Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**KURSEONG COLLEGE**
Name of the head of the Institution	**Mrs Tara Lohar**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03542344243**
Mobile no.	**6296258920**
Registered Email	**kurseongcollege@yahoo.in**
Alternate Email	**kurseongcollegeiqac@gmail.com**
Address	**Dowhill Road**
City/Town	**Kurseong**
State/UT	**West Bengal**
Pincode	**734203**
2. Institutional Status	
Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**

Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Upendra Adhikari**
Phone no/Alternate Phone no.	**03542344243**
Mobile no.	**9531745945**
Registered Email	**adhikari1upendra@gmail.com**
Alternate Email	**kurseongcollegeiqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://iqac.kurseongcollege.net/wp-content/uploads/AQAR-Kurseong-College-2015-16.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-2016-17.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
Orientation Programme	**11-Jul-2016 1**	**288**

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	<u>View File</u>
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	<u>View File</u>
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)

Orientation programme for the new students admitted in college.

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
Preparing acdemic calendar	**Different activities are carried out in a timely and economic manner**

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	**30-Sep-2016**

17. Does the Institution have Management Information System ?	No

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Part B

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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

Curriculum delivery is an integral part of the Higher Educational Institutions particularly in the era of modernisation owing to the fact that the HEIs prepare the students for the opportunities and challenges of the 21st century. kurseong college, affiliated to the university of North Bengal in the district of Darjeeling offers various courses leading to the award of degrees in Bachelor of Arts, Bachelor of Science and Bachelor of Commerce along with honours courses in different disciplines. The students enrolled in the College are registered with the University of North Bengal which conducts the examinations and awards the degrees. The college sincerely adheres to the course contents, pattern of examinations, marking systems, issue of degrees etc as designed and implemented by the affiliating university. The university also incorporates the faculty members from the college in various activities relating to preparation of questions, moderation, evaluation of answer scripts etc. The college systematically prepares the schedule for the effective delivery of the curriculum at the institutional level. The learning outcomes are monitored through internal examinations, tests, student seminars etc. The institution also maintains the data of the students enrolled in the college which are timely uploaded to the portal of All India Survey on Higher Education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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
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	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
The student feedback are generally very significant for the evaluation of teaching learning process in an institution of higher learning. It helps us not only to analyse the strengths and weaknesses but also provides with a scope to retrospect ourselves and improve the quality of higher learning. Generally, the college obtains the feedback from the outgoing third year students on the final day of the examinations. These feedback are summarised and analysed properly to find out the problem areas if any. This feedback generally cover the academic, infrastructural and motivational parts. It has helped the institution for augmentation of its standards in different stages of development.

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	524	288
BCom	218	46	36
BSc	99	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
2016	670		30		30
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
30	30	5	4	1	1

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

The career Guidance Cell, Grievance address mechanisms, remedial coaching, coaching for entry into services, etc. are the different platform for the proper mentoring of students at all levels in the college. The scheduled caste, scheduled tribe, and academically poor students are provided with the remedial classes outside the normal classes. Different internal assessment mechanisms are followed to evaluate the learning outcome of the students at regular intervals. The students are motivated and encouraged to use library as the college library houses a finest collection of text and reference books as required by the undergraduate syllabus of the North Bengal University. The previous years question papers are also made available to the students to acquaint them with the question pattern. This helps them in preparing for the university examinations in a more systematic method. Apart from these some local eminent personalities are invited for special and motivational lectures to shape the character formation among the students and also inculcates in them the confidence that they can achieve too.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
670	30	22.33

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	30	11	10	7

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	19/04/2017	17/06/2017
BA	GEN	III	19/04/2017	17/06/2017
BCom	HONS	III	19/04/2017	17/06/2017
BCom	GEN	III	19/04/2017	17/06/2017
BSc	HONS	III	21/04/2017	17/06/2017
BSc	GEN	III	21/04/2017	17/06/2017

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

Continuous internal evaluation constitute a significant part in the teaching learning activity in the college. Apart from the sent-up tests and selection exams, the college undergoes a series of internal assessment and evaluation system. Oral and written weekly and monthly tests, assignments, group projects and group power point presentations are undertaken to evaluate the merit of the students.

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

Academic calendar is prepared by the Internal Quality Assurance Cell sufficiently before the commencement of the new academic session. This has helped the college in undertaking all the academic and non academic matters smoothly, economically and efficiently. The calendar highlights all the important activities that are to be carried out during the academic year including the teaching, internal assessment, sports activities, cultural activities and so on. The examination schedule is prepared by the affiliating north bengal university which is then incorporated in the college academic calendar. The examinations are conducted strictly as per the schedule as prepared by the University.

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 appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NEPH	BA	5	4	80
ENGH	BA	9	8	88
HISH	BA	3	2	66
POLH	BA	12	11	92
GEOH	BA	11	9	82
BA GENERAL	BA	120	74	62
ACNH	BCom	5	1	20
B COM GENERAL	BCom	15	15	100
CHEH	BSc	1	1	100
MTMH	BSc	6	6	100
BSC GENERAL	BSc	6	6	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)

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

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
Minor Projects	2	UGC, ERO Kolkata	220000	185000

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	Sponsored 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	Political Science	1	1.06
National	History	1	
International	Mathematics	1	0.39
International	English	1	
International	Physics	5	

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
Nepali	3
English	1
Commerce	3
Economics	1
Geography	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
On the lattice of congruences on completely regular semirings	Rajib Debnath and Anajan Kumar Bhuniya	Quasigroups and related systems	2017	0	Kurseong College	0
Ismalization of the Kamrupa text	Chanchal Adhikary	Karatoya	2017	0	North Bengal University	0
Girish Karnad	Joydeep Bhattacharyya	Rupkatha Journal on Interdisciplinary Studies in Humanities	2016	0	Kurseong College	0
Electronic, optical, and thermoelectric properties of Fe2	D. P. Rai, Sandeep, A. Shankar, R. Khenata, A. H. Reshak, C. E. Ekuma, R. K. Thapa, and San-Huang Int. J. Nanoelectronics and MaterialsKe	AIP Advances	2017	0	North Bengal University	0
Investigation of the structural, electronic and optical properties of the cubic RbMF3 perovskites	Sandeep, D. P. Rai, A. Shankar, M. P. Ghimire, R. Khenata, S. Bin Omran, S. V. Syrotyuk, R. K. Thapa	Materials Chemistry and Physics	2017	0	University of North Bengal	0
Electronic and Magnetic	D. P. Rai, Sandeep, A.	International Journal of	2017	0	Kurseong College	0

Properties of Fe Atomic Chain and Fe Atomic Plane	Shankar, P. K. Patra, R. K. Thapa	Nanoscience				
A comparative study of electronic and thermo electric properties of bulk, 2D sheet and 1D wire of Silicon	H. Joshi, D. P. Rai, Sandeep, A. Shankar, P. K. Patra, R. K. Thapa	Int. J. Nanoelectronics and Materials	2017	0	University of North Bengal	0
First-Principles Study of the Structural, Electronic, Magnetic and Thermal Properties of the Cr Doped Ge6Mn2Te8 and Ge6Fe2Te8 Systems	F Semari, N Baki, H Khachai, A Yakoubi, S M	Acta Physica Polonica, A.	2017	0	University of North Bengal	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	5	7	0	2
Presented papers	14	10	1	0
Resource persons	1	1	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
Blood Donation Camp	NSS in collaboration with Kurseong Sub-Divisional Hospital	2	20

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
Swachh Bharat Abhiyan	Kurseong College NSS Unit	Campus Cleaning	10	50

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
9.21	9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	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	21998	1	269	77283	22267	77284
Journals	9	6300	0	0	9	6300
Digital Database	0	0	1	5800	1	5800
Others(specify)	28	11388	0	0	28	11388

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	28	1	1	1	2	1	15	2	
Added	1								
Total	29	1	1	1	2	1	15	2	0

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

<div align="center">2 MBPS/ GBPS</div>

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	Expenditure incurred on	Assigned budget on	Expenditure incurredon

academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilites
12.3	12	9.2	9

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)

The college has five academic building, one administrative block, one library building, a girls hostel and huge sprawling campus with play fields and green covers of vegetation. The science department and geography have separate laboratories including one computer lab for science department specially physics and maths for their practicals. For the efficient, economic and proper utilisation of these physical, academic as well as support facilities a proper guideline is outlined by the governing body of the college, teachers council and non teaching staff council meetings. The entire faculty is divided into different committees and sub committees which are entrusted with the carrying out of activities for optimum utilisation of the available resources in the college.

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	Full Freeship/ Half Freeship	10	28720
Financial Support from Other Sources			
a) National	Kanyashree/Tea Board	25	625000
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
International Yoga Day	21/06/2017	80	NCC and NSS
Nursing Camp	02/12/2016	8	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
2016	Entry into Service	55"	55	1	

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
8	7	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
2017	12	BA/BSC/BCOM	HISTORY POLITICAL SCIENCE ENGLISH NEPALI MATHEMATICS COMMERCE	NBU, CPBU, SU, IGNOU	MA, MSC, MCOM, B.ED.

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
NET	2	90001146 90007236
SET	1	1851575

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

Activity	Level	Number of Participants
Sports	Institutional	250
foundation Day	Institutional	700
Farewell	Institutional	300

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	Gold Medal	National	1		001	surya pratap singha, Jainal Banu
2017	Governors Medal	National	1		2	Siddhant Tamang

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

The Students Union Council of the college known as the Kurseong College Students Union Council plays an active role in assisting the teaching staff of the college in carrying out various curricular and co-curricular activities. The KCSUC has representation in various academic and administrative committees of the college where permissible, which makes smooth functioning of the College possible. The members of the Students Union Council select among themselves the office bearers such as General Secretary, Joint Secretaries and Secretaries of various sub-committees such as Games and Sports, Cultural, Debate and Seminar Sub-committees etc. The General Secretary of the Students Union Council is also a member of the Governing Body of the college. The KCSUC offers its assistance to the different sub-committees which is headed by the Assistant Professors, in organizing various activities such as Freshers Welcome, Farewell to outgoing students and retired staff of the college, celebration of the College Foundation Day, Annual Sports, debates and other co-curricular activities of the college. The KCSUC looks after the welfare of the students in varied manner. The KCSUC play an important role in guiding the new students during the process of admission of the college through setting up of help desk at the time of admission. The Council also guides the first year students during the filling up of the forms for the University Examinations every year. The various grievances of the students, if any are also conveyed to the college administration through the KCSUC so that they can be redressed timely and appropriately. Besides, the Council also offers assistance to the teachers and the college administration in maintenance of discipline in the college through counseling of the students from time to time.

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 :

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)

A total of fourteen statutory and non-statutory sub-committees were formed by representatives of the Teachers Council for carrying out different activities in the college. Each Committee is headed by a Senior faculty acting as the Convenor under who are four or more members. These committees are Examination Sub-Committee, overall in-charge for conduction of internal and University examinations in the College. Admission Sub-Committee takes charge of the admission procedure to the first year. They publish notifications regarding the formalities, rules and regulations for admission in the college.

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	It is a well-understood fact that the affiliated Colleges in India have very little autonomy in respect of curriculum structure and curriculum designs. Despite this the faculty of the college are involved in different stages of curriculum development of the North Bengal University
Teaching and Learning	The university to which the college is affiliated designs the schedules for the annual examinations during the month of April to June every year. The college plans teaching-learning schedules by following the examination schedule of the university. Students are continuously evaluated by the teachers through class-tests and towards the end of the session a comprehensive sent-up test is taken to prepare them for the final examination. The evaluation methods and schedule is designed by the university and the teachers are required to follow the same. Teaching-learning methods are designed by the respective teachers depending on the nature of the subject concerned. In general terms all forms of teaching-learning methods are followed varying from lecture, demonstration, excursions, laboratory, project-based, and computer-assisted learning, etc. The teaching-learning is attempted to be made student-centric by involving them in excursions, project-based learning, Youth-parliament and etc. Teachers encouraged pursuing research, writing, editing and publishing books.
Examination and Evaluation	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 in the month of December 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, edit and publish books.
Library, ICT and Physical Infrastructure / Instrumentation	The recommendation for automation process of the Central library is under consideration. In the central library the collection of books is always augmented.
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 staffs attain basic eligibility criteria. Provident Loan is easily provided for immediate requirement by staff. Orientation and Refresher courses can easily be attained by the staff as and when required.
Admission of Students	Counselling and guidance for choice of subjects for students seeking admission are given during filling of forms by the members of the Admission sub-committee.

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

E-governace area	Details
Planning and Development	Master plan of the college is available for future development. All the future plans are properly planned and carried out systematically.
Administration	Digitisation of office administration to a large extent.
Finance and Accounts	Fees are collected through banking system.
Student Admission and Support	The institution ensures wide publicity to the admission process by advertising

	it in the local T.V. channel Kurseong Channel and publishing in the local newspapers. Also notification are displayed in College Notice Board, at different points.
Examination	Conducted as per the guidelines of 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 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	02/03/2017	22/03/2017	21
short term course	1	10/01/2017	16/01/2017	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Festival Advance	Festival Advance	Full and Half Freeships

6.4 – Financial Management and Resource Mobilization

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

Auditing of college fund in case of an affiliated college in West Bengal is conducted by the Government of West Bengal through the office of the Director of Public Instructions. Hence, the auditing is done as and when the government

	appoints an auditor to conduct the same.

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**			

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

Attend the Parent teachers meeting Participate in College Foundation day programme Campus visit

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

Welfare committee Festival advances Common room facilities

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

Initiation of girls hostel Development of barrier free education construction of new toilet for girl students.

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
2016	**Preparing for NAAC**	**25/08/2016**	**26/08/2016**	**26/08/2016**	**40**

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 during the months of June and July .

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**	

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
2016	**1**	**1**	**23/07/2016**	**1**	**Environmental awareness**	**Tree plantation**	**63**
2017	**1**	**1**	**17/06/2017**	**1**	**Environmental awareness**	**Tree Plantation and campus cleaning**	**92**

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

Title	Date of publication	Follow up(max 100 words)
Orchid	**17/08/2017**	**The college annually publishes its magazine known as orchids for various stakeholders. This not only mentions the activities and the achievements of the college but also talks about a series of matters related to the college.**

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation programme for new entrants	**11/07/2016**	**11/07/2016**	**290**
Celebration of	**27/07/2016**	**27/07/2016**	**314**

Martyrs Day			
AIDS Day	**01/12/2016**	**01/12/2016**	**100**

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

Plantation of Trees including Plantation of herbs and local medicinal plants
Campus cleaning by students and faculty.
Placing of proper dust, thrash and others bins.
Litter free campus
Plastic free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The campus is ragging free. The college Uniform for the students.

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, a co-educational institute of higher learning with all the three streams of Arts, Commerce and Science, was established in the year 1967 with an objective of providing undergraduate level education to the people of Kurseong Sub-Division and the surrounding areas of hills, Terai and Dooars. The motto of the College since its inception has always been Akash tira Pakheta Chalon, Prithvi Basera, which literally means Spread your wings with your feet on the earth. In other words, to provide quality education to help our students to excel themselves in life and become successful as well as good human beings. The College holds special position not only in Darjeeling district but also in whole North Bengal for its wide academic offerings, enviable faculty and multicultural ambience. As a Govt.-aided college recognized by UGC and affiliated to University of North Bengal, Kurseong College always tries to keep the spirit of academics high and become the best place of higher education in the Land of White Orchids, i.e. Kurseong.

Provide the weblink of the institution

http://www.kurseongcollege.net/

8.Future Plans of Actions for Next Academic Year

Nestled in the foothill of the Himalayas, kurseong college caters to the need of the students coming from the surrounding tea gardens and the villages. The college has a huge unutilised campus and thus has a profound scope of future developments. The climatic condition of the region attracts the students even from the far flung places. The college has made extensive plans for the future and has been consistently working towards it. The College has been successful in securing the affiliation for Honours in Zoology from the academic session 2017-18. Here the college is planning for the honours course in Botany too considering the rich flora in this geographical hotspot and the growing need of the students of the area.