Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**KURSEONG COLLEGE**
Name of the head of the Institution	**DR. SAMIR BAL**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03542344243**
Mobile no.	**9434462377**
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	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**DR. UPENDRA ADHIKARI**
Phone no/Alternate Phone no.	**03452344243**
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-2018-19.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-2018-19.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
National Seminar on	**26-Aug-2019** **2**	**50**

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8. Provide the list of funds 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/Not Applicable!!!				
No Files Uploaded !!!				

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 :	**3**
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)

1. Organizing national seminar in collaboration with the Department of History. 2. Monitoring of teachinglearning process and evaluation process. 3. Preparation and submission of Annual Quality Assurance Reports for 201314 201415 201516 201617 and 20172018 in the NAAC portal. 4. Collection of feedback on teaching learning process through student satisfaction survey.

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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
Feedback on teachinglearning process through SSS	**The responses received from the final year students through the SSS was recorded, tabulated and analysed. The suggestions were placed for discussion in the Teachers' Council and measures to overcome the problems were also put**

	forward in the meeting.
Organising one National level seminar	The IQAC in collaboration with the Department of History organised a national level seminar entitled Archaeological Heritage of Bengal (with special reference to Intangible Heritage) and History in Making sponsored by ICHR. The seminar was attended by renowned historians and academicians from different parts of the state and country.
Submission of pending AQARs	The IQAC successfully submitted the AQARs upto 2017-18 in the NAAC portal.
Preparation of Self Study Report for NAAC Assessment	The IQAC undertook the task of formation of different sub-committees involving all the teachers for preparation of SSR. However, due to the lockdown imposed by the coronavirus pandemic, the process could not be completed.
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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	2020
Date of Submission	22-Jul-2020
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)	Kurseong college has a website that is updated periodically and all important information related to academic activities is regularly updated on the website. Student admission is conducted online. The process of filling up the forms, the admission forms, the merit lists, and the final admission lists are uploaded in the college website for ease of access of students and all stakeholders. The notice of the online admission process is uploaded in the website as per the notification of the affiliating university. The same is

also published in the local dailies. The students can also obtain information regarding the various course outcomes, the semester routines, the list of faculty, etc. through the college website. All important notices regarding examinations, cocurricular activities, announcements are also uploaded in the college website. The information regarding cocurricular activities is also shared on social media as the college maintains an official Facebook page wherein all the important activities conducted within the college are posted. There is a system of fees collection through the online mode. Notification of the salary of the staff is also done through SMS. The Students Satisfaction Survey (SSS) is conducted in the online mode to obtain feedback responses from the students regarding the teachinglearning process. The report of the survey and the suggestion therein is also posted in the college website for all the stakeholders.

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 institution being affiliated with the University of North Bengal, Darjeeling, follows the curriculum prescribed by the University. The institution ensures effective curriculum delivery through a well-planned and documentation process. The Academic Calendar is prepared well in advance according to the University Calendar by IQAC. The Academic calendar displayed in the Students' and teachers' notice board and college website specifies the available dates for major activities such as commencement of Semester examinations, Internal Assessment or Continuous Evaluation, Games and Sports, Cultural events etc. This helps in proper dissemination of information regarding various academic and student related activities for smooth functioning of the teaching-learning process and co-curricular activities. Departmental meetings are held at least twice a year to discuss various issues related to the department such as course distribution, continuous evaluation, field visit, project work, seminar library etc. Based on the expertise of individual teachers, the syllabus is allotted to them by the Heads of the Department. The teaching plan is prepared by each department, allotting term-wise topics to be taught to the teachers. The class/semester routines are prepared prior to the commencement of the academic year by the respective departments and are displayed in the students' and teachers' notice board as well as in the college website. Students are also provided with the syllabus of each subject/paper at the beginning of the academic session. The teachers devise new and innovative methods of instruction to make the teaching learning process more interesting and effective. In this regard, the use of ICT tools

such as power point presentations, viewing of films, documentaries etc. play an important role as students' learning abilities are enhanced. Experiential, interactive and participative learning among students is encouraged through students' seminars, workshops, special lectures, group discussions, tutorials, projects, group assignments, term-papers, educational tours, field trips which are carried out in a planned manner to supplement classroom teaching. Records are maintained by each department and information are provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing NLIST site that offers eighty thousand plus e-Books and more than three thousand five hundred e- Journals in full text form. In addition to the general library, departmental libraries have been set up in some departments in order to facilitate quick referencing by the students. All Internal Examinations/assessment are conducted periodically to keep the students up to date with the objectives and proceedings of the classroom. The academic calendar is followed in conducting the assessments. The results of continuing evaluation are discussed with the students and weaker students are counselled for better performance. Tutorial classes are held regularly to redress the deficiency of the students. Weak students are directed to the remedial or special classes. Group discussions are encouraged in solving university and other model questions to improve students' preparations for examinations. Regular attendance and mark lists of the students of the respective departments are maintained. The faculty members

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
NIL	NIL	Nil	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours Course- Economics, English, Geography, History, Nepali, Political Science	01/07/2018
BA	Programme Course- Economics, English, Geography, History, Nepali, Political Science, Sociology;	01/07/2018
BSc	Honours Course- Mathematics, Zoology, Chemistry;	01/07/2018
BSc	Programme Course-	01/07/2018

	Mathematics, Zoology, Chemistry, Botany, Physics;	
BCom	Honours Course-Accountancy	01/07/2018
BCom	Programme Course-Commerce	01/07/2018

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
NIL	Nill	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	GEOGRAPHY HONOURS	12
BSc	ZOOLOGY HONOURS	14
No file uploaded.		

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 IQAC of the College conducted the Student Satisfaction Survey with the questionnaire provided by NAAC with support of Heads of all the departments to obtain effective feedback from the students to further improve the quality of the teaching-learning process. All final year students during the academic year 2019 were given an invitation to participate in this online survey. Participation was voluntary, the survey was implemented online, and respondents were ensured confidentiality. The questions were prepared in the form of Google form and circulated to all the departments and then to students through whatsapp and email. Out of the 264 Final year students to whom the invitation to fill up the form for SSS were sent 104 students responded. The responses received were evaluated using the cumulative grade point average [CGPA] method. As prescribed by NAAC, each question has a multiple choice system with scores ranging from0 to4. For each response, the total score was added and the grade point calculated by dividing the cumulative score by the total number of

respondents. CGPA of less than 2.5 were taken as areas in which the college has to improve upon and accordingly the IQAC formulated recommendations and action plans to improve upon the areas of concern. Three areas of concern were identified that needed to be worked upon. They were (1) Promotion of internship, student exchange, field visit opportunities for students (2) Mentoring System (3) Use of ICT tools in teaching learning process. The results of the survey were discussed by the Principal with the members of the IQAC and the Heads of the Department and measures to overcome the weaknesses were put forward by the teachers. As regards the promotion of internship, student exchange, field visit opportunities for students, the different departments planned to organise special lectures for the students by inviting eminent teachers/professors from other universities or colleges in the new academic session. Different departments also planned to organise field trips/educational tours for the students to enhance and foster experiential and participatory learning process. Regarding the mentoring process it was decided by the IQAC and the Heads of Department that the mentoring process should be explained to all the teachers in the Teachers' Council meeting and the guidelines for the same to be circulated among all the staff members so that the system can be implemented in the new academic session. Regarding the use of ICT tools in the teaching learning process, it was discussed that although ICT tools were used by most of the teachers in curriculum delivery, there was lack of adequate infrastructure for the same. A proposal was put forward for installation of LCD projectors and computers in more classrooms to remove the present inadequacies.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ECONOMICS HONOURS	55	32	2
BA	NEPALIU HONOURS	55	45	19
BA	ENGLISH HONPOURS	55	95	43
BA	POLITICAL SCIENCE HONOURS	55	105	32
BA	HISTORY HONOURS	55	85	13
BA	GEOGRAPHY HONOURS	28	26	22
BA	PROGRAM	217	230	84
BSc	CHEMISTRY HONOURS	28	12	3
BSc	ZOOLOGY HONOURS	17	25	16
BSc	MATHAMATICS HONOURS	28	15	4
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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
2019	811	3	48	0	5

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 Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
52	30	5	4	1	8

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Kurseong College has no designated policy of Student mentoring as of now. In the absence of such System, there is no designated mentor to the students and regular mentor mentee meetings are not held. However, the academic progress of students are evaluated by the concerned teachers of the department and guidance to the students is provided as and when required. The attendance of the students is closely monitored and whenever irregularities are observed, counselling is provided to the concerned students. In isolated cases, parents are called for counselling along with a special meeting with the principal at the suggestion of the concerned teacher. In instances where the student comes to the teacher with some personal issues the teacher makes it a point to adress the issue and come up with a solution. Special attention is given to students who are slow learners to help them cope up with their fellow classmates who are fast learners. The College also has a Career Counselling Cell that mentors and sensitizes final year students about job prospects and higher education. The Internal Quality Assurance Cell (IQAC) of the college has recommended the implementation of Student mentoring System in the college from the Academic session 2020-2021 for establishing a better and effective relationship between student and teacher and also continuously monitor, council and guide students in educational and personal matter.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
811	52	1:16

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	37	4	6	18

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
2019	Dr. Shankar Prasad Sha	Assistant Professor	Young Scientist Award

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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation of the students is a continuous process and based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations is conducted by the teachers of the Department. The college adheres to the pattern of examination prescribed by the affiliating University viz. Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. The modalities of such assessment are recorded and documents preserved by the respective Departments of the college. The concerned departments are given the responsibility of conducting the internal assesments as per their convenience. Transperancy of evaluation is maintained by allowing the students to scrutinize their marks after correction of scripts by the teacher. Whenever objective and MCQ type questions are set for the examinations the students are allowed to evaluate the answerscript of their fellow mates. This practice allows students to learn from their mistakes as the answers are discussed by the teacher when providing the answer keys and the evaluation process is very transparent. When particular students perform poorly in the internal assessment, the candidate is given the opportunity for writing an improvement test. The dates of the final submission of the marks of the internal asessment are intimated by the examination sub-committee as per the dates notified in the communication of the Examination Branch of the University which is generally set at least 10 days before the commencement of the University Examinations.

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

The responsibility of preparing the academic calendar is taken by the Internal Quality Assurance Cell (IQAC) at Kurseong College. Different sub-committees (Cultural, Debate Seminar, Research, Sports, etc.) of the Teachers Council, NCC and NSS of the College prepares a list of activities which is submitted to the Co-ordinator of the IQAC at the beginning of every session during the month of April. The IQAC then prepares the academic calendar of the College keeping in mind the almanac issued by the affiliating University (University of North Bengal) every year. The College strictly adheres to the dates notified by the affiliating University with regard to State and National holidays and the conduct of Examinations. The academic calendar includes the College Foundation Day, Cultural fest of the College, Sports activities, Debates and Seminars. In addition, some important days like World Aids Day, Earth Day etc. are also included in the Academic Calendar. All important dates related to start and end of semester end examinations are modified as and when it is notified by the affiliating University. The final Academic calendar is uploaded in the college website (http://www.kurseongcollege.net/academic-calendar/) after the approval of the Teachers Council of the College.

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)

2.6.2 – Pass percentage of students					
Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

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/wp-content/uploads/STUDENT-SATISFACTION-SURVEY-REPORT-2019.pdf

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
Major Projects	1095	SERB	2087700	4
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL		

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
Food Microbiology	Dr. Shankar Prasad Sha	GESA, New Delhi	24/12/2019	Young Scientist Award
INTERNATIONAL CONFERENCE ON MATERIALS AND MATHEMATICAL SCIENCESON	BHAWANA THAPA	KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION	20/06/2020	BEST PRESENTATI
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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
00	NIL	Nill	Nill	Nill	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards		
State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
nil	0

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	0
National	ENGLISH	1	0
International	PHYSICS	6	2.24
National	PHYSICS	1	1.97
International	MATHEMATICS	5	0.21
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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
HISTORY	1
BOTANY	2
NEPALI	2
No file uploaded.	

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
No Data Entered/Not Applicable !!!						
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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/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	26	44	8	Nill
Presented	8	8	Nill	Nill

papers			
Resource persons	2	3	Nill	Nill

papers				
Resource persons	2	3	Nill	Nill

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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
Interaction Session on Awareness and Advancement of Science in Glenhill Public School	Kureong College in collaboration with Gorkha Himalayan Science Society	2	20
Interaction Program on Awareness Advancement of Science and Education in Bungkulung	Kureong College in collaboration with Gorkha Himalayan Science Society	2	10
Activity- Awareness on Physical Fitness and self Defence	Kurseong Boxing Association	2	35
Rally and Street Play	Youth Against Trafficking Club and MARG (NGO)	3	30
Mass Rally	Office of the Sub- Divisional Officer	2	32
Awareness drive	NSS, Kurseong college	2	6
Observance of Yoga Day	NSS and NCC, Kurseong College	2	15

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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
nil	Nill	Nill	Nill

No file uploaded.

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

Tree plantation	NSS, NCC and Alumni Association	Tree plantation	4	56
Swachha Bharat Abhiyan	NSS	Seminar on Cleanliness	4	125
Celebration of Kanyashree Diwas	Office of the Sub-Divisional Officer	Rally for awareness on Kanyashree	2	32
Awareness on Physical Fitness and self Defence	Kurseong Boxing Association	Awareness on Physical Fitness and self Defence	2	35
Vigilance Group Residential Training	Mankind in Action for Rural Growth (NGO)	Training program	1	12

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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
nil	Nill	Nill	Nill

No file uploaded.

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
nil	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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
nil	Nill	Nill	Nill

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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
2.3	0.97

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**

View File

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
KOHA	**Partially**	**3.22.10**	**2017**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**22765**	**0**	**210**	**71729**	**22975**	**71729**
Reference Books	**0**	**0**	**0**	**0**	**0**	**0**
e-Books	**0**	**0**	**0**	**0**	**0**	**0**
Journals	**9**	**6721**	**0**	**0**	**9**	**6721**
e-Journals	**0**	**0**	**0**	**0**	**0**	**0**
Digital Database	**1**	**5900**	**0**	**0**	**1**	**5900**
CD & Video	**0**	**0**	**0**	**0**	**0**	**0**
Library Automation	**1**	**50000**	**0**	**0**	**1**	**50000**
Weeding (hard & soft)	**923**	**0**	**850**	**0**	**1773**	**0**
Others(specify)	**0**	**0**	**0**	**0**	**0**	**0**
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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	Platform on which module is developed	Date of launching e-content
NIL	**NIL**	**Nill**	**Nill**
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/	Others

								GBPS)	
Existing	29	1	8	0	0	2	2	1	0
Added	0	0	0	1	0	1	0	3	0
Total	29	1	8	1	0	3	2	4	0

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

4 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
NIL	Nill

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
1.03	0.1	2.4	2.68

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 a well-organized and decentralized mechanism to maintain the physical, academic, and support facilities. The college campus has an acre of 9.4 acres and the total built-up area is 1782.53 sq. mt. The college administration is run by the governing body by utilizing the finance properly which is provided by the Government. Different committees and sub-committees directed by the Principal looks after the development, and maintenance of electricity, equipment, computers, water installation, etc. Skilled workers are hired for repair works related to buildings, furniture, etc. Laboratory- There are 5 Laboratories in our college, each for Zoology, Botany, Physics, Chemistry, and Geography. There is an adequate amount of equipment in the laboratories. They are regularly maintained by the teaching staff and lab attendants. The stocks in the laboratories are verified regularly and damaged ones are discarded. The lab stock register is maintained on a regular basis. The science laboratories are well equipped with the instruments required for the practical. Computers- There are 29 computers available in our college. The office of the Principal decides about purchasing necessary IT equipment as per recommendations received from the departments and administrative office of the college. The IT facilities are maintained by the college through service provided when required and up-gradation of a computer system are done on regular basis. The stock register is maintained regularly to keep an account of all the equipment. Classrooms- The allocations of classrooms are based on the number of students in a particular department. All the basic equipment required in a classroom is checked by the college on a regular basis. Electric equipment needed in the classroom are maintained by the Non-Teaching staffs. The cleanliness of the classroom is ensured by a group of Group-D staff and sweepers. One of the classrooms is equipped with the requirement teaching audio visual aids to supplement the teaching learning process. Seminars, Workshop, lecture session are also conducted in this room. Library- Our college has one Central Library with a variety of books and journals for both UG and PG students. The library has a total collection of 22975 books, 9 journals. Our

library is a 3 storey building with separate reference and reading room for staff and students.

http://www.kurseongcollege.net/library/

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
View File			

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
Anti Human Trafficking	20/07/2019	100	Yat Club
NCC DAY	02/11/2019	150	NCC
Yoga day	21/06/2020	9	NCC
No file uploaded.			

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
Nill	NIL	Nill	Nill	Nill	Nill
No file uploaded.					

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
3	3	1

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

| NIL | Nill | Nill | nil | Nill | Nill |

No file uploaded.

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
2020	1	HONOURS	ZOOLOGY	DARJEELING GOVT. COLLEGE	POST GRADUATE
2020	4	HONOURS	GEOGRAPHY	Siliguri College	POST GRADUATE
2020	2	HONOURS	HISTORY	IGNOU	POST GRADUATE
2020	1	HONOURS	ENGLISH	Shree Ramkrishna BEd College	B.Ed

No file uploaded.

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
Nill	0

No file uploaded.

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

Activity	Level	Number of Participants
College foundation day	Institutional	68
Farewell of non-teaching staff	Institutional	40
Teachers day	Institutional	125
Biswakarma puja	Institutional	54
Annual sports	Institutional	84
NCC day	Institutional	82
Sarswati puja	Institutional	20
debate competition	department	10

No file uploaded.

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
Nill	nil	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Kurseong College Students was represented by elected representatives in all academic and administrative bodies until the year 2017. However, the election has been stalled due to the notification of the Government of West Bengal and thus students representative are no longer functioning. Under these circumstances the college students are organized and managed by the concerned Heads of the Departments with the help of the SUO (senior under officer) of the 4BN BTN 5BN BTN units of the NCC and members of the students of NSS unit I II of the Colege. Participation of students is managed by the concerned Sub-committees of the Teachers council such as Debate Seminar, Sports, Cultural all of which are headed and constituted by the teachers.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

30

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

On 15th March 2019 KCAA organized an Essay writing Competition on "Darjeeling Himalayan Railway". The total number of participants were fifteen out of which three were judged as winners: Sailesh Dewan Rai (English Honours) - 1st position Pritisha Sharma (Zoology Honours) – 2nd postion Vaishnavi Attri (English Honours) – 3rd position In July 2019, the KCAA in collaboration with NSS and NCC unit, Kurseong College organised a Tree Plantation Programme in the college campus. The saplings were provided by the Forest Department, Kurseong. The total number of students participated in the plantation programme was 60.

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)

1)The institution practices the process of decentralisation and participative management through the funtioning of the Teachers' Council. The college has a full fledged Teachers Council comprised of all the Teaching Staff and Principal. The different faculty members constitute different statutory and non-statutory sub-committees formed under the aegis of the Teachers' Council for the accomplishment of various objectives laid out by the College. The various activities such as the process of admission, examinations, sports and games, cultural activities, debate, seminars, research etc. are conducted by these committees. The different sub-committees are required to submit their annual reports at the end of the academic year which helps in monitoring the activities and preparation of the academic calendar for the next session. 2) The Internal Quality Assurance Cell (IQAC) of the college is another body which aids the decentralisation and particicpative management process through planning, policy making, formulation, execution, documentation and feedback. The IQAC of the college headed by the Co-ordinator helps in maintaining the overall quality of academic and co-curricular activities. The academic calendar

prepared by the IQAC at the beginning of the session serves as a guideline for conducting the different academic and student related activities. The IQAC also maintains proper records and documents of the acticities for future plannig and decision-making.

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

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
Teaching and Learning	The various departments hold regular meetings before the commencement of the session and during the session to discuss the issues related to distribution of syllabi and class schedules etc. Due to the lockdown imposed by the coronavirus pandemic, the classes were conducted through online mode. Online platforms such as google classroom, google meet, zoom, whatsapp, emails etc. Were used for delivery of lectures, study materials, notes etc.
Library, ICT and Physical Infrastructure / Instrumentation	The Central Library of the college is equipped with the hard copies of books, journals and newspapers. The Central Library uses the Integrated Open-Source Management Software, KOHA. The institution also subscribes to e-journals, e-books through NLIST membership. Smart classrooms with Wi-Fi facilities are available to take hi-tech classes. Several Departments are also equipped with the necessary instruments to carry out experiments mandatory for the curriculum of the University.
Human Resource Management	The performance appraisal of all the faculty are done at the time of their CAS promotion to higher scale or grade by the IQAC of the College. Faculty are encouraged to participate in Refresher, Orientation Programs, Short-term Courses, workshops etc. Non-teaching staff work orders are issued from time to time and promotion of the non-teaching staff is done as per the norms laid by the concerned department.
Examination and Evaluation	Continuous Internal evaluation of the students is carried out regularly. Several mock tests and surprise tests are also conducted by the concerned teachers and the marks obtained therein are maintained by the Heads of the

	Department. The term end external evaluations are conducted under the supervision of the Examination sub-committee set up as per the University stature.
Research and Development	Faculties of the college are encouraged to undertake research work, participate in Seminars, Symposia and Workshops. Two major research projects are undergoing in the Department of Physics with the assistance from the Scientific and Engineering Board, New Delhi under the leadership of HOD, Physics Department. Four research scholars under the guidance of the HOD, Physics Department.
Industry Interaction / Collaboration	Two major research projects have been taken up by the Department of Physics sponsored by the Science and Engineering Board, New Delhi. The fellowships to students are also awarded in collaboration with the Tea Board. Pradhan Mantri Kaushal Vikas Yojna has been introduced in the college in collaboration with the Central Government of India.
Admission of Students	The entire process of admission is done online to facilitate transparency and efficacy with a domain maintained by the College, under the guidance of the University. The students are admitted in the merit basis, under the supervision of the Admission sub-committee of the College. Half and full freeship is provided to the needy students. Reservation policy in admissions is followed in accordance with the government regulations.
Curriculum Development	From 2018-2019, after the introduction of CBCS by the University of North Bengal, the college follows the same. The curriculum delivery is enriched through participation of the faculty in the various workshops organised by the University.

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

E-governace area	Details
Administration	The administration of the college is partially IT enabled. All important notices regarding academic and student related activities are circulated through e-notices in the whatsapp groups of the teachers and students. Salary slips of all staff are provided through e-mails.

Finance and Accounts	Tally based financial recording is implemented for efficiently carrying out the financial year end internal audit work.
Student Admission and Support	Student admission is done online, the students are counselled by the members of the Admission committee to make the right choice of subject combinations depending on their affinities for the subjects. All processes related to admission such as advertment, notices, registration, filling up of forms, corrections, publication of merit lists and payment of fees are done online. The students can make enquiries through the college website. Online orientation programme was organised for the first semester students departmentwise. Due to the lockdown, the teachers were in constant touch with the students through telephonic conversations, whatsapp, e-mails etc. So that students were not left out during circulation of important notices related to examiantions, scholarships etc.
Examination	Continuous process of evaluation was done by the concerned teachers, in addition to the term end internal examinationsin the online mode due to the lockdown. Term end external examination was carried out by the Examination Committee as per the schedule, guidelines, question papers and answer scripts received from the University in the online mode as well.
Planning and Development	Planning of the infrastructure development and financial resources is taken care by the Governing Body, in accordance with the Master plan of the College. The Principal of the College reports on the plan implementations to the Governing Body of the college. All important notices regarding meetings of the Governing Body, Building committee, Purchase Committees are communicated to the members through e-mails.

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

Nill	NIL	Nill	Nill	Nill

No file uploaded.

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)
Nill	NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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
UGC HRDC Orientation Programme	2	09/07/2019	29/07/2019	21
UGC HRDC Orientation Programme	1	26/06/2019	17/07/2019	21
Workshop	1	21/02/2020	21/02/2021	1

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Council maintains a corpus fund from subscription from the Full- Time Teachers and Part-time teacher for purposes related to welfare activities of teachers such as death in the family, medical emergencies, recreational purposes such as college picnic etc. Refundable and non- refundable loans from the Provident fund can also be availed by the teachers.	Non -Teaching Staff has a co-operative society which functions to maintain self-help, self-responsibility, democracy, equality, equity and solidarity among the members. Refundable and non-refundable loans from the Provident fund can also be availed by the teachers. Festival advance, financial assistance in times of medical emergencies,	Full and half freeship, concession for college uniforms, subsidised hostel facilities for girl students, subsidised canteen facilities for students.

6.4 – Financial Management and Resource Mobilization

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

No internal or external financial Audits were done in 2019-2020.

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/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

45621348

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**	**Nill**	**No**	**Nill**
Administrative	**No**	**Nill**	**No**	**Nill**

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

NIL

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

NIL

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

1)Regular upgradation of the AQAR. 2)Enhanced use of ICT tools for teaching-learning. 3)Introduction of Botany Honours

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Nill**
b)Participation in NIRF	**Yes**
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
2019	**National Seminar on " Archaeologic al Heritage of Bengal (with special**	**26/08/2019**	**26/08/2019**	**27/08/2019**	**50**

reference to Intangible Heritage) and History in Making"				
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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
Youth Against Trafficking Club organised Rally Street Play	20/07/2019	20/07/2019	30	20

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
To increase environmental consciousness among students and staff several measures were undertaken by the college NCC and NSS units. Tree plantation is an ideal approach to support nature. Hence, tree plantation activity was undertaken in the campus in which the students and staff participated actively. Cleaning of the campus premises by students and staff are undertaken routinely in accordance with the Swacha Bharat Abhiyan of GOI. The college maintains a floral garden in which seasonal flowers are grown to increase the aesthetics and biodiversity (bees, butterflies, birds etc.) of the region. The college also has taken the initiative of declaring the campus a Plastic Free Campus. The college has also installed separate bins for degradable and non-degradable wastes at several places within the institution. As a waste management initiative the college has constructed a composting site for degradable waste. Degradable waste from college canteen and waste bins are collected and managed in the composting site. The Girls' Hostel which is located within the campus also maintains a garden to enhance the beauty of the surrounding along with maintaining a clean and healthy environment for the students residing there.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nill

Any other similar facility	No	Nill

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
2019	1	1	22/08/2019	1	Bhasa Diwas, Book Release/Wall Magazine.	It mainly focussed on how local languages hold strategic importance for people and can advance the process of education and development. The programme also aimed to pursue traditional knowledge and culture through such wise initiatives such as wall m	52
2019	1	1	21/09/2019	1	Interaction program on Awareness and Advancement of Science and Education	Students in the hill areas lag behind their counterparts in the plains due to lack of k	2

| | | | | | | nowledge, awareness and couse lling regarding various subjects, especiall y science subjects to be pursued at the higher secondary level. Keeping this in view, the |

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	24/07/2019	The code of conduct for the students is posted in the college website. It is also mentioned in the Library Identity Card issued to students at the time of admission. The students are required to carry the card to college everyday and adhere to the code of conduct mentioned therein at all times.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	52
Republic Day	26/01/2020	26/01/2020	27
Rabindra Jayanti	09/05/2020	09/05/2020	21
Bhanu Jayanti	13/07/2019	13/07/2020	45
Gandhi Jayanti	02/10/2019	02/10/2019	23
CONSTITUTION DAY	26/11/2019	26/11/2019	32

No file uploaded.

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

1) Swach Bharat Abhiyaan-A seminar on cleanliness was organised for the students by the NSS units of the college wherein the Program Officers, Principal and other senior staff of the college spoke on the importance of cleanliness. The students also took a pledge to work towards keeping the college and its premises clean. 2) Tree Plantation-Realising the importance of

afforestation, the NCC, NSS and Alumni Association took the activity of planting trees within the college campus. The college also maintains a seasonal floral garden in the campus and the girls' hostel premises for enhancing the aesthetics of the area and for maintaining a clean and green environment. 3) Waste Management-The college has placed separate dustbins for bio degradable and non-biodegradable wastes in and around the campus at different places for easier management of solid waste. A composting facility has also been constructed in the campus for proper management of organic waste. 4) Minimum utilization of Paper- The college attempts to minimise the use of paper as most of the notices to the staff and students is carried out through circulation of e-Notices via WhatsApp groups, e-mails and college website. 5) Declaration of Plastic free campus- The college has been declared a "Plastic Free Campus" and students and staff are encouraged to use environment friendly materials and minimize the use of plastic. The Use of leaf plates paper mugs in Canteen and college functions is encouraged and use of single-use plastic is banned in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Kurseong College was established successfully in the year 1967. Previously it was a night college and a good number of students were enrolled. From the college premises magnificent view of the plains and greeneries can be observed. Students from mainly nearby localities join this college. About 70 of the students are from humble economic background. They are mainly from tea garden area and villages. There are some practices of the college which are student centric such as full and half freeship for economically backward students. This policy exempts such students from payment of college fees throughout their college tenure. The college also runs a Girls' Hostel at nominal fees for students pursuing their degree from distant places. The hostel provides a safe and secure environment for the girl students. 1. One of the best practices of the College is maintenance of Academic Calendar by the Internal Quality Assurance Cell (IQAC). Days of international, national and local importance are observed in the college in the form of students' activities, lectures and speeches by teachers etc. to sensitize the students about the importance of these events and also develop a sense of national pride. The IQAC also overlooks into the problems related to students and faculty academic progress and provides recommendations and action plans to solve the issues. 2) The second best practice of the College is mandatory enrolment in National Service Scheme and National Cadet Corps units of the college. A good number of students are enrolled in the two units of NSS and NCC (boys and girls) under the leadership of two competent programme Officers and two Associate NCC Officers. The mandatory enrolment provides a mechanism for ensuring the overall development of the students as participation in these programs enable students to learn life skills which help them to become better citizens. The NSS units provide a platform to the students for community work and developing a sense of involvement in the task of Nation building. The NSS performs its normal programme as scheduled in its National Programme Calendar. Besides this, NSS prioritize their work to address other issues in the local periphery. Some special activities are undertaken by the volunteers through adoption of villages which is of prime social significance. These social activities include the literary and social interactions inviting local renowned personalities of that particular place. The motto of our college is "Aim as high in the sky by dwelling on this earth" which motivates each one of us for social participation and involvement. Hence, after attaining higher education from the College the students are enriched with a sense of belonging to the society in particular and whole country in general. The NCC Unit of the college is coordinated by full- fledged trained Associate NCC Officer and one Care Taker Officer (CTO).

Both NSS and NCC contribute to personality development of the students through community service. Besides performing its scheduled yearly calendar programs, the NCC also carries out activities like legal awareness, traffic management, anti human trafficking programs and many more. The main objective behind such programs is to make young minds aware of ideals of selfless service towards society. Since the motto of NCC is "Unity and Discipline", the students follow this with a sense of gratitude while promoting and participating in all such 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/institutional-best-practices/

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

The College insignia bears the words – "Akaash tir Pakheta Chalon Prithivi Basera" meaning "Aiming for the sky being on earth". This vision contemplated a kind of bonding between an individual's aspirations and his/her roots. The college attempts to reflect the essence of democratic living and upholds the needs for selfless service and appreciation of the other person's point of view and also to show consideration to fellow human beings. Having this vision in mind Kurseong Citizens' Committee, established the college in 1967 for the benefit of the deprived students, particularly from the economically weaker sections of the hilly region of the Kurseong sub-division The institution aims at empowering the students with knowledge and skills, both in the academic and non academic spheres. Kurseong College is the sole degree college in entire Kurseong sub-division of Darjeeling district of West Bengal. Kurseong is a quasi-semi hilly urban centre, surrounded by rural hilly areas, predominated by tea gardens, forest lands, agricultural lands and pastures. Tea gardens, agriculture and animal husbandry are the main occupation of Kurseong sub-division. Most of the urban population is engaged in the service sector. Being a sole degree college with both general and Honours streams in all three disciplines of Science, Arts and Commerce in the sub-division, Kurseong College has a mission to serve a populace perturbed with social backwardness. The college, despite its infrastructural constraints attempts to ensure the objectivity of higher education in India. Presently, the college provides ample scopes to the economically and socially backward students by providing sufficient numbers of free ships, Govt. aids to ST/SC students, easy and ample access to the books, journals and E-resources in the library, reservation in admission to different courses in the lines as suggested by the Government of India, etc. Emphasis is also laid on providing quality education in English medium other than the vernaculars. Extension programmes are coordinated through NSS and NCC to develop value education among the student community at large and to bridge a close nexus between the institution and the society The vision and mission of the college is solemnly remembered on each cultural fest of the college. It is communicated to all through the college magazine – Orchids, and well disseminated through the prospectus of the college. It is also spelt out and visible in the emblem of the college.

Provide the weblink of the institution

http://www.kurseongcollege.net/

8.Future Plans of Actions for Next Academic Year

Kurseong College has a plan for development and extension for future as follows: 1. Construction of more classrooms to accommodate the introduction of newer courses. 2. Fully automation of college library. Upgradation of science

laboratories, including geography lab, so that physics honours can be started. 3. Construction of separate administrative block. 4. Arrangements for proper restrooms and common rooms for the teachers as the students and also the upgradation of the college canteen. 5. A separate playground consisting of badminton, basketball, and volleyball courts. 6. Construction of boys hostel.