Yearly Status Report - 2015-2016

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

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-2015-16.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-2015** **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

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**

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	**2016**
Date of Submission	**06-Oct-2016**

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

The curriculum that is followed in the institution is developed by the affiliating university that is the University of North Bengal. For the delivery of this curriculum to the stakeholders and mainly the students, the institution follows a planned action or activities based on the academic calendar prepared by the college. The delivery mechanism of curriculum is communicated also through the college website and also the handout to the students in the form of prospectus. The admitted students at the entry level are oriented through different mechanisms including general orientation programme as well as library orientation programme where the students are informed and also given first hand practices relating to the use of library. At the beginning of the session each department prepares the time plans for curriculum delivery. Regular internal assessment is conducted both at the departmental as well as institutional level to monitor the learning activities of the students. Besides traditional lecture mode classes, the teachers also use ICT in classrooms like power point presentations, smart boards and audio visual support are also available to make the delivery of curriculum interesting for the students as well as teachers. Tutorial classes, remedial classes, special extra classes are also conducted by different departments to help the academically poor students to catch up with the rest.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepene 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
No data entered !!!		

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
Legal Awareness		100

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
BSc	20
BA	30

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
Structured feedback in the form of a schedule is obtained from the students during the last day of their final examinations. This feedback is related to the campus infrastructure, library, teaching learning outcome etc. The feedback is summarised, analysed and discussed. The problems are categorised for proper solutions. The academic problems if any are placed in the teachers council meeting for properly addressing the issue. The infrastructural problems and shortcomings if any are placed in the meetings of the Governing Body for proper address. Verbal feedback is also obtained from the teachers in the various teachers council and non-teaching staff meetings. The matters related to the general up keeping of the college are also sought from the various sub committees in the college. The different sub-committees prepare the reports of the general activities carried out throughout the year, the problems that they encountered with and also the future plans and prospects. these reports are also taken as feedback which helps the institution to utilize the available human and material resources in a grater benefiting manner.

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	654	337	301
BCom	264	31	25
BSc	113	59	55

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
2015	707		26		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
26	21	45	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. Different clubs are created to channelize the students energy in the right direction.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
707	26	0.037

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	0	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	08/06/2016	30/07/2016
BA	GEN	III	08/06/2016	30/07/2016
BCom	HONS	III	08/06/2016	30/07/2016
BCom	GEN	III	08/06/2016	30/07/2016
BSc	HONS	III	08/06/2016	30/07/2016
BSc	GEN	III	08/06/2016	30/07/2016

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

The college regularly conducts different internal evaluations throughout the academic session. The internal evaluation or assessment system is generally designed in two parts. First as the regular class and monthly tests to evaluate the students learning outcomes in the class and second as the sent-up tests to examine whether the student is eligible to sit for the university examination. The class test marks are displayed in the departmental notice boards and the students are encouraged to perform better in the next such test or evaluation. Students are also asked to prepare the assignments and project reports to impart in them the the idea to gather first hand information or raw data from the field and translate them into valuable resources.

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

Before the beginning of each session a detailed academic calendar is prepared by the IQAC and displayed at various places including the college website. This academic calendar incorporates the plans and activities of different sub committees of the teachers council who individually prepare their own calendar for the smooth conduct of different activities. The academic calendar thus incorporates all the activities of the College including cultural, sports, internal and university examinations, festivals, holidays and so on. This facilitates all the stakeholders to prepare and organise their respective activities well in advance for its timely and smooth conduct.

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/subjects/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students	Number of students	Pass Percentage

		appeared in the final year examination	passed in final year examination	
B COM GENERAL	BCom	17	12	76
CHEH	BSc	1	1	100
MTMH	BSc	2	1	50
BSC GENERAL	BSc	13	11	92
NEPH	BA	3	3	100
GEOH	BA	5	3	60
HISH	BA	15	4	33
POLH	BA	19	17	89
ENGH	BA	19	15	85
BA GENERAL	BA	142	90	67
ACHN	BCom	2	2	100

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)

<div align="center">

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

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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 Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of 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)
National	Geography	1	
National	Hindi	1	
National	Nepali	1	
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	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
Small scale industry for sustainable growth and environment	Sandip Kumar Santra	International conference procedeeings, Global Research Journal	2015	0	Kurseong College	0
Changing patterns of population density	Neelee K. C. Lepcha	International Journal of Informatice	2015	0	Kurseong College	0
Desh kal se sanvad karati Uday Prakash Ki kahaniyon ka sach	P. Sarkar	Sanvad	2016	0	North Bengal University	0
Language, Literature and Indentity - Locating	Yogesh Khati	Himalayan Research Journal	2015	0	Kurseong College	0
On generalized quasi-conformal N	K. K. Baishya	Commun. Korean Math. Soc.	2016	0	Kurseong College	0
Space-time	K. K.	AIP Conf.	2015	0	Kurseong	0

| Admitting Some Geometric Structures , | Baishya | Proc | | | College | |
| A Remark on the paper | K. K. Baishya | Kragujevac J. Math | 2016 | 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	1	6	1	1
Presented papers	3	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	57
Aids Awareness	NSS Kurseong College and Shankar Foundation	2	153
Legal Awareness	NSS/ MARG	2	203
Awareness on Human Trafficking	NSS / NCC/	4	327

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
Campus Cleaning	NSS	Swachh Bharat	2	107

Red Ribbon	NSS / Indian Red Cross Society	AIDS awareness	3	154
International Yoga Day	NCC	Yoga Day	2	100

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 details	Duration From	Duration To	Participant
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
15	15

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	21695	1	303	83910	21998	83911

| Journals | 21 | 22000 | 1 | 370 | 22 | 22370 |
| Others(spe cify) | 4 | 12000 | 1 | 1031 | 5 | 13031 |

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		2	
Added	3								
Total	28	1	1	0	0	1	0	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	5.3	208777

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)

There are adequate facilities for accentuating the teaching and learning atmosphere in the college. Classrooms, laboratories and computer lab is well maintained for the ease of teaching and learning process. Sports field is available for the students with adequate sports gear and sports equipment. The games and sports sub committee from both the teachers council as well as student union council look after the various sports activities in the college. Library is well maintained with adequate number of books and journals required for the faculty as well as the students. There is also a reference section and a well ventilated and aired reading room for the students. The library also houses a xerox facility for the students at the nominal cost so as to help them to get materials from the reference section. The computer lab is well maintained and often upgraded to keep in pace with the latest developments in

the digital world. Four classrooms are equipped with LCD projectors and screen.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Half and Full Free Ship	9	30070
Financial Support from Other Sources			
a) National	Kanyashree and Tea Board		
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
Entry into Service	21/06/2016	13	UGC
International Yoga Day	21/06/2016	70	NCC

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
2015	Entry into Service	3"		3	3

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
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	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2015	12	B.A, BSC, B.COM	History, Political Science. English, Nepali	NBU, SU,IGNOU, Coochbehar Panchanan Burma University,	M.A, MSC, M.COM

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

Items	Number of students selected/ qualifying	Reg no/ Rollno for the examination
No data entered !!!		

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

Activity	Level	Number of Participants
Legal Awareness Programme	institutional	152
Inter-Department Debate Competition, skit, elocution	institutional	32
Science Annual Programme	institutional	42
Poster Drawing Competition for voter awareness as a part of SVEEP Programme as desired by the District Election Office, Darjeeling	institutional	18
48th Foundation Day	institutional	187
Farewell of one teacher	institutional	148
Swachha Bharat Abhiyan	institutional	93
Annual Sports	institutional	67
Talent Hunt Programme	institutional	36

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
2016	RDC Parade	National	1			
2015	Mountainee ring Camp (Skiing)	National	1			
2015	National Integration Camp	National	1			

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

The Students council is actively involved in the day to day administration of the college. The student council members are elected through the secret ballot system and are administered the oath of office on being elected. The student council forms a body known as kurseong college student union council which assists the different sub committees of the college in running various activities of the college. The general secretary of the student union council is the ex-officio member of the Kurseong College Governing Body. The students council members assist in Games and sports, debates and seminars, admission and other related activities of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No data entered !!!

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

No data entered !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No data entered !!!

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)

The administration of college has been very particular in involving the different stakeholders in the overall maintenance and development of the college. For carrying out each activity of the college in a democratic, decentralised and a participative character is adopted. Different statutory and non-statutory committees are formed incorporating members of the faculty, non-teaching staff and students which are entrusted with shared responsibilities to carry out the given task. The different sub-committees prepare an annual plan of activities along with an estimated expenditure. These plans and proposals are also incorporated in the annual academic calendar of the college which helps in the smooth and timely conduct of all the activities and that too within the stipulated budget.

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
Curriculum Development	Faculty members of the college have been instrumental in the revising of syllabus of the affiliating university of North Bengal on a regular basis. Two faculty members from the college are the members of Board of Studies at the university of North Bengal.

Teaching and Learning	Teaching and learning always has remained a primary thrust area of kurseong college. Adequate measures are taken to ensure that the teaching learning remain an enjoyable affair among the students. Use of ICT, powerpoint based presentaions etc are encouraged and supported. Four classrooms are equipped with LCD projectors for the effective audio and visual transfer of knowledge.
Examination and Evaluation	The institution prepares the students for the university examinations of the affiliating North Bengal University. Faculty members participate in the evaluation mechanism and process of the university at various levels like the Question paper setting, examining the scripts, head examiners, re-examination etc. Examination and evaluation are conducted through assignments, class tests and surprise tests regularly. The marks are displayed to better performance and attendance of students. Teachers meet students and discuss their scripts at a mutually convenient time when the need arises. The students are evaluated and selected on the basis of selection examination held every year for filling of University Examination form.
Research and Development	The Research sub-committee of the Teachers Council encourages faculty to attend seminars, symposia and workshops. The faculty are also encouraged to write papers in the national and international journals, edit and publish books.
Library, ICT and Physical Infrastructure / Instrumentation	The recommendation for automation process of the Central library is under process and a part of the library has been computerised. The central library collection of books augmented on a regular basis. The present collection of books, periodicals and journals has earned name in the locality. Four new classrooms have been created for taking the additional classes.
Human Resource Management	The performance appraisal of the teachers is done during the time of promotions to higher scale. Detailed academic activities including the number of class allocated and taken, hours of administrative duties, curriculum design, question paper setting, examining the answer scripts,

	hours of examination duty, participation in community life etc are considered by a screening committee before awarding the higher scale of pay. The screening committee is constituted by the registrar of the affiliating university solely for verifying the performance appraisal report. Career advancement is done as soon as the staff attains basic eligibility criteria.
Industry Interaction / Collaboration	The college is in regular touch with the local tea industries from where the maximum students come from.
Admission of Students	The college follows online admission process. The entire guidelines, rules and regulations, the fee structure etc are readily available in the college website for assisting the aspirants. Help desks are also kept in the college with teachers and non-teaching staff for assisting the student aspirant while filling up the forms. The college also provides the computer and internet facilities with a technical staff to support those students who could not apply on their own.

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

E-governace area	Details
Planning and Development	Computerised documentation using built in programme of the college.
Administration	Online PF, Digital notices, College Website.
Finance and Accounts	MS Office, Excel formats etc.
Student Admission and Support	Online admission
Examination	As designed by the affiliating university.

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	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

organised for teaching staff	organised for 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	05/08/2015	25/08/2015	21
short term course	1	13/11/2015	19/11/2015	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Festival advances from the college fund.	Festival advances from the college fund.	Full and Half freeship for the needy students.

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 an integral part of the public funded institutions. the college being an affiliated and grant-in-aid college with funds pouring from the UGC as well as the government of West Bengal. The UGC fund is internally audited by the college with the help from registered chartered accountants while the Government of West Bengal appoints special auditors for scrutinising the government funds.

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		Yes	Teachers Council
Administrative	No			

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

Parene-teachers meeting Parents of new students are invited to Departmental Orientation Programme

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

Regular meetings of all Support staffs Best Group D staff award given on the College Foundation Day Programme President of the Governing Body meets and appraises the Support Staff

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

Hostel for female students made operational Upgradation of computer lab Digitization of two classrooms

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
2015	Towards NAAC Accreditation and Quality Assurance	17/09/2015	17/09/2015	17/09/2015	25
2016	Preparing Powerpoint Presentation	18/03/2016	18/03/2016	18/03/2016	22

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
No data entered !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	
Ramp/Rails	Yes	1

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 and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No data entered !!!							

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

Title	Date of publication	Follow up(max 100 words)
No data entered !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of Independence Day	15/08/2015	15/08/2015	200
Celebration of Gandhi Jayanti	02/10/2015	02/10/2015	50
Observance of Republic Day	26/01/2016	26/01/2016	100

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

Tree Plantation Programme
Cleanliness Programmes
Installing waste and dust bins
Cleaning the water sources.
Weeding of unwanted grasses

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Anti-ragging Campus, students involvement in overall management of college activities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.kurseongcollege.net/

7.3 – Institutional Distinctiveness

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

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 institution encourages the students to assist the parents and also the local citizens to create awareness regarding the possibility of eco-tourism and home tourism in the local areas. The college also instills the value of cleanliness among the students by organising different activities related to cleanliness of surroundings, tree plantations, polythene collection which are hazards for the hilly terrain like Kurseong.

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

8.Future Plans of Actions for Next Academic Year

Kurseong college has been tirelessly making efforts to make the institution one of the finest place of learning in the hill areas of Darjeeling. Keeping in mind the natural and climatic beauty the college has the potential for the same. The college has prepared a beautiful master plan of the college which the college has been implementing in phased manner. In the next academic session the college plans to implement various developmental activities. The college shall move towards opening of Zoology honours from the session 2016-17. The college also shall move the government for opening of Botany honours in the college. The girls hostel needs greater infrastructure for the proper chanelisation of youth energy with regard to indoor and outdoor sports infrastructure, library and other recreational activities. The college also has a plan to apply for the honours courses in Sociology and general course in education.