ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2013-14

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(NAAC)

Bangalore, India

By

Kurseong College

Dowhill Road, Kurseong, Darjeeling, West Bengal-734203.

The Annual Quality Assurance Report (AQAR) of the IQAC for the academic year 2013-2014

Part – A

Data of the Institution

1. Name of the Institution :   **KURSEONG COLLEGE**

- Name of the Head of the institution :   **DR. PRABHAT PRADHAN**
- Designation: **PRINCIPAL**
- Does the institution function from own campus: **YES**
- Phone no./Alternate phone no.:   **+91 354 2344243**
- Mobile no.: **+91 98320 42240**
- Registered e-mail: **kurseongcollege@yahoo.in**
- Alternate e-mail : **kurseongcollegeiqac@gmail.com**
- Address   : **DOWHILL ROAD**
- City/Town   : **KURSEONG**
- State/UT   : **WEST BENGAL**
- Pin Code   : **734203**

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing**: Grants-in aid/ UGC 2f and 12 (B)/ Self financing**
- Name of the Affiliating University: **North Bengal University**
- Name of the IQAC Co-ordinator :   **Dr. Upendra Adhikari**
- Phone no. : **+91 9531745945**
- Mobile: **+91 8918562734**
- IQAC e-mail address: **kurseongcollegeiqac@gmail.com**
- Alternate Email address: **kurseongcollege@yahoo.in**

3. Website address: **www.kurseongcollege.net**

Web-link of the AQAR: (Previous Academic Year): **Not Available**

4. Whether Academic Calendar prepared during the year? **No**

Whether it is uploaded in the Institutional website: **No**

Weblink: N/A

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1ˢᵗ	B	2.03	2009	from:2009 to: 2014
2ⁿᵈ				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: FORMTEXT

7. Internal Quality Assurance System

7.1 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

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
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

10. No. of IQAC meetings held during the year: 6

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….   Yes/No: **No**

11.   Whether IQAC received funding from any of the funding agency to support its

11. Whether IQAC received funding from any of the funding agency to support its

activities during the year?   **No**

If yes, mention the amount: **NIL**   Year: -

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

* Students orientation Programme

* Participation in Cultural Programmes

* Research proposal writing workshop for the Teachers

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

Plan of Action	Achievements/Outcomes
Regular monitoring of students attendance in the class, periodic assessment of students learning outcomes, encouraging students to participate in extra and co-curricular activities.	Active involvement of students in different activities in the college, better results of the students in the University examinations.

14. Whether the AQAR was placed before statutory body?   Yes /No: **YES**

Name of the Statutory body: **GOVERNING BODY**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No**: NO**   Date: N/A

16. Whether institutional data submitted to AISHE: Yes/No: **YES**

Year: **2014**   Date of Submission: 23/02/2019

17. Does the Institution have Management Information System?

Yes / No: Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words):

1. Informations are shared through college website (updated regularly) and social media.

2. Besides the complaints and suggestion box is available for garnering and generating feedbacks which are available for the management for reviewing the activities of the institution. The student and the parents community are encouraged to make use of such complaint and suggestion box for feedbacks and grievances.

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Kurseong College is an affiliated college attached to the University of North Bengal, offering the Honours and General courses in Science, Commerce and Arts streams. As an affiliate college, the institution follows and adheres to the curriculum delivery guided by the different statutes and guidelines issued by the affiliating university. The basic documentation as required relating to candidates admitted to the institution, their registration with the university details and degree awarded by the university are documented in the college. The course contents, pattern of examination, marking system, issue of diploma and degrees is done by the affiliating university. The university incorporates faculty members from different colleges affiliated to it to prepare the syllabi, modules, course design etc. The faculty members from Kurseong college participate in these processes which helps the college to plan curriculum delivery in an appropriate and student friendly design. Sent up tests, preparatory tests are conducted in the college to prepare the students for University examinations.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	N/A	Nil	Nil

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year: NA

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG

	0	0	N/A		
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

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
0	N/A	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Nil	**N/A**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	**Yes**	No	No	**Yes**

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

The feedback is summarised and accordingly the new initiatives are undertaken to resolve the mitigations if any. The concerned areas of weakness are outlined and proper plan of action is chalked out to utilise the students' feedback.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the programme		No. of seats available	No. of applications received	Student Enrolled
B.A. Hons.	Economics	33	03	03
	Nepali	44	05	05
	English	44	39	39
	Pol.sc.	44	22	22
	History	44	24	24
	Geography	22	14	14
B.Sc.Hons.	Chemistry	22	05	05
	Maths	22	10	10
B.Com.Hons.	Accountancy			
B.A.General		450	287	287
B.Sc. General		50	16	16
B.Com.General		194	61	61
TOTAL		969	486	486

2.2 Catering to Student Diversity

2.2.1. Student-Full time teacher ratio (current year data) (01.07.2017-30.06.2018)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

902	0	19	0	0

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	Number of smart classrooms	E-resources and techniques used
19	5	2	4	1	CD, E-BOOK, SMART BOARD, WIFI PROJECTOR, INTERNET

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

Student mentoring is done at personal level as per the requirement of the student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
902	19	47.47 per teacher

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	**19**	**22**	**NIL**	**4**

2.4.2 Honours and recognitions received by teachers

(**received** *awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year*)

Year Of The Award	Name Of the full time Teacher receiving awards from the State Level, National Level, International Level	Designation	Name of the Awards, Fellowship, received from Government or Recognaised Bodies
	NIL		

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	Last Date Declaration of Results of Semester-end/Year-end Examination
3RD Year General and Honours	NA	3RD Year	30-05-2018	02-07-2018
1ST & 2ND Year General & Honours	NA	1ST & 2ND Year	23-06-2018	24-08-2018

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

Besides internal sent-up test (as held before term end examination), class test, group discussions, seminars, student's teaching ability, assignments submission, etc. Are conducted by departments as per their own discretion.

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

The academic calendar prepared by the affiliating university i.e., University of North Bengal is strictly adhered and very little diversions are made for internal assessment and other co curricular activities.

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)

Available at the Kurseong College website **www.kurseongcollege.net**

2.6.2 Pass percentage of students

Programme Name	Programme code	Year	No. of student appeared	No.of students passed	Pass percentage
B.A. Hons.	Nepali	III	22	12	54.54
	English	III	18	12	66.66
	Pol.sc.	III	16	07	43.75
	History	III	13	05	38.46
	Geography	III	06	04	66.66
B.Sc.Hons.	Chemistry	III	01	01	100
	Maths	III	02	02	100
B.A.General		III	145	79	54.48
B.Sc. General		III	07	06	85.71
B.Com.General		III	66	47	71.21
TOTAL			**296**	**175**	**59.12**

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) NA

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research NA

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 Academic year
Major projects				
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	2Nos./3Yrs		Rs.4815040/-	Rs.1779811/-

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(s)
-	-	-

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

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

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

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	No. of Ph.Ds Awarded
N/A	N/A

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

	Department	No. of Publication	Average Impact Factor, if any
National			
International			

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

Department	No. of publication

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations exclu

						ding self citations

3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

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 **co-ordinated** such activities	Number of students participated in such activities

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	No. of Students benefited
0	0	0	**0**

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 **coordinated** such activities	Number of students participated in such activities

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
0	0	-	-

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-To)**	participant
-	-	-	-	-

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

Organisation	Date of MoU	Purpose and	Number of students/teachers

	signed	Activities	participated under MoUs
-	-	-	-

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
5,70,000/-	-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	9.04Acre	-
Class rooms	25	
Laboratories	06	
Seminar Halls	01	
Classrooms with LCD facilities	4	
Classrooms with Wi-Fi/ LAN	0	
Seminar halls with ICT facilities	0	
Video Centre	1	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	15	4
Value of the equipment purchased during the year (Rs. in Lakhs)	32,87,064/	8,37,300/-
Others	0	0

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 partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books	20648	-	482	-	21130	-
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	17	39745	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	29	1	8	2	0	-	-	1MBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	29	1	8	2	0	-	-	1MBPS	-

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

…………02……… 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
0	0

4.3.4 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
-	-	-	-

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 incurred on maintenance of physical facilities
7,44,440/-	**5,58,330/-**	**3,42,000/-**	**3,34,291/-**

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)

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 Full Freeship	01 06	4570 18,870
Financial support from other sources			
a) National	Kanyashree Tea Board	08 260	Information not available Information not available
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 implementation	Number of students enrolled	Agencies involved
IT awareness seminar	25/11/2013		NIIT
Counselling cum interview	08/03/2014		IQST

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	Number of benefited students	Number of students who have passed in	Number of students placed

		students by Guidance for Competitive examination	by Career Counselling activities	the competitive exam	
2018	IISD	65	Data not maintained	Data not maintained	Data not maintained

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	No. of grievances redressed	Average number of days for grievance redressal
08	07	6 -7 days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
0	0	0	N/A	N/A	N/A

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017 - 2018	12	B.A, BSC, B.COM	History, Political Science. English, Nepali	NBU, SU,IGNOU	M.A, MSC, M.COM

5.2.3Students 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	No. of Students selected/	Registration number/roll

	qualifying	number for the exam
NET	2	Roll No. 90001146, Roll No. 90007236
SET	1	Roll No. 1851575
SLET	0	
GATE	0	
GMAT	0	
CAT	0	
GRE	0	
TOFEL	0	
Civil Services	0	
State Government Services	0	
Any Other	Data not available	

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

Activity	Level	Participants
Annual Sports Week Foundation Day Fresher's Welcome, Farewell Programme	Institutional	500+

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/ International	Sports	Cultural	Student ID number	Name of the student
2018		1	Football	-	Not available	?

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

In this period Students Union lend their support to the teaching staff in the various committees' like sports, cultural and admission. Without engaging the students it would be very difficult to manage these huge tasks, the General Secretary, Sports Secretary, Cultural Secretary and Class Representatives help the Convenors of these entire Committees'. The Convenors are professors and the secretaries are elected

members from among the students. There is also a representation from the students union in the Governing body of the College.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **NO**

5.3.2 No. of ~~registered~~ enrolled Alumni: **N/A**

5.3.3 Alumni contribution during the year (in Rupees) **:** **Nil**

5.3.4 Meetings/activities organized by Alumni Association **: Nil**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

<u>**Vision**</u> –

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.

<u>**Mission-**</u>

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 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 spealtout and visible in the emblem of the college.

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

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

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

 Yes/No/Partial: **Partial**

- Informations are shared through college website (updated regularly) and social media.
- Complaints and suggestion box is available for garnering and generating feedbacks which are available for the management for reviewing the activities of the institution.
- The student and the parents community are encouraged to make use of such complaint and suggestion box for feedbacks and grievances.

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)**:**

❖   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.

❖   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.
- The central library collection of books 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 staff attains 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 an when required.

❖ Industry Interaction / Collaboration   - Nil

❖ 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:

❖ Planning and Development -   Yes

- ❖ Administration - Governing body meetings, resolutions etc are documented in soft copies too.

- ❖ 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 in the college premises
- 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.

- ❖ 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
	Nil	Nil	Nil	N/A

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
-	-	-	-	--	-

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	Date and Duration (from – to)

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

Teaching	Non-teaching

Permanent	Fulltime	Permanent	Fulltime/temporary
19	19		

6.3.5 Welfare schemes for

Teaching	• Leave sanctioned and classes are adjusted for upgrading academic qualification, research and attending Refresher and OP for CAS. • Loan from Provident Fund
Non teaching	• Loan from PF • Award for regularity and sincerity • Festival advance
Students	• Sponsorship (Freeship) • Awards in various categories (best student, College Topper, Highest scorer individual Honours subject & Highest scorer General Subjects BA/B.Com/B.Sc) • Cash prize for Differently-abled meritorious student.

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/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated   Nil

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? **NO**

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

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)

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No): **YES**

b. Participation in NIRF   : (Yes /No): **NO**

c. ISO Certification   :   (Yes /No): **NO**

d. NBA or any other quality audit   : (Yes /No): **NO**

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration	Number of participants
2018	Preparing a good research Proposal		1 day	10

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-to)**	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	2
Provision for lift	NO	
Ramp/ Rails	YES	2

Braille Software/facilities	NO	
Rest Rooms	YES	2
Scribes for examination	YES	
Special skill development for differently abled students	NO	
Any other similar facility	NO	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18	2	2	October 2017 September 2018	CAREER GUIDANCE PROGRAMME	1. Proper prioritisation of the target. 2. Streamwise career advice. 3. Home Tourism as a source of economic sustenance and upliftment of the community.	200 students 10 Teachers

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders – Nil, Kurseong College annually publishes College Magazine highlighting various perspectives for various stakeholders.

Title	Date of Publication	Follow up (maximum 100 words each)
ORCHID	**2017**	**Orchid** is a magazine published by Kurseong College annually where a number of articles are contributed by the students as well as staffs, renowned writers of the locality. The magazine carries a series of articles based on literatures, Sports as well as code of conduct and human values as revered in and by Kurseong College. A proper directive and guidelines is stressed as how to promote self sufficient ways of sustenance through different interviews and articles involving past and present local well established personals of this field. FORMTEXT

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (Round the calendar year)	Number of participants
Observance of Independence Day, Republic Day, Gandhi Jayanti, Teachers' Day, Fresher's Day etc.	Throughout the year on respective days as prescribed by the calendar.	500 students approx.

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

1. Swachhata Pakwada

2. Tree Plantation

3. Tree Plantation review and cleaning the plantation areas.

4. Cleanliness Drive in the local town.

5. Trekking and awareness programme for small villages near by the College premises, etc.

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link

The best practices of the institution are Orientation Programme for the students and the students' feedback programme. The new students are encouraged to express and respond in a positive and friendly way to the programme. The response and participation of the students on these programmes are found to be very

fruitful and enriching.
7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words

8. **Future Plans of action for next academic year (500 words)**

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____