formed consisting of the teachers, non-teaching staff and students to carry out all sorts of activities including sports, culture, extra-curricular, and so on.
Industry Interaction / Collaboration	Kurseong College is located in non-industrial area being surrounded by tea-gardens from where most students come.
Admission of Students	Admission committee is formed in the teachers council which looks into the admission process of the students. The institution ensures wide publicity to the admission process by advertising it in various platforms. counselling and guidance for the choice of subjects for students seeking admission are given during filling of the forms.
Curriculum Development	the institution encourages the involvement of faculty in the university board of studies.
Teaching and Learning	there is regular monitoring of classes by the principal and head of the

	departments. the students are given regular assignments, special assignments and tutorial classes. frequent internal assessment is done to monitor the learning outcomes.

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

E-governace area	Details
Planning and Development	Master Plan of the college has been designed by the certified architect engineer which is being implemented in phased manner.
Administration	Most of the administrative works are computer based.
Finance and Accounts	Computerised college accounts is in the process. Salaries of the staff, pension etc are maintained online.
Student Admission and Support	Online admission, online preparation and display of merit lists.
Examination	Examination schedules, seating arrangements, duty charts etc are prepared using the excel spreadsheets.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No data entered !!!				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No data entered !!!						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	27/11/2014	17/12/2015	21
Refresher Course	1	19/11/2014	09/12/2014	21

Refresher Course	1	07/01/2015	27/12/2015	21
Refresher Course	2	03/03/2015	23/12/2015	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	41		

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Festival Advance	Festival advance	Freeship

6.4 – Financial Management and Resource Mobilization

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

Auditing is done by the Government of West Bengal by appointing audits from time to time and mostly on annual basis.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No data entered !!!		

6.4.3 – Total corpus fund generated

No data entered !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

Parent teacher meeting on call.

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

Workshop on Online admission Awareness programme on NAAC evaluation Awareness programme on Leave Rules.

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

1. Initiatives for the introduction of Honours courses in Zooly and Botany. 2. Research sub-committee formed in the teachers council to foster academic research among teachers. 3. Enhanced the use of ICT in teaching by installing LCD projectors.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	**No**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2014	**Writing a good research Proposal**	**28/08/2014**	**28/08/2014**	**28/08/2014**	**30**
2015	**Using LCD Projectors**	**06/03/2015**	**06/03/2015**	**06/03/2015**	**20**

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No data entered !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
Tree Plantation Programme is done on priority basis to generate environmental consciousness.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	
Provision for lift	**No**	
Ramp/Rails	**Yes**	
Braille Software/facilities	**No**	
Rest Rooms	**Yes**	
Scribes for examination	**Yes**	**1**
Special skill development for differently abled students	**No**	
Any other similar facility	**No**	

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

and disadvantages	contribute to local community						
2014	1	1	15/09/2014	6	Career Guidance	streamwise career advice. Home tourism as source of sustenance	210
2014	1	1	03/10/2014	4	Awareness Programme	Health hazards in the Hills	100

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

Title	Date of publication	Follow up(max 100 words)
Orchids magazine publication	18/08/2014	Orchid is a magazine published by Kurseong College annually where a number of articles are contributed by the students as well as staffs, renowned writers of the locality. The magazine carries a series of articles based on literatures, Sports as well as code of conduct and human values as revered in and by Kurseong College. A proper directive and guidelines is stressed as how to promote self sufficient ways of sustenance through different interviews and articles involving past and present local well established personals of this field.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of Independence Day, Republic Day, Gandhi Jayanti, Teachers	01/07/2014	15/08/2014	500

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

Swachhata Abhiyan

Cleanliness Drive in the local town.

Tree Plantation review and cleaning the plantation areas.
Installing waste bins and dust bins
Proper disposal

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

College Uniform for the students. student feedback system.
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.kurseongcollege.net/anti-ragging/

7.3 – Institutional Distinctiveness

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

Kurseong College was established in the year 1967 on the foothills of Kurseong Sub-division of Darjeeling District, under West Bengal. It is initiated by the local enthusiasts and few educationalists to impart a good education to the students hailing from a humble background. The place is dwelt with tea garden workers, job class population and self support business or home tourism in some cases. Nepali language is the lingua franca and the Nepali language and literature is the prominent medium of social expression and participations. The students mostly come from local tea gardens and village areas whose economic background and social set up is not as close as the city lives. The tea gardens being a sole source of income, the students find it very difficult to find a way out to a broader source of income for the family. Kurseong is a place placed on the foothills with green tea gardens and mesmerizing plains in the down hills, a scenic beauty of the place attracts a sizeable number of tourists every year. The students too participate in the home tourisms operated by a few families to support the family.

Provide the weblink of the institution
http://www.kurseongcollege.net/

8.Future Plans of Actions for Next Academic Year

The colleges are the higher educational institutions and have to be very dynamic and susceptible to changes. The college authority therefore has taken different initiatives for the academic as well as infrastructural development plans for the future. The college has resolved that from the new session number of steps will be taken to make the classroom teaching more interesting. The routine will be so adjusted that, every subject teacher can use the college smart room and the four LCD projectors in alternate manner. A separate reading room will be created for the enhancement of reading habits in the students. Alumni Registration Page will be available in the college website. Construction of Pits for drainage of Acid and toxic waste from the various science Departments shall be done on a priority basis. The college also has a plan to install energy saving lights in a phased manner to cut the electricity bills as well as power conservation. The college plans to open up honours courses in Botany and Zoology in the bio-science departments and sociology in the arts section. For this the college intends to invest in the laboratories for the augmentation and upgradation of the science laboratories and purchase of library books for the arts subjects.