



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**KURSEONG COLLEGE**

KURSEONG COLLEGE, DOWHILL ROAD, KURSEONG  
734203

[www.kurseongcollege.net](http://www.kurseongcollege.net)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**April 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Kurseong College is the sole degree College in Kurseong subdivision of Darjeeling district of West Bengal. It is located in a semi-urban hill town, Kurseong which is surrounded by tea gardens, forest, and agricultural lands. Since its inception in 1967, under the auspices of the Kurseong Citizens' Committee, Kurseong College has created a significant impact in the lives of several individuals through its successful intervention in the life of the marginalized, particularly the economically weaker sections. Its endeavour to address the visible backwardness of the hill students through educational and social empowerment continues unabated to date and promises to intensify in years to come. The college strongly believes in providing a holistic education so as to enable them to venture and face the challenges of the upcoming future.

For the inhabitants of Kurseong and its vicinity, High School was the end of the pursuit of education. Very few people could afford to send their children to colleges outside and dreams for a better life died young. At this juncture, the Citizens Committee of Kurseong took up the burning need for starting a college to achieve its goal of socio-economic development, and eventually on the 17th of August, 1967, Kurseong College came into being as a night college with the District Commissioner as President, Mr. D.B. Chhetri as Secretary, Mr. N.N. Pradhan as Principal, and Mr. P.T. Lama, Mr. D.N. Pradhan, Mr. C.B. Gurung and Mrs. Maya Devi Chhetri as members.

Today, Kursoeng College has a complex comprising of the Arts & Commerce, Science & Administrative block, College Library, Girls Hostel, and a new two-storeyed Humanities Building which is currently under construction. The college has 39 permanent faculty and 12 State Aided College Teachers. In addition, the administrative office has 13 permanent and 6 part-time non-teaching members. The institution is a constituent Government aided college and is affiliated to the University of North Bengal. The college currently offers four undergraduate programme courses and eleven honours courses across the discipline of Science, Arts, and Commerce and one post-graduate course in Nepali.

### **Vision**

Kurseong College, as an institution of higher education that caters to an economically underprivileged population in a relatively underdeveloped region, is committed to spreading higher education across society and ensuring the entry of young aspirants into the campus despite obstacles. The college promises an education that upholds quality, free-thinking, and creativity and is open to all those who may qualify based on a stipulated parameter, untainted by any discrimination. The basic principle of the academic pursuit is to ensure that not a single potential should stray wasted outside due to economic or any other societal deprivations and that all get equal opportunities to prove their potentialities. The vision of the college is always to encourage and nurture talents, promoting those who tend to run ahead while also pulling up those who lag behind. The college aims to become an institution that will produce citizens of the future, well equipped with knowledge of the present as well as acknowledgment of the past. It dreams to become an academic space where tradition, modernity, and possibility – the past, the present, and the future – coalesce smoothly with each other.

Since its inception, Kurseong College envisions a campus dedicated to the holistic development of learners through an unconditional pursuit of knowledge. The goal is to fully materialize a campus where knowledge will

be unrestrained, unchained, and open – to use Rabindranath Tagore, “Where the mind is without fear and the head is held high/

Where knowledge is free”. A campus that will continue to keep its promise: *Akash Tira Pakheta Chalon, Prithvi Basera* (Spread our wings and soar high staying grounded and rooted). The relentless endeavour to produce good and successful human beings will continue with renewed vigour and resources to face newer challenges that the future may bring.

## Mission

The mission of Kurseong College is to:

- Empower students to cope with the rapidly changing, globalized, and technology-based world and excel in a highly competitive society.
- Encourage independent and innovative thinking in the students while acquiring knowledge in respective academic domains.
- Emphasize the values of collaboration, cooperation, and harmony in attaining goals.
- Promote ethics, human values, and compassion in young minds.
- Inculcate the importance of social service and nation-building through education.
- Sensitize the young minds to the conservation of the environment and ecology.
- Provide students exposure to a multicultural and multilingual campus, free from gender, class, caste, or any other prejudices.
- Facilitate a teaching-learning process that stresses the traditional classroom while equally emphasizing the digital teaching-learning to keep pace with innovative pedagogies of the fast-changing time.
- Strive for academic excellence of the faculty as well by encouraging research and experiments.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Kurseong College is the only higher education institution in Kurseong sub-division offering undergraduate courses in all three streams of Arts, Science, and Commerce and postgraduate in Nepali.
- Kurseong College is easily accessible to all due to its location. It is located at a distance of about 2km from Kurseong town and is easily accessible by road. Being located far away from the hustle and bustle of the town, the institution offers the students a calm, serene, and peaceful environment to pursue their studies.
- The college campus is spread over an area of 36583.58 sqm with 20000 sqm area being covered by green vegetation cover including an ornamental garden. Such greenery not only improves the aesthetics of the institution but makes it an environmentally healthy place.
- Kurseong College has highly qualified teaching faculty-39 permanent and 12 State Aided College Teachers who work relentlessly to impart knowledge to the students. The staff frequently participate in Faculty Development Programme, Refresher Courses, Short term Courses, and other workshops, seminars, symposia, etc. to upgrade themselves and augment their knowledge.
- Kurseong College has a girls’ hostel within the campus accommodating 48 girl students from distant areas at nominal rates. The college hostel offers a homely environment to the girl students pursuing their studies at Kurseong College.
- Kurseong College has two units of the National Service Scheme and two battalions of the National

Cadet Corps, one entirely for the girl cadets and clubs like Youth Against Trafficking Club, and Nature Club which provide students the opportunity to participate in several extension and community development activities for making them socially responsible citizens of the future.

- Kurseong College promotes and encourages research activities for enhancing the quality of higher education. There are 19 faculty who have completed their Ph.D. Two major projects have been completed by the Department of Physics and one research project is underway in the Department of Botany.
- Kurseong College introduced three new courses i.e. Honours in Zoology and Botany and postgraduate in Nepali during the last five years.

### **Institutional Weakness**

- The college infrastructure particularly the classroom and laboratories are inadequate to meet the requirement for different courses under the CBCS mode. The college also lacks a proper playground for conducting sports activities.
- The number of sanctioned posts for the teaching staff is inadequate for effective curriculum delivery under the CBCS mode.
- The number of non-teaching staff in the college is not sufficient. There are very few permanent non-teaching staff and there is an urgent need to augment the same.
- Kurseong College has not been able to introduce vocational courses for skill development among the students. The college also does not have an incubation centre.
- The alumni engagement in college activities has not been very impressive. There is difficulty in tracking the alumni for matters related to student progression and placement.
- The ICT facilities in the college for effective curriculum delivery are not sufficient. There are only four ICT-enabled rooms and one computer laboratory for students.
- Kurseong College does not have a boys' hostel and students from far-flung areas have to make arrangements for their accommodation.
- Although Kurseong College has a Career Guidance and Placement Cell, it has not been able to conduct campus recruitment and placement.
- Student enrolment in the college is not satisfactory.

### **Institutional Opportunity**

- Kurseong College is spread over a vast area and has considerable scope for infrastructure expansion in the form of new classrooms, laboratories, auditoriums, etc.
- The college has the scope for imparting vocational education to improve the skill base of the region. It can enter into collaborative projects with various institutions for this purpose.
- The college aspires to organize more national and international seminars, conferences, symposia, etc.
- To increase students' engagement in participative and experiential learning, the college aims at collaborating with other institutions for student exchange programmes.
- The college has the scope of undertaking eco-friendly measures such as the installation of solar panels, more composting pits, and conducting an e-waste drive.
- The knowledge of traditional medicinal plants used by the locals can be utilized for creating and maintaining a herbal garden.
- There is ample opportunity for the college to augment students' involvement in community development through extension activities which can be conducted through the NCC, NSS, Youth

Against Trafficking Club, and Nature Club. Other interactive clubs for students such as literary club, music club, etc. can also be set up.

- The Research sub-committee can undertake several activities to create a meaningful research environment and expansion of its benefit to the larger society. The activities include book launch, book discussions, discussions on publications and projects undertaken by faculty members, workshops on research methodology, seminars, workshops for students, journal publications, etc.
- The college being located in a biodiversity hotspot, i.e. the Eastern Himalayas offers ample opportunities for carrying out research activities.
- The engagement of the alumni association of the college can be enhanced for collaborative projects and tracking of alumni.

### **Institutional Challenge**

- The college is located in a semi-urban hill area and stands relegated with respect to several facilities such as accessibility, networking, poor internet connectivity, high maintenance, and construction cost. All these pose major challenges in the overall development of the College.
- A low enrolment rate during the admission process is a crucial challenge encountered by the college.
- Lack of funds from government and non-government sources stands in the path of infrastructural expansion such as increasing the number of classrooms, upgrading the laboratories, building an auditorium, etc.
- The lack of an adequate number of non-teaching staff to carry out clerical and administrative work poses a major challenge to the quick and smooth functioning of such activities.
- The lack of adequate IT facilities including computers in the college acts as a major hindrance to effective curriculum delivery using IT facilities. It also limits students' access to online learning resources for augmenting their knowledge base.
- The absence of vocational, career-oriented courses and an incubation centre in the college for skill development and making students job ready has failed to attract more students which is a major challenge encountered by the institution.
- Organizing national/international seminars, conferences, workshops, symposia, etc. is a challenge to the college as it has to rely on Government funding including various other formalities.
- Being a constituent college, the college lacks autonomy in the formulation of syllabi and designing courses to suit the requirements of the students of the region.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Kurseong College being a constituent college of the University of North Bengal does not directly have a role in curriculum designing but some of the teachers as members of the Board of Studies contribute to the designing of the curriculum. The curriculum prepared by the University is delivered through a well-planned academic calendar prepared by the IQAC in consultation with different sub-committees and the academic calendar of the affiliating University. Internal assessment as part of the Continuous Internal Evaluation process is monitored by the examination sub-committee. At present, the college does not run any add-on, certificate, or value-added programs. Issues related to professional ethics are taught as per the syllabus prescribed for courses in Commerce while those of gender are dealt with in Economics, English, Nepali, Sociology, History, and Political Science. Apart from the curriculum, the Youth Against Trafficking Club (YATC), Internal Complaints

Committee, and National Service Scheme (NSS) conduct various programmes year-round on issues related to gender. The college is committed to the cause of the environment and sustainability as a part of its Vision and Green initiatives. All the students of the first semester are taught a compulsory paper on environmental studies (AECC-1). 291 students from the Department of Geography, Economics, and History undertook fieldwork during the current academic year. The issue is also stressed by observing different days related to the environment such as World Environment Day, and World Water Day. The college also has a best practice of observing No-Vehicle Day on the 5th of every month.

The IQAC conducts feedback surveys from students on teaching, learning, and evaluation and from the faculty on administration, curriculum, infrastructure, and IQAC. The feedback collected is analyzed and the results are used for the formulation of recommendations and action plans and implemented for the improvement of the quality of the college.

### **Teaching-learning and Evaluation**

The college implemented the CBCS curriculum across all courses in 2018. All the formalities related to admission viz. notification, registration, form filling, merit-list publication, and payment of fees are done in online mode. The college has a total strength of 729 students. The SC, ST, and OBC reservation policy as per the State Government rule is strictly adhered to. The college has a high enrollment percentage from the reserved category with an average of 54% during the assessment period. The college has only one vacant teaching post and boasts a very healthy teacher-student ratio of 1:18. 19 faculty members have a Ph.D. degree and 37 out of the total 39 faculty have qualified NET/SLET. The college uses a multilingual mode of lecture delivery to suit the needs of the students. Four rooms are equipped with LCD projectors which includes one smart classroom. Teachers make maximum use of ICT in their lecture delivery to make teaching-learning interesting and effective. During the lockdown due to the pandemic, the college was quick in adapting to online teaching, evaluation, and communication mode to ensure the studies of the students were not hampered. Various online platforms like Google Meet, Whatsapp, e-mail, Google Classroom, and Zoom were used to meet the needs. Every department prepares a document of Program Outcomes and Course outcomes. The CO and PO are discussed with the students and also displayed on the college website. The attainment of CO is evaluated through various modes of internal assessment such as seminar presentations, quiz, objective questions, assignments, open-book test, and projects. The attendance of students is well documented and students who attain 75% minimum attendance are qualified to appear for the semester-end examination.

### **Research, Innovations and Extension**

The college encourages the faculty to undertake research, conduct and attend seminars, and write research articles and books which is essential for the promotion of teachers through CAS and in addition, helps to improve the learning environment on the campus. The College received three major research grants in the Department of Physics and Botany totaling to an amount of more than Rs. 50 lakhs during the assessment period. Faculty from different departments published 75 articles in reputed journals enlisted in the UGC care list and a total of 31 publications in the form of books, papers in seminars, and international conference proceedings. Four faculty members from the Departments of Physics, Commerce, Mathematics, and Political Science are registered as Ph. D supervisors and 8 scholars are presently pursuing Ph.D. under their supervision while one has already been awarded the Ph.D. degree. The College received special recognition as a second-ranking College in the Darjeeling District from the Women and Child Development & Social Welfare Department, Government of West Bengal for empowering girls through Kanyashree Prakalpa in 2021. The

YAT Club, Nature Club, NCC, and NSS of the college conducted various extension and outreach activities through programmes such as Swachh Bharat, AIDS Awareness, and gender issues. MoU with organizations viz. Bharatiya Vidya Bhava Institute of Management, Kolkata was also signed. The deliverables of such MoU will greatly benefit the students.

### **Infrastructure and Learning Resources**

The College has adequate classrooms well equipped with furniture and LED lighting. There is an auditorium for conducting various cultural and other activities. There are four rooms equipped with LCD projectors for effective teaching-learning delivery. The college however lacks sports infrastructure facilities for conducting sports activities. The college has one playground for conducting sports activities and one basketball court which is under construction. Due to the lack of a gymnasium and yoga centre, the college auditorium is utilized for indoor games such as badminton, table tennis, carrom, and chess during annual college sports, and yoga during International Yoga Day. The Library has initiated the process of automation using Integrated Library Management software (ILMS), Koha, version 3.22.10 since November 2017. However, the status of Automation is partial. The cataloging and circulation have been completed to date. The Library has in-house access to OPAC (Online Public Access Catalogue) via <http://192.168.0.100:8000/> and is planning to host the bibliographic data of books and journals in the cloud to enable 24x7 access to OPAC by the users. It has an exhaustive collection of more than 23,000 books which adequately meets the varied requirements of all students and faculty members. There are almost 4822 issues of print journals in the Library. The college has incurred an expenditure of Rs. 16.55 Lakhs on the maintenance of infrastructure (physical and academic support facilities) in the year 2021-22.

### **Student Support and Progression**

A large proportion of students of Kurseong College are from economically deprived categories and the college provides students with various scholarships and freeships provided by the government and non-government agencies. During the past five years, a total of 204 students who completed or are currently pursuing bachelor's degrees from the college benefited from government schemes such as the Kanyashree Prakalpa Scheme, Aikyashree scheme, Minorities Scholarship of the Government of West Bengal and support in the form of full/partial freeships by the College. Shri P. Dawa Lama scholarship is also given to needy students. The college teaches courses on soft skills, language, and communication skills as part of the curriculum prescribed in the syllabus of the Skill Enhancement Course in English and Nepali, Hindi, and Bengali. Linux and C programming language are taught under SEC-2 by the Department of Mathematics as information and Communication technology. In addition, students from different departments are required to do a PowerPoint presentation as part of the Internal Evaluation. Instructions on yoga and its good impact on personal health are given to the students by invited resource persons on International Yoga Day every year. The programme is coordinated by the NCC & NSS of the college. As a result of the guidance of the career counselling and placement cell of the college, 3 graduates secured placement in jobs, 85 graduates progressed to higher education in different universities, and 11 students qualified for national and state-level examinations during the assessment period. The college has a mechanism for the redressal of grievances which are resolved by the respective committees. The students' participation in co-curricular activities is always encouraged by the college. 05 students from the college were able to achieve national-level medals during the session 2021-22. The students also represented the college in 29 sporting events organized by the University and neighboring institutions. The college has an alumni association, approved by the Governing Body actively working with their aims and objectives in the form of various outreach activities and others in collaboration with different sub-

committees of the Teachers' Council.

### **Governance, Leadership and Management**

The College follows the Policy of decentralization for effective delegation and delivery of duties and responsibilities. The Governing Body headed by the President is the highest policy-making body of the college, while the execution of everyday functions is controlled by the Principal with support from the convenors of different sub-committees, and other committees created by the Governing Body along with the teaching and non-teaching staff. All major financial decisions are taken by the Governing body, Purchase committee, and Building committee which ensures effective mobilization and optimal utilization of funds.

The institution follows different strategies for effective deployment and function which include periodic meetings of different departments, sub-committees, IQAC, and Teachers' Council to chalk out the academic calendar for every session. The institution strictly follows all government norms related to appointments of teaching and non-teaching staff, service rules, PF, and leave rules. Keeping the vision and mission of Kurseong College in mind the College develops a strategic plan to overcome various grey areas related to administration, infrastructure, and academics. e-governance is implemented in finance and accounts, student admission and support, and examination. All important notices are disseminated through e-mail and WhatsApp messages. All financial transactions are maintained using Tally software. The process of admission and payment of fees is entirely through online mode. During the pandemic, the college conducted the examination and evaluation entirely in online mode. Members of the staff also received financial aid under the welfare measure of the college. 38 Teaching staff participated in various faculty development programmes in the last five years. The IQAC plays a proactive role in maintaining the quality of education through the formulation of the plan of action, conducting student and teacher feedback, and assessment of learning outcomes and incremental improvements at periodic intervals.

### **Institutional Values and Best Practices**

The institution adheres to the ideal of gender equity, and socio-economic, cultural, regional, linguistic, and communal inclusiveness and works towards achieving it through its various initiatives. The college has an ICC to address issues related to sexual harassment. Various programmes like International Womens Day, Gender sensitization programme, and awareness on POSH Act and POCSO Act are conducted by ICC, NSS, NCC, and YATC. The college also organizes various events and festivals like College Foundation Day, Rabindra Jayanti, Independence Day, World Environment Day, International Yoga Day, Bhanu Jayanti, Anti-Terrorism Day, International Youth Day, Swacha Bharat Abhiyan, Nepali Bhasa Manyata Diwas, Viswakarma Puja, Saraswati Puja and many more which help in providing an inclusive environment and sensitize students and employees to constitutional obligations and responsibilities. The institution has taken initiatives for creating environmental consciousness and sustainability through its various green campus initiatives like 'no vehicle day', collection and recycling of solid waste, rainwater harvesting, use of LED, and maintaining an ornamental garden. A barrier-free environment has been ensured through the construction of ramps and the provision of a wheelchair for the differently abled. Since its inception, Kurseong College envisions a campus dedicated to the holistic development of learners through an unconditional pursuit of knowledge. Towards achieving the goal of providing quality higher education to socio-economically marginalized students, the college follows student-centric pedagogy of curriculum delivery which lays stress not only on academic growth but also promotes the development of personality, soft skills, community involvement, and acquisition of other valuable life skills during their course of study.





## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	KURSEONG COLLEGE
Address	KURSEONG COLLEGE, DOWHILL ROAD, KURSEONG
City	DARJEELING
State	West Bengal
Pin	734203
Website	<a href="http://www.kurseongcollege.net">www.kurseongcollege.net</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Samir Bal	0354-6296258920	9434462377	-	kurseongcollege@yahoo.in
IQAC / CIQA coordinator	Srijana Rai	-	9679803299	-	kurseongcollegeiqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	University of North Bengal	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	16-05-1980	<a href="#">View Document</a>
12B of UGC	11-03-2008	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KURSEONG COLLEGE, DOWHILL ROAD, KURSEONG	Hill	9.04	0.94

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Economics	36	XII	English,Hindi,Nepali	55	0
UG	BA,English	36	XII	English	55	45
UG	BA,History	36	XII	English,Hindi,Nepali	55	35
UG	BA,Nepali	36	XII	Nepali	55	19
UG	BA,Geography	36	XII	English,Hindi,Nepali	28	25
UG	BA,Political Science	36	XII	English,Hindi,Nepali	55	45
UG	BSc,Botany	36	XII	English,Hindi,Nepali	15	2
UG	BSc,Zoology	36	XII	English,Hindi,Nepali	17	14
UG	BSc,Chemistry	36	XII	English,Hindi,Nepali	28	3
UG	BSc,Mathematics	36	XII	English,Hindi,Nepali	28	2
UG	BCom,Commerce	36	XII	English,Hindi,Nepali	55	14
PG	MA,Nepali	24	HONOURS GRADUATE	Nepali	20	16

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				40			
Recruited	1	0	0	1	0	0	0	0	25	13	0	38
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	4	8	0	12
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				19
Recruited	11	2	0	13
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	2	0	7	5	0	19
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	4	2	0	7	5	0	18
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	2	5	0	7
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	109	2	0	0	111
	Female	171	1	0	0	172
	Others	0	0	0	0	0
PG	Male	14	0	0	0	14
	Female	2	0	0	0	2
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	8	10	11	10
	Female	19	9	15	14
	Others	0	0	0	0
ST	Male	23	23	20	25
	Female	42	41	38	48
	Others	0	0	0	0
OBC	Male	16	12	14	30
	Female	34	25	22	44
	Others	0	0	0	0
General	Male	44	47	51	22
	Female	105	96	57	31
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		291	263	228	224

**Institutional preparedness for NEP**



## 1. Multidisciplinary/interdisciplinary:

A primary requirement of holistic education especially at the undergraduate and postgraduate levels as outlined in the National Education Policy (NEP) is the adoption of a multidisciplinary and interdisciplinary curriculum. The multidisciplinary approach highlights and focuses on diverse perspectives on particular themes enabling students to obtain knowledge through multiple viewpoints. By offering the students a myriad of learning opportunities through the choice of different subjects, the approach offers flexibility and wider career options which is not possible in the present education system with the rigid separation of streams and disciplines. Kurseong College is the only institution of higher education in the entire Kurseong subdivision offering undergraduate courses in all three streams of Arts, Commerce, and Science. It also offers Post Graduate in Nepali. In the present Choice Based Credit System (CBCS) mode which came into effect from 2018-19, the students are given the flexibility to choose their preferred subject combination from the given basket of subjects during the admission process. A compulsory paper on Environmental Studies for students of all three streams is a step towards achieving a comprehensive and multidisciplinary education. Further, the NCC, NSS, Nature Club, Youth Against Trafficking Club, etc. are involved in activities that enhance community engagement and service, environmental education, and value-based education for the attainment of holistic and multidisciplinary education. Being fortunate to have all three streams under one roof and well-qualified teaching faculty, Kurseong College is committed and prepared to embrace the multi-disciplinary curriculum to integrate the humanities and arts with Science, Technology, Engineering, and Mathematics (STEM) as specified in the NEP. The IQAC and the Governing Body of the college constantly strive and search for avenues to overcome infrastructural inadequacies so that students can make desired choices across various streams and disciplines. The management and the dynamic faculty of the college are open to new ideas and approaches and eagerly waiting to have a firm multidisciplinary and interdisciplinary system of education at the institution. The institution is committed to implementing the multidisciplinary approach in

	higher learning in letter and spirit as proposed in NEP-2020.
2. Academic bank of credits (ABC):	<p>The idea of the Academic Bank of Credits (ABC) as proposed in the National Education Policy (NEP) is highly innovative and conducive to an era of seamless higher education for students irrespective of their locations in any part of the country at any time. The ABC which digitally stores the academic credits earned from various recognized HEIs has been designed to provide maximum flexibility to the students in the choice of streams/disciplines as also in the timing of entry and exit during the chosen programme/course. In the Choice Based Credit System (CBCS) mode of curriculum delivery there is provision for continuous evaluation, the marks obtained through which are considered for the final score/grade of the students. In line with the same, Kurseong College assesses students' learning outcomes through formative assessments and assignments for each semester. In its endeavor to adhere to the provisions of the NEP, Kurseong College is committed to implementing the ABC as and when the relevant order/s in this regard are issued by the government. The IQAC and the Governing Body of the College along with the Examination Sub-committee and the Teachers' Council will play a proactive role in the modalities for registration with the ABC portal.</p>
3. Skill development:	<p>Given the present unemployment situation in the country, skill development and vocational education are the need of the hour. The NEP stresses the integration of vocational education into the curriculum of all educational institutions including HEIs. The vocational capacities will go hand-in-hand with the development of 'academic' or other capacities. Along with vocational education, the NEP also emphasizes developing life skills such as communication, cooperation, teamwork, and resilience to enable students to be better prepared to seek the jobs of their choice. Kurseong College also attempts to equip students with soft skills such as communications skills, teamwork, time management, problem-solving methodologies, etc. and organizes several activities to achieve it. The institution has also signed MoUs with two leading institutions which will impart courses for students' skill development. The IQAC and the Governing Body of the college are</p>

	<p>constantly seeking avenues for creating the necessary infrastructure for offering skill development and vocational courses in the days to come. The institution also encourages the students and the faculty to undertake skill development courses through digital technologies.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>India is a country with rich cultural and linguistic diversity. To promote and preserve this rich cultural and linguistic heritage of the country which is endangered in many respects, the NEP calls for several steps to be undertaken by the HEIs. For the integration of the Indian knowledge system in the curriculum in line with the NEP 2020, Kurseong College follows certain practices. The college offers B.A. Honours and Post Graduate in the Nepali language which is one of the recognized languages in the Eighth Schedule. Bengali and Hindi languages also form part of the curriculum. The institution follows the practice of a multi-lingual mode for the delivery of lectures and for writing answer scripts in the university examinations. The Department of History organizes field visits for the students to foster their knowledge of India's cultural heritage. The Cultural sub-committee works in consultation and collaboration with other committees and Departments to commemorate important national and regional events such as Bhanu Jayanti (birth anniversary of renowned Nepali poets), Nepali Bhasa Manyata Diwas (Nepali language recognition day), Rabindranath Jayanti (birth anniversary of renowned Bengali litterateur), and other cultural activities such as folk dances, folk songs, poetry recitation in regional languages, etc. to promote communal and linguistic harmony. International Yoga Day is observed every year by the NCC and NSS. The NCC cadets also participated in the Ek Bharat Shrestha Bharat online camp. These initiatives are intended to cherish and celebrate the rich cultural heritage of India and are important steps towards preserving and propagating her history, traditions, and values.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The Outcome-based Education (OBE) system has become a need and a priority in the present state of affairs. Today the customary teaching-learning process has become conservative and obsolete. This method can hardly be used in the workplace or in our daily lives. Students have become more aware of the need for job-oriented vocational courses which gives</p>

	<p>them ample opportunities to explore the right kind of profession that they are best suited for. The OBE emphasizes upgrading the skills of the students. It not only enhances their talents but also creates a space for them to put their education into some functionality rather than just being generic knowledge gained in an institution. New technology and social media are dominating the workspace, every forum is highly computerized. This makes it necessary for the pupils to be a technophile, have specialized skills, and be more creative. The hill areas where Kurseong College is situated have been dealing with unemployment issues for several years due to the lack of specialized skill set that the job market demands. Understanding the significance of the OBE, Kurseong College is eagerly looking forward to adapting and regularising into the OBE system. The first step towards this transformation has already been taken by following the Choice Based Credit System (CBCS) mode of curriculum delivery. The programme and the course outcomes for each subject are clearly stated to the students at the beginning of each new academic session through an Orientation Programme and the same is posted on the college website. The pedagogy of the institution being student-centric the learning outcomes are assessed and evaluated during the study through formative assessment and assignments. Student feedback on the teaching-learning process is also obtained through the Students' Satisfaction Survey. The Career Guidance and Placement Cell of the college in unison with other agencies conducts career counseling programmes. The consistent teacher-student interactions through the mentor-mentee system also pave the way for the implementation of OBE.</p>
6. Distance education/online education:	<p>In recognition of the difficulties posed by the global pandemic since 2020 in curriculum delivery through the regular mode, the NEP stresses on the need for developing alternative modes for providing quality education in HEIs. The sudden shift from regular offline mode to online mode was perplexing and challenging for the faculty and students alike. Nonetheless, the dynamic faculty of Kurseong College adapted in a befitting manner to the new system devising novel and innovative methods for uninterrupted curriculum delivery through the online</p>

mode. The faculty used online platforms like Zoom, google meet, google classroom, WhatsApp groups, youtube channels, etc. for lecture delivery and sharing of study materials with the students. In certain instances, the study materials were also shared individually through e-mails. To be effective online educators, the faculty attended online courses and workshops on the use of online platforms like google classroom, online assessment, annotations, MOOCs, etc. Furthermore, many college activities, seminars, and counseling programs were also held in online mode. The online mode of education has given an edge to the institution by enhancing the technical skills not only of the faculty but of the students as well. In the present times which are fraught with the risk of epidemics and pandemics, it is difficult to disregard the importance of the online/distance learning technique. In view of this, Kurseong College has fully embraced and endorsed the new teaching-learning method be it the online mode or the hybrid blended mode to face any unforeseen circumstances in the future.

### Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Electoral Literacy Club (ELC) has been set up in Kurseong College. The ELC was formed on 4th September 2018 for creating awareness on the “Voters Education Programme”. On the occasion, a Drawing Competition on the theme “Election Process” was organized. The students of 1st semester were enrolled in the ELC.</p>
<p>2. Whether students’ co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The students’ co-ordinator and the co-ordinating faculty members of the ELC are appointed by the college. The ELC was formed in 2018 with a tenure of one year which was extended up to two years. During the said tenure, the ELC conducted an awareness programme on the “Voters Education Programme”. A Drawing Competition on the theme “Election Process” was organized. As per the instruction of the Election Commission of India, an Awareness-cum-Facilitation Programme on Electors was held for the students, teachers, and non-teaching staff on 24th September 2019 in the college. Following the lockdown imposed due to the</p>

	<p>COVID-19 pandemic, the ELC has not been re-constituted. The committee members of the ELC are student representatives from the faculty of Arts, Science, and Commerce, and represent the entire students.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The ELC conducted an awareness programme on the “Voters Education Programme”. On this occasion, a Drawing Competition on the theme “Election Process” was organized. As per the instruction of the Election Commission of India, an Awareness-cum-Facilitation Programme on Electors was held for the students, teachers, and non-teaching staff on 24th September 2019 in the college. A virtual interaction awareness programme for first-time voters was organized in collaboration with the office of the District Magistrate Darjeeling on 21/03/2021. Eight students from the college participated in the programme.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The ELC conducted an awareness programme on the “Voters Education Programme”. On this occasion, a Drawing Competition on the theme “Election Process” was organized. As per the instruction of the Election Commission of India, an Awareness-cum-Facilitation Programme on Electors was held for the students, teachers, and non-teaching staff on 24th September 2019 in the college. A virtual interaction awareness programme for first-time voters was organized in collaboration with the office of the District Magistrate Darjeeling on 21/03/2021. Eight students from the college participated in the programme.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>About 15% of students above 18 years are yet to be enrolled as voters in the electoral roll. For ease of applying for inclusion of name in the voters' list for first-time voters, Mr. Santosh Subba, Laboratory Assistant, Department of Botany is assigned to perform the duties as Designated Officer by the Joint Chief Electoral Officer, West Bengal. The Designated Officer also facilitates summary revision of the electoral roll.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
729	652	637	555	434
File Description		Document		
Upload Supporting Document		<a href="#">View Document</a>		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 39

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
39	39	36	30	30

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
19.2	10.5	17.1	28.8	7.8

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

###### Response:

Kurseong College is committed to the effective delivery of curriculum through a well-planned and documented process and adheres to the syllabus prescribed by the affiliating University.

At the beginning of each academic session, an orientation program is conducted for the students by the Admission sub-committee wherein they are briefed regarding the rules and regulations and the code of conduct to be followed in the college. The code of conduct is also uploaded in the college website. Further, an academic orientation is organized by each department to highlight the methods of curriculum delivery. The students are also made aware of the program and course outcomes for each subject which are also uploaded on the college website. They are also informed about internal assessment through periodic class tests, assignments, etc.

Before the commencement of the new session, the IQAC prepares an academic calendar in consultation with different sub-committees which provides broad guidelines and a framework for the various curricular and extra-curricular activities. Departmental meetings are also held wherein each department prepares the departmental routine and allocates the syllabus among the teachers. The credit-based routine, prepared well in advance is circulated among the students and teachers via the notice board, college website, and WhatsApp groups. The timetable is strictly adhered to.

While retaining the core fundamentals of classroom teaching, the faculty constantly devise novel methods of curriculum delivery to enrich the learning experiences of the students. Classroom teaching is supplemented by the use of audio-visual aids like power-point presentations, showing films, documentaries, etc. To overcome the monotony of classroom teaching, students are encouraged to participate in discussions amongst themselves and with the teachers which also facilitates knowledge sharing. Furthermore, students participate in seminars, project work, field work/excursions, etc. in addition to other co-curricular activities for their all-around and holistic development. During the pandemic, classroom teaching was substituted by online modes of teaching through online platforms such as Zoom, Google Meet, Google Classroom, WhatsApp, e-mails, etc. An “Online training programme on e-teaching” was organized on 21/08/2020 for the faculty. Teachers maintain a record of the classes taken through the Teachers’ Diary which is monitored by the IQAC.

The college is well equipped with the required infrastructure which aids the effective delivery of the curriculum. The Central Library of the college is a depository of numerous books, journals, and digital resources. Besides this, several departments also have departmental libraries. The college also has a smart classroom and a few classrooms with LCD projectors, a computer laboratory, and well-equipped laboratories in the Departments of Physics, Chemistry, Zoology, Botany, and Geography.

The college has a mentoring system for guiding students. Feedback is obtained from the students through

the Student Satisfaction Survey at the end of the academic session and action is taken by the IQAC on the feedback report. Adherence to institutional vision, promotion of work culture, periodic review through departmental meetings, student-teacher interface sessions, and periodic meetings of the Principal with the HoDs are some of the structured ways which assist effective curriculum delivery.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response: 0**

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

**1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years**

**Response: 0**

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum**

**Response:**

Kurseong College, being affiliated to the University of North Bengal follows the curriculum prescribed by the University. However, the different courses offered within and across various disciplines integrate the issues related to gender, human values, environment, and sustainability. The issues of gender and human values are included in the syllabi of various subjects such as Sociology, Political Science, Economics, English, Nepali, Bengali, Hindi, History, etc. Topics related to gender issues include women's writing, feminism, women in partition gender equity, gender and violence, gender differences, and inequalities within the class, caste family, work, etc. The issues of environment and sustainability are included in the syllabi of subjects like Economics, Geography, Zoology, Botany, Chemistry, Physics, etc. in addition to Environmental Studies which is a compulsory paper for all first-semester students. Students are compulsorily required to undertake field /project work for Environmental Studies. The topics related to Professional ethics such as soft skills and communication skills including technical writing like scientific and technical subjects; formal and informal writings; reports, handbooks, manuals, letters, memorandum, notices, agendas, and minutes are taught under the curriculum of language core course and skill enhancement course of Nepali and English.

Along with this, the college endeavors to create awareness regarding Professional Ethics, Gender, Human Values, Environment, and Sustainability through its different initiatives. At the beginning of the new academic session, an Orientation Programme is organized for the newly admitted students of the first semester wherein the Principal along with the senior faculty addresses the students and informs them about the code of conduct at Kurseong college and also talks about human values and ethics, human welfare and the appreciation of human values. The Departments also organize such Orientation Programs for the first semester students. In adherence to the ideal of professional ethics, the students are instructed to follow proper referencing for assignments to avoid plagiarism.

Continuous efforts are also made to create gender sensitization among students and staff through various workshops, seminars, talks, and experiential learning organized by the National Cadet Corps and National Service Scheme wings of the college and the Internal Complaints Committee. The Youth Against Trafficking Club (YATC) creates awareness among students regarding human trafficking. Students are also encouraged to raise their voices against such kinds of exploitation and injustice towards any person or group in society. It conducts seminars and awareness programs in collaboration with NGOs (Non-Governmental Organization) on human trafficking. International Women's Day is observed every year in which the role of women in society and women's empowerment is emphasized and celebrated. Awareness on environmental protection and environmental issues is also taken care of by the Nature Club, NCC, and NSS. These bodies undertake plantation activities to create a green & healthy environment within and outside the campus. Commemoration of important days related to the environment like World Environment Day is also organized to educate the students about environmental issues.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 0.14

### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website**

**Response:** C. Feedback collected and analysed

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 28.08

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
299	291	263	228	224

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
965	965	950	912	856

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

**Response:** 34.47

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
152	142	120	120	171

### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
439	439	421	396	350

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 18.69

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

**Response:**

The pedagogy of the college is student-centric. As such, the college takes utmost care for the enhancement of the teaching-learning process through student-centric methods such as experiential learning, participative learning, and problem-solving methodologies using ICT tools. The college has one smart classroom and three ICT-enabled classrooms (Room Nos. 07, 9b, 12 & 14). The teachers make optimum use of these ICT facilities for making the teaching-learning process more effective and interactive. Traditional classroom teaching using chalk and blackboard/ whiteboard is supplemented through audio-visual aids such as PowerPoint presentations, video clips, movies etcetera which increases students' engagement leading to enhancement of their learning abilities. Besides this, students' seminars are also held by different departments as one of the modes of internal assessment where students are required to give PowerPoint presentations on the topics assigned to them. In doing so, the students become better

equipped with the much-needed digital skills of the 21st century. Students who undertake field surveys also use ICT tools and application software such as MS Word, and MS Excel for the preparation of their field survey report/project work. The college has a computer laboratory in Room No. 25 exclusively for the students which they use for academic purposes while individual teachers are issued laptops for use in administration, research, teaching, and other purposes. During the pandemic, when the mode of teaching shifted from offline to virtual, teachers made the utmost use of the available online options to ensure that curriculum delivery was not compromised. To help teachers adapt to the shift in the mode of curriculum delivery, an “Online training programme on e-teaching” was organized on 21/08/2020 for the faculty where they were educated on the use of various online platforms such as Google Meet, zoom, and Google Classroom which were used for delivery of lectures and sharing of study materials with the students. Google Classroom as an online platform was used for posting study materials, assignments, quizzes, multiple choice questions, etc., and for keeping track of students’ attendance and performance. Regular evaluations were conducted using google forms, quizzes, assignments et cetera which were submitted through WhatsApp or emails. The teachers also shared e-books, e-resources, and other online study materials with the students as many students from far-flung areas could not access the college library during the lockdown. The teachers were in constant touch with the students through telephone, WhatsApp, e-mails, etc. for clearing their doubts and any other query. Departmental meetings, Webinars, interaction programmes, and other co-curricular activities such as International Yoga Day, International Youth Day, Fit India Freedom Run, online quizzes, etc. were also conducted through the online mode to provide a holistic learning experience to the students even during the lockdown. WhatsApp is still used in the College as a convenient means to communicate important notices, dates, and study materials to the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 84.88

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
41	41	41	41	41

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### **2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)**

**Response:** 94.25

##### **2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
37	37	34	28	28

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

## **2.5 Evaluation Process and Reforms**

### **2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

Students are evaluated internally through various modes of internal assessment carrying 10 marks such as seminar presentations, quizzes, objective questions, assignments, open book tests, and projects as a part of the continuous internal evaluation (CIE). They are evaluated externally through a time-bound and efficient examination system of the affiliating university. The answer scripts go through stages of evaluation, scrutiny, and head examiner before the final marks are tabulated and published in the form of results. Students discontent with the evaluation are given an opportunity for post-publication reassessment (PPR)



and post-publication scrutiny (PPS) upon payment of a minimal fee and applying within a stipulated time given by the university. Several students of the college have made use of the opportunity and availed of the benefits.

The internal assessment scheme of the college is decided by the examination sub-committee. The college generally follows a scheme where the mode of internal assessments of Honours courses is at the discretion of the respective departments concerned. Students can be evaluated based on seminar presentations, quizzes, objective questions, assignments, open-book tests, projects, etc. The internal assessment of program courses and Honours GE courses are held centrally where students appear for a written test of 30 marks. The answer scripts of such examinations after evaluation are given to the students for scrutiny. Grievances in the form of any technical error in tabulation or discontent in evaluation from the students' end are welcome and appropriate changes are made thereof. The teacher ensures that the students are satisfied with the evaluation process. Students failing to perform well are allowed to improve through an improvement test. The teachers of the department tabulate the final internal assessment marks which are submitted to the office for uploading following the approval of all the members of the departmental committee.

The examination sub-committee prepares and publishes the schedule for centralized internal assessment and dates for submission of internal assessment marks following the notification of the university so that the conduction of internal assessment and submission of the marks are on time.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website**

### Response:

The College is affiliated to the University of North Bengal and offers ten undergraduate courses (of three years) permanently affiliated across the three disciplines of science, arts, and commerce in addition to a post-graduate course (of two years) in Nepali. The respective departments prepare Programme Outcomes (PO) and Course Outcomes (CO) for the prescribed syllabus. The CO & PO for all programs are compiled and displayed on the college website for reference to the students.

The teachers inform the students regarding the syllabus, Course outcomes, scheme of examination, question pattern, etc. at the beginning of every semester through an orientation program. The college follows the scheme of examination as per the Choice Based Credit System (CBCS) prescribed by the affiliating university where the students are evaluated through continuous internal evaluation (CIE) comprising of 10 marks and attendance carrying 5 marks for eligibility to sit for University semester-end examination which is centrally evaluated by evaluators assigned by the Controller of Examinations.

The attainment of course outcomes and program outcomes are assessed via CIE through any of the

evaluation systems as prescribed in the CBCS curriculum such as seminar presentations, quiz, objective questions, assignments, open-book tests, and projects. The college also monitors the result of the university end-semester examination to access the POs. All the matter related to examination whether Internal or University is looked after by the examination sub-committee of the College.

The examination sub-committee conducts a centralized internal assessment examination of 30 marks for all program and Honours generic elective subjects before the scheduled university semester-end examination to directly assess the attainment of COs and preparedness of the students for the upcoming examinations.

In addition to the direct assessment of the attainment of CO & PO the college also monitors and keeps a record of alumni progressing to higher education, qualification in competitive examinations, and national and state level examinations such as NET, SLET, and employment details all of which serve as an important index for assessment of the attainment of CO & PO. The IQAC conducts a feedback survey of the final year students on teaching-learning and evaluation process and takes necessary steps for the future to achieve the outlined course and program outcomes.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

#### Response:

The Program Outcomes (POs) and Program Specific Outcomes (PSOs) are accomplished through the curriculum. Every department prepares a Course Outcomes (COs) which describes what the student should be able to do at the end of a course and a Program Outcomes (PO) of statements that describe what the knowledge, skills, and attitudes students should have at the time of graduation from an undergraduate degree program. Well-defined COs and POs for each course are displayed on the college website and are also informed to the students by individual teachers. The College uses different direct and indirect methods for the assessment of the attainment of Programme outcomes and Course outcomes

#### Direct Assessment Methods:

The COs attainment by students is assessed at two levels

*1. Continuous Internal Evaluation:* there is a system of continuous internal evaluation (CIE) of Course outcomes carried out at the end of each course through different modes of internal assignments like the oral test, MCQ & objective test, and through assignments. Different departments of the college use these methods to test the attainment of COs and also use it as a tool to identify slow and advanced learners and devise strategies to guide both fractions efficiently towards achieving the COs. Questions for CIE are designed to test the COs. Since the department has access to all the answer scripts the assessment of COs becomes direct and easy. In addition, the Lab records of practical-based courses are also monitored. The COs attainment is measured directly by the student's performance in the tests. The college in addition

conducts a centralized internal assessment before the semester end university examinations to prepare the students for the upcoming examinations.

2. Semester-end Examinations: The College is affiliated to the University of North Bengal and follows the Semester-End Examinations (Theory & Practical ) at the end of each semester where the students are tested pertaining to all COs in that particular semester. The response is evaluated centrally by different teachers who are assigned duties of evaluators by the Controller of Examinations. The overall pass percentage and marks of the students in each course during the examination are used as an index for assessing the attainment of COs.

In addition, the students opting for practical-based subjects are tested for the attainment of COs through University Practical examinations and are evaluated in their home centers.

The attainment of Programme outcomes is assessed based on the attainment of all Course outcomes and through indirect assessment methods.

### **Indirect Assessment Methods:**

Students Satisfaction Survey: This feedback survey is taken from the final year students (6th Semester) every year before completion of their undergraduate course. The survey is based on the Criterion of teaching learning and evaluation process of the college. The feedback serves as a comprehensive tool for the assessment of CO/POs.

Student Progression: The institution takes the Placement record of students into various services and their progression to higher education. The details of the students serve as very useful supporting evidence for the attainment of POs.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

### **2.6.3 Pass percentage of Students during last five years (excluding backlog students)**

**Response:** 88.43

#### **2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
222	171	171	75	118

#### **2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
222	173	171	128	162

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 2.81</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

**Response:** 54.3

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	30.0	0	3.5	20.8

**File Description**

**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

Kurseong College works towards implementing initiatives for the creation and transfer of knowledge. To inculcate creative thinking among students, the college participates in the District level Students Youth Science Fair organized by the Government of West Bengal. In 2019, two students participated in the fair and bagged the third position with their innovative model on solid waste management. The college also served as the center for the Block level Science fair in the same year where teachers from the college judged models prepared by students of different schools. The IQAC was instrumental in obtaining permanent affiliation for three new courses i.e Honours in Zoology and Botany and postgraduate in Nepali during the session. Students of different departments viz. Zoology, Geography, Economics, and History participate in departmental study tours/field surveys as part of their curriculum which promotes experiential and participative learning. Being the only center of higher education in the sub-division, students from different schools visit the college as part of their study tour. In 2019, a team including 19 students and teachers of Shree Janta School, Nepal visited the college and interacted with the faculty of Science Departments. The college has a computer laboratory with an internet facility, exclusively for students. The college central library also has internet and wifi connections for students' use.

To promote research activities, the teachers are encouraged to enroll in Ph.D. programs, write research

papers and books, and organize and participate in seminars, conferences, etc. During the period 2018-2022, six teaching staff and one Librarian received their Ph.D. degree. Under the supervision of the faculty member of the Department of Physics, one research scholar was awarded a Ph.D. degree from NEHU. Three more scholars are currently pursuing their Ph.D. in the same department. Besides, the College hosted one national seminar and three international webinars which facilitated an exchange of ideas, and dissemination of knowledge among the participants. Further, the Research Sub-Committee organized A Book Launch Programme in 2022 in which three teachers from the Departments of Nepali, Geography, and Botany launched their books written/co-authored by them in presence of students and invitees from the local academic and literary fraternity. The PG department of Nepali organized a one-day literary programme on the literary journey of Dr. Jas Yonjan 'Pyasi' (renowned Nepali Litterateur) and a book launch on the book authored by Mr. Subash Sotang, a prominent writer and educationist.

The IQAC conducted three workshops on the use of Smart Board for effective teaching, and promotion of teachers through CAS and CBCS curriculum for the teachers. To overcome post-pandemic stress and develop personal care a seminar on "Cura Personalis" was organized by the college for the teachers. An administrative training cum workshop for maintenance of the Service Book and Leave rules for the non-teaching staff was also organized. The college has a best practice of appreciating and encouraging the efforts of all the teachers completing their Ph.D. and those winning awards in their academic pursuits by felicitating them during the Foundation day Celebration of the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### **3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**Response: 1**

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	01

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## **3.3 Research Publications and Awards**

### **3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list**

during the last five years

**Response:** 1.08

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	08	08	11	05

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.79

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	06	02	04	09

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

Kurseong College firmly believes in the philosophy of education for humanity. As such classroom learning

is supplemented by the participation of students in extension activities and various outreach programs in the community. These activities help to foster the spirit of civic and social responsibility, tolerance, cooperation, and community development besides enriching students' learning experiences. The NCC and NSS wings of the college along with the Youth Against Trafficking Club (YATC) and the Nature Club are proactive in organizing extension and outreach activities for sensitizing students on various issues related to gender, society, environment, etc.

The NCC wing of the college has actively participated in Blood Donation Rally conducted in collaboration with NGOs. In addition, blood donation camps have also been organized in collaboration with the Red Cross Society and Kurseong Sub-Divisional Hospital. The YATC was established in the year 2019 in collaboration with Mankind in Action for Rural Growth (MARG), an NGO to involve the students in combating the problem of human trafficking which is rampant in the region. In this regard, the YATC conducted a street play to highlight the issue of human trafficking. The members of the YATC along with MARG were actively involved in the awareness program held for the restaurant owners at Rohini on "Combating Human trafficking and Child Sexual Abuse". In compliance with the Swachha Bharat initiative of the government, campus cleaning activities are held periodically by the NSS and NCC. A seminar on Swachhta was also organized where the students pledged to abide by the swachhata ideals in their homes and neighborhood. With a view of giving back to society and fostering the spirit of patriotism and communal sentiments among the students, the NCC and NSS have taken up the task of maintenance and cleanliness of the statues of freedom fighters like Ram Singh Thakuri at Kurseong Naya Bazar; and litterateurs like Adikavi Bhanu Bhakta Acharya, Shivakumar Rai, Agam Singh Giri, Dr. Paras Mani Pradhan, Padri Ganga Prasad Pradhan and freedom fighter Pratiman Singh Lama once in a month in collaboration with Gorkha Library, Kurseong at Gorkha Jatiya Vibhuti Udyan, Kurseong. In continuance with fostering and strengthening the spirit of patriotism, the NSS participated in the Har Ghar Tiranga Campaign in 2022 in which the NSS volunteers, Program Officers, and teachers of the college participated in the virtual pinning of the national flag. The volunteers also distributed the national flag in their neighborhood urging people to participate in the campaign.

To encourage the students in the hill regions to take up science as a course of higher study, the Department of Physics in collaboration with Gorkha Himalayan Science Society, Kurseong organized interaction Programs on Awareness & Advancement of Science and Education along with programmes on Science Popularization and workshop on Science teaching in schools as part of awareness programme for school teachers.

The Nature Club, NCC, and NSS have conducted tree plantation drives regularly to protect and nurture the environment. Seminars, talks, and awareness programmes on gender, environment, and public health threats like COVID-19, AIDS, etc. were also organized by various clubs and committees.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

**Response:**



A large proportion of students of Kurseong College are from economically deprived categories and the college provides students with various scholarships and freeships provided by the government and non-government agencies. During the past five years, a total of 204 students who completed or are currently pursuing bachelor's degrees from the college were benefited from different schemes such as the Kanyashree Prakalpa, Aikyashree, Minorities scholarship of the Government of West Bengal and support in the form of full/partial freeships by the College. In this regard, the College was also awarded the second-ranking college in Darjeeling for its performance in implementing the Kanyashree Prakalpa Scheme for the academic year 2020-21 and was felicitated on Kanyashree Day (14th August 2021) by the Women & Child Development and Social Welfare Department, Government of West Bengal at the Office of the District Magistrate, Darjeeling.

Besides this, the NCC cadets and NSS volunteers participate in the maintenance and cleanliness of Gorkha Jatiya Vibhuti Udyaan, Kurseong, where statues of renowned Nepali Literary personalities viz. Adikavi Bhanu Bhakta Acharya, Shivakumar Rai, Agam Singh Giri, Dr. Paras Mani Pradhan, Padri Ganga Prasad Pradhan, and freedom fighter Pratiman Singh Lama are installed. Under this programme, the students are engaged in cleaning the premises and the statues once a month. For this activity, the College received a letter of recognition from Gorkha Library, Kurseong which is a Government recognized body and looks after the maintenance of Gorkha Jatiya Vibhuti Udyaan.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### ***3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

**Response: 23**

#### **3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	3	5	5	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **3.5 Collaboration**

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response:** 01

File Description	Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

#### **Response:**

Kurseong College is spread over an area of 3,820 square meters and has adequate infrastructure and physical facilities for teaching–learning, cultural, and sports activities. There are 34 classrooms out of which 4 are classrooms equipped with ICT facilities (No. 7, 9b, 12, and 14) i.e. LCD projectors. The classrooms are spacious, well-ventilated, and fully furnished with wooden benches, desks, green boards, and a good lighting system. The entire college building is equipped with LED bulbs in line with the green campus policy of the college. There are nine well-equipped laboratories-three for Chemistry, two each for Zoology and Physics, and one each for Botany and Geography. Besides this, there is a computer laboratory that can be used by students for academic purposes. The college has a room allotted for research on condensed matter physics where work related to the major research projects and other research activities are carried out.

The administrative block houses the Principal's Office, the office of the Head Clerk, the Accountant and the office clerk. The college has a spacious common staff room for teaching faculty. There is an auditorium with a seating capacity of 200 persons which is utilized for conducting various cultural activities, seminars, workshops, awareness programmes, and other events. Care has been taken to make the auditorium barrier-free for those differently abled by the construction of ramps. Due to a shortage in the number of classrooms, it is also used for conducting classes. The college has a playground for conducting sports activities and one basketball court which is presently under construction. The college auditorium is also used for indoor sports activities like table tennis, badminton, carom board, chess, etc. The college has a separate room for the safekeeping of sports equipment.

The college has a three-storied partially automated library equipped with 23,084 titles for use by students and staff. The library also provides students with photocopying facilities, e-books, e-resources, question banks, syllabi, and other reference material, etc. The ground floor is used exclusively as a reading room, while the first and the second floors contain the circulation and stacking sections.

The college has separate washrooms and common rooms for boys and girls and teaching and non-teaching staff with adequate water supply. There is a separate restroom for lady teachers. A sanitary pad vending machine has been installed in the girls' common room. Facilities such as wheelchairs cum toilet seats are also available for differently abled persons along with a ramp facility for a barrier-friendly campus. There is a Sick Room/infirmary with first aid facilities like a first-aid box and stretcher. The college has installed 3 water purifiers for refilling and providing a safe drinking water facility available for the entire faculty and the students. The college has a Girls' Hostel with a capacity of 48 students. The hostel has a study room and also provides recreational facilities to the girl students like Table Tennis, Carom Boards, etc.

There is a college canteen catering to the faculty and students. The entire college is under CCTV surveillance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### **4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

**Response:** 20.31

##### **4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
2.7	0.04	0.8	13.3	0.1

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**

**4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students**

**Response:**

The College Library is housed in a separate 3-story building. It is organized into a Users Reading Room with sitting accommodation for 50 readers on the Ground Floor, a Circulation Section and Science & Commerce stack Room on the First Floor, and an Arts Stack Room and office of the Assistant Librarian on the second Floor. It is managed by an Assistant Librarian, support staff along with the Library sub-Committee. The stock of both Text and Reference Books in the Library has undergone considerable expansion and an exhaustive collection of more than 23,000 books adequately meets the varied requirements of all students and faculty members. There are almost 4822 issues of print journals in the

Library. There are a total of seven computers in the library of which three are engaged for administrative purposes while four with internet facilities are dedicated for use by students and faculties. In addition to the central Library, departmental libraries are also functional in the Dept. of Nepali, Geography, and Zoology respectively. The library also maintains a repository of syllabi and questions paper from the previous year's university examination in booklet form for reference of students.

Every year the library fee collected during admission is used by the library to purchase books, renew journal subscriptions, subscriptions to e-resources, magazines, newspapers, etc the decision for which is taken in the meeting of the Library Sub-committee. Requirements for new books and journals are submitted by the HODs in consultation with the teachers of the concerned department and the purchase is made after being formally approved by the Principal. Currently, the library has a subscription to an Online Database, N-LIST (National Library and Information Services Infrastructure for Scholarly Content), by INFLIBNET which enables the users to access almost 90,000+ e-books and 6500+ e-journals through a login username and password which is shared by the Librarian to all the teachers. It also has a subscription of seven print journals, three magazines, and two daily newspapers in English and Nepali for the students.

The Library initiated the process of automation using Integrated Library Management software (ILMS), **Koha, version 3.22.10** in November 2017. However, the status of Automation is partial. The cataloging and circulation have been completed to date. The Library has in-house access to OPAC (Online Public Access Catalogue) via <http://192.168.0.100:8000/> and is planning to host the bibliographic data of books and journals in the cloud to enable 24x7 access to OPAC by the users.

Every year the Librarian organizes an orientation program for newly admitted students to make students aware of the different sections, services, and facilities offered by the college library such as borrowing facility, reference and referral facility, and inform them regarding new arrivals of books, in addition, the Library staff also provides training on how to use the OPAC (Online Public Access Catalogue) and to search different open access resources which are available over the Internet.

File Description	Document
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection** *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

Recognizing the importance of digitization and internet services in today's fast-paced and digital era, Kurseong College has taken adequate steps to update its IT facilities and provide sufficient bandwidth for internet connection. The college campus is well equipped with an internet connection providing an internet speed of 100 Mbps bandwidth. All the teachers and office staff have easy access to the internet facilities through wi-fi with 65 Mbps. Students have access to wifi in the reading room of the Library. There is a computer laboratory with internet facilities that can be used by students for carrying out academic work

such as the preparation of field reports, projects, assignments, seminar papers, etc. The administrative block which includes the college office has high-speed internet services which enable quick and efficient communication with the University of North Bengal, the Higher Education Department, UGC, NAAC, GTA, etc. It also ensures that dissemination of information such as notices regarding examinations, co-curricular activities, timetables, government orders, etc. to the staff and students are swift and instantaneous through respective WhatsApp groups or e-mails. All the accounts of the college are maintained through TALLY software which makes accounting very systematic and efficient. Payment of students' fees is entirely through online mode which is another step that the college has taken towards digitization. The IQAC Room is equipped with two computers and an internet connection for the smooth functioning of its activities. The college central library is also partially automated using KOHA software. Students can search for titles and apply for books for borrowing using this software. Online learning resources such as e-books, EPG-pathshala, e-Gyan Kosh, etc., and Shodhganga are also available for students' use. The library also has a subscription to NLIST, an online repository of journals and other e-resources which can be accessed by all teachers through a unique id and password. The college has an official website which is updated at regular intervals. All important notifications and information, activities of the college, college profile, and admission forms are uploaded to the college website. The process of admission is conducted entirely through online mode. The college campus has CCTV surveillance cameras installed at strategic locations which are in operation 24×7.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.3.2 Student – Computer ratio (Data for the latest completed academic year)

**Response:** 145.8

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 5

File Description	Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 79.38

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
16.5	10.5	16.1	15.5	7.6

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

**5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

**Response:** 2.13

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	15	15	15	04

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability**

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

**Response:** C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**



**Response: 11.11**

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
330	0	0	04	0

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response: D. 1 of the above**

<b>File Description</b>	<b>Document</b>
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 9.93

#### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
23	22	15	11	14

#### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
222	173	171	128	162

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

**Response:** 1.43

#### 5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/

**IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	3	1	2

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.3 Student Participation and Activities**

**5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

**Response: 2**

*5.3.1.1 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 wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response: 2.6**

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	01	4	3	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Response:

Kurseong College Alumni Association is currently constituted by alumni working under various posts in the college headed by a coordinator. It was formed as per G.B. meeting dated 03-08-2018 (Misc. Resolution 16, Agenda 3).

Mrs. Pranita Pradhan - President

Mr. Bimal Sharma - Vice President

Mr. Diwas Bhujel - Secretary

Mr. Anurodh Kr Das - Joint-Secretary

Mr. Binoy Rai - Treasurer

Mrs. Kumud Thapa - Joint-Treasurer

Mrs. Bernadette Gurung - Advisor

Mr. Balaram Pradhan -Advisor

Mrs. Anuja Lama -Advisor

The Objectives of the Alumni Association are:

- To keep a roster of all Alumni of the college and their pertinent data.
- Maintaining the updated and current information of all Alumni.
- To encourage, foster, and promote close relations among the alumni.

- To provide and disseminate information regarding their Alma Mater, its graduates, faculties, and students to the Alumni.
- To generate funds through a membership drive and donations for development.
- To guide and assist Alumni who have recently completed their courses of study at Kurseong College to keep them engaged in productive pursuits useful to society.
- To provide a forum for the Alumni to exchange ideas on academic, cultural, and social issues of the day by organizing and coordinating reunion activities of the Alumni.
- To attract more students pursuing undergraduate courses to Kurseong College through outreach activities.

The Alumni Association shall achieve these objectives by staging an annual programme of events and reunions; through communications, by providing a range of discounts and services for alumni, and by supporting student scholarships and other fundraising initiatives.

The association is currently running a membership drive and in order to attract more alumni into the Association it has been actively conducting activities in the college on its own and in collaboration with different sub-committees of the college such as debate and seminar sub-committee, cultural sub-committee, etc. The Alumni Association is planning to register under The West Bengal Societies Registration Act, 1961.

List of activities carried out by the Alumni Association:

1. Intra-college essay writing competition - 15/03/2019
2. Tree Plantation ProgrammeI in collaboration with NSS and NCC unit, Kurseong College – 24/07/2019
3. Rabindra Jayanti in collaboration with Cultural sub-committee -07/05/2022
4. Inter School Essay Writing Competition - 28/05/2022

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1** *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

**Response:**

**Governing Body:**

The Governing Body (G.B.) headed by the President is the highest decision-making authority of the college and all major decisions related to administration, finances, purchase, and development are taken care of by it. In order to assure quality in the Institution the GB appoints members of the Internal Quality Assurance Cell (IQAC) on the recommendation of the Principal.

**Principal:**

The Principal, as the chief administrator of the college, supervises and manages the overall functioning. He is the Chairman of the Teachers' Council.

**Teachers Council:** The college follows the policy of decentralization for effective functioning. At the beginning of every academic session, the Teachers' Council constitutes different sub-committees with 4-5 members headed by a convenor. The Committee chalks out the events for the academic session and delivers them timely and efficiently

**Internal Quality Assurance cell:** The co-ordinator and members of the IQAC are constituted by the Governing body of the college according to the guidelines and composition as given by NAAC. The IQAC formulates a Plan of action for overall quality assurance in the teaching learning and evaluation process of the college. It tries to ensure that the POA is completed and implemented within the academic session.

**Librarian:** The functioning of the Library is coordinated by the Librarian assisted by the library staff. The Librarian is also the convenor of the Library sub-committee and works in coordination with heads of Departments for matters related to the purchase of books for different departments of the College.

**Students:** The college has different Clubs such as Nature Club, Literary Club, Youth against Trafficking Club, and Sports Club headed by a co-ordinator (Teacher) in addition to the NSS (Units I & II) headed by Program Officers and NCC (4BN BTN & 5BN BTN) headed by Assistant NCC Officers. The clubs, NSS and NCC participate in the co-curricular activities of the College.

**Office Staff:** The Head Clerk along with other non-teaching staff such as lower division clerks, accountant, cashier, etc., and support staff such as peons, security guards, mali, safari karmacharis, etc. ensures the smooth functioning of the office work.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

**6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc***

### **Response:**

The Governing Body (G.B.) is at the apex of the decision-making process and monitors all major administrative and financial decisions of the college. The Governing Body is constituted in accordance with the statutes of the affiliating university. Important committees such as the Internal Quality Assurance Cell (IQAC), Purchase Committee, Building Committee, Internal Complaints Committee (ICC), etc. are formed by the GB in compliance with the necessary guidelines. The execution of everyday functions is in the charge of the Principal who in turn is supported by the convenors of different sub-committees of the Teachers' Council, and other committees created by the Governing Body along with the teaching and non-teaching staff. One of the senior teachers of the department is assigned the in-charge (Head) who looks after the academic progress and other welfare issues of the students in his/her department.

Since the institution is a government-aided College, appointments of teaching and non-teaching staff comply with the rules and regulations issued by the Government. In addition, the institution also strictly follows all other government norms related to service, Provident Fund, Casual Leave, Earned Leave, Medical Leave, Child Care Leave, and Maternity leave, etc.

The institutional strategies for efficient deployment of duties and functioning include:

- Periodic meetings of different departments where matters related to syllabus distribution, timetable, continuous internal assessment, purchase of lab equipment, books, and mentoring programme are tabled and discussed.
- Meetings of different sub-committees of the Teachers' council are conducted periodically to chalk out the different academic and co-curricular activities for the given session.
- The IQAC prepares a Plan of action in the form of policies to be undertaken during the academic session for enhancing the quality of the teaching-learning process. It also conducts feedback survey from students of the final year and faculty which is analyzed and recommendations are made based on the feedback report. The IQAC completes all the formalities for the timely promotion of teachers through CAS.
- The principal conducts regular visits to different departments and also conducts meetings with Departmental heads to monitor problems and other issues related to the department.
- The admission sub-committee meets before the publication of +2 results and prepares different strategies for increasing student enrolments such as advertisements and information brochures and videos describing infrastructure and courses available in the college.
- The teachers' council meets periodically to discuss issues related to formulating recommendations on all academic matters including admission, students' welfare, timetable, examinations, and improvement of the library and infrastructure of the college.

Keeping the vision and mission of Kurseong College in mind the College develops a strategic plan to overcome various grey areas related to administration, infrastructure, and academics. This Strategic Plan serves as a significant guide for decision-making and taking action toward meeting the goals and transforming into an institution of repute.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

**Response:**

Kurseong College always strives towards ensuring the welfare of its staff members. This contributes significantly towards developing the spirit of cooperation and solidarity among each other and provides a conducive working environment which in turn enables the overall growth of the institution towards achieving perfection and excellence. The welfare measures adopted by the college for the staff members include the following.

In case of the death of a close family member/s of the staff, the College fraternity offers emotional support and condolences to the bereaved family by visiting them and providing them with financial assistance. Since the college is located in the hill region, it is relegated with respect to several infrastructural facilities including medical and transport. As such, during times of medical emergencies, the staff members are bound to seek medical aid outside Kurseong town which creates a financial burden for their families. In such circumstances, Kurseong College provides monetary assistance from the college fund as well as funds collected from the teaching and non-teaching staff. Festivals are times for celebration and family gatherings. However, such events also create a substantial financial burden on individuals. To reduce such



a burden, the college offers financial assistance in the form of festival advances and bonuses to the non-teaching staff. Besides, refundable and non-refundable loans from the provident fund can also be availed by the staff members as per their requirements. To appraise the performance and motivate the staff members to put in their best efforts the institution follows the policy of presenting an award to the best non-teaching staff every year. The staff member is presented with a certificate along with a cash amount of Rs. 5000 as a token of appreciation on the occasion of the College Foundation day.

In its quest for achieving academic excellence, the college has been constantly encouraging its faculty members to undertake research work. In this regard, the College felicitates and honors the teachers who have received their doctoral degrees in their respective subjects on the occasion of College Foundation Day. Besides these, the college felicitates and honors staff members who have achieved remarkable feats in their academic pursuits.

To show its appreciation for the time, energy, and commitment that retiring employees have put into giving meaningful service to the institution, the College presents a farewell programme for those retiring employees which includes active participation from both staff and students. Letters of appreciation, gifts, and other items are given to the retiring employee by teachers, non-teaching staff, and students.

When any new faculty is appointed in the college, the college provides a monthly allowance as an advance payment to meet the financial requirements of the faculty. The advance is refunded later when their arrears are received.

Kurseong College also follows the policy of providing special educational fee concessions to the ward of teaching/non-teaching staff employed in the College.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### **6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 5.75

#### **6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

**Response:** 20.45

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	4	8	3

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
01	0	0	1	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

Kurseong College maintains and follows a well-planned process for the mobilization and optimal utilization of funds and resources. The process involves the participation of the Governing Body, the Purchase Committee, the Building Committee, and the Accountant of the college who in consultation with the certified Chartered Accountant maintains systematic and up-to-date records of all incomes and

expenditures.

All major financial decisions of the college which include expenditure on infrastructure augmentation or purchase of new equipment are taken by the Governing Body of the college. The Purchase committee is given the responsibility of carrying out the purchase of new equipment such as computers, printers, hostel furniture, etc. by inviting quotations from sellers/vendors. Before the final decision is made, the quotations are scrutinized based on parameters like pricing, quality, terms of service, etc. by the Purchase Committee. A stock register is maintained for systematic documentation.

The major sources of funds for the institution are students' admission and tuition fees; examination fees and hostel fees. The NSS wings of the college also receive funds from the government for conducting activities. The college received funds from the ICHR, Government of India for conducting a national seminar in 2019. Research grants for three research projects were received from DST-SERB during 2018-2022. Donations and endowments are also received from families of founder members of the college. The college also received funds from the MLA Development grant. The income generated is utilized for meeting academic expenditures such as the purchase of books and for the conduct of students' co-curricular activities such as sports, students' freshers' welcome programme, farewell programme, etc., and other developmental activities.

The institutional budget includes recurring expenses such as the salary of part-time staff, electricity and internet charges, stationery, and other maintenance costs. It includes planned expenses such as laboratory equipment purchases, furniture, etc. Besides these, there is some contingency expenditure. The funds received from the government and other agencies are utilized for the specific purposes for which they are sanctioned such as conducting seminars, research projects, NSS and NCC activities, etc. The hostel fees received from the students are utilized for the maintenance of the college girls' hostel. Donations and endowments received from families of founder members of the college are utilized towards awards for students.

Besides the optimal utilization of funds, the college also ensures the optimal utilization of its other resources in the following ways-

1. Optimal utilization of classrooms.
2. The college infrastructure is utilized as an examination centre for government examinations/university examinations.
3. The college infrastructure is utilized during the election process as a polling booth and for the accommodation of CRPF personnel.
4. Empty spaces on the campus are covered with flora.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures &**

**methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities****Response:**

The coordinator and members of the IQAC formulate a Plan of Action (POA) for overall quality assurance in the teaching learning and evaluation process of the college. It tries to ensure that the POA is completed and implemented within the academic session. It also prepares the academic calendar which creates a time-bound delivery of activities and internal assessment.

The role of IQAC has been instrumental in the introduction of three new courses viz. 3-year undergraduate B.Sc. Honours in Zoology, B.Sc. Honours in Botany and a 2-year postgraduate course in Nepali in the College. It encourages different departments to conduct seminars to promote the transfer of knowledge. The department of History successfully conducted a national seminar in 2019, the department of Physics conducted two international webinars and the department of Mathematics conducted one international webinar in 2020.

To maintain discipline on the campus and to solve security issues the IQAC recommended the installation of CCTV cameras at strategic locations on the campus. The same was implemented upon approval from the Governing Body. The IQAC conducts an annual feedback survey on the teaching-learning and evaluation process from the 6th-semester students and feedback on curriculum, infrastructure, governance, and IQAC from the faculty to review the attainment of CO, PO, and devise strategic development plans for making improvements in the grey areas highlighted in the feedback. One of the results of such feedback is the initiation of the student-mentoring programme for enhancing healthy and personalized student-teacher interaction.

In order to track the effective delivery of curriculum the IQAC regularly reviews the Teachers Diary where records of classes taken by individual teachers are maintained. To aid the teaching-learning process through the enhancement of ICT facilities, the IQAC recommended the purchase of one LED projector which has been successfully completed.

Besides the students, the IQAC also works towards ensuring the welfare of the faculty through proper documentation and timely promotion of teachers through the Career Advancement Scheme (CAS). An orientation programme was organized by IQAC for educating the newly appointed teachers regarding CAS. A book launch programme was organized where books written/co-authored by faculty were officially released. One day of administrative training cum workshop for the non-teaching staff was also organized under the aegis of the IQAC. To relieve post-pandemic stress among the faculty, the IQAC undertook the task of organizing a one-day seminar entitled "Cura Personalis". Under the initiative of the IQAC the college successfully carried out the Academic & Administrative Audit and Green Audit for the session 2021-22.

To record the incremental improvements in various activities, the IQAC prepares the Action Taken Report (ATR) at the end of each session. The ATR is discussed and prepared and the unfulfilled targets are carried forward as goals in the plan of action for the subsequent session.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

**Response:** C. Any 2 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words**

**Response:**

The institution adheres to the ideal of gender equity and works towards achieving it through its various initiatives. To address issues of sexual harassment and promote gender equity, the college has an Internal Complaints Committee (ICC) headed by a lady Presiding Officer. The ICC regularly conducts programs and events to sensitize the students and raise awareness among them on the issue of gender equality. A workshop was conducted by the ICC entitled “Understanding POSH (Prevention of Sexual Harassment) Act and the role of the ICC”. The college has separate common rooms and toilet facilities for girl students and a separate parlor/restroom for the lady teachers of the college. The college hostel provides accommodation at subsidized rates to the girl students from distant places. The institution maintains proper documentation of the Kanyashree Prakalpa scheme initiated by the Government of West Bengal which aims at improving the status and well-being of girl students, especially from socio-economically underprivileged families. The NCC wing of the college has a separate wing for girls with an intake capacity of 70 cadets under the 4 Bengal Battalion. In an attempt to foster the ideals of gender equality, the National Service Scheme (NSS) and National Cadet Corps (NCC) wings of the college observe International Women’s Day every year. Under the aegis of the different sub-committees such as the Cultural Sub-Committee, the National Service Scheme (NSS), the National Cadet Corps (NCC), the Department of Nepali, and the Department of Zoology the College organizes various events, and festivals like College Foundation Day, Rabindra Jayanti, Independence Day, World Environment Day, International Yoga day, Bhanu Jayanti, Anti- Terrorism Day, International Youth day, Swacha Bharat Abhiyan, Nepali Bhasa Manyata Diwas, Viswakarma Puja, Saraswati Puja and many more. Some of these events were also observed during the nationwide lockdown imposed due to the Corona virus pandemic adhering to appropriate Covid -19 protocols. The senior Boys and Girls wing of the NCC of the college accords the Guard of Honour to the Chief Guest and also heads the Independence Day and Republic Day Parade organized by Kurseong Municipality and the office of Sub-Divisional Magistrate respectively every year. The active involvement of the students and the staff members can be witnessed in these events. Besides raising awareness and consciousness on several issues, these events also provide a platform for the students to showcase their multiple talents as students enthusiastically participate in such activities with zeal and fervor. The activities of the students include poster making, poetry recitation, short skits, speech deliveries, dancing, singing, etc. Organizing and being a part of such events inculcate the virtues of camaraderie, leadership, solidarity, and sociability among the students and prepares them to face the several challenges with confidence, determination, and grit in the days ahead.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>

**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** D. Any 1 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

Kurseong College strongly believes in the ideals of communal and social inclusiveness and has therefore taken several initiatives to ensure tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. Being the only institution of higher learning in the sub-division of Kurseong, the institution caters to the needs of students of all socio-economic backgrounds. Besides, students of diverse linguistic, communal, and religious communities from surrounding and distant areas

join the institution. The college strongly advocates against racism, casteism, and any other form of discrimination.

The college has a uniform dress code for all the students. This helps to remove feelings of inferiority/superiority among the students which may arise due to differences in their dressing styles. It further promotes feelings of equality and oneness among them. The institution also offers financial aid to students from economically weaker sections in the form of fees waiver, either partial or whole.

Although the primary mode of instruction is English, the institution follows the practice of a multi-lingual mode which includes Nepali, Hindi, and Bengali for the delivery of lectures and for writing answer scripts in the university examinations. This helps students who are weak in English to communicate better with their teachers and peers and aids their learning process. The college offers the students the option to choose among Nepali, Bengali, and Hindi for Ability Enhancement Compulsory Course (AECC) 2 which ensures that students from diverse linguistic backgrounds have the freedom to choose and study the subject of their choice. The students and staff of the college can also publish their articles in the language of their choice in the college magazine “Orchids” as the magazine has separate sections for English, Nepali, Hindi, and Bengali. The college library has books written in Hindi, Nepali, and Bengali besides English. All of these help in promoting linguistic inclusiveness.

During the process of students’ admission, the institution follows the reservation policies of the government so that students from all categories get equal opportunities. The college also has the following Cells- SC/ST Cell, Minority Cell, Equal Opportunity Cell, and OBC Cell which help in providing an inclusive environment to students from different communities and social backgrounds.

In addition, the Cultural sub-committee works in consultation and collaboration with the NSS, NCC, and other committees and departments to commemorate important occasions of regional and national importance such as Bhanu Jayanti, Nepali Bhasa Manyata Diwas, Rabindranath Jayanti, etc. to promote communal and social cohesion among the students and staff. To sensitize students regarding constitutional obligations programs such as Constitution Day, Independence Day, Republic Day, awareness programs on electoral literacy, traffic rules, road safety, cleanliness drives under the Swaccha Bharat initiative, programs on POSH and POCSO Act, etc. are also organized.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**

**Response:**

**BEST PRACTICE - I**

**1. Title of the Practice: GREEN CAMPUS INITIATIVES**



## 2. Objectives of the practice:

- Create environmental awareness.
- Reduce environmental pollution and provide an ecologically clean and healthy environment.
- Educate students about Waste management practices.
- Conservation of resources like water.
- Increase floral biodiversity on the campus.

## 3. The Context:

To develop environmental consciousness the designing and implementation of green campus initiatives was felt necessary.

By practicing sustainability, the institution wants to ensure that future generations have the same or better opportunities from an environmental position. The College through its green campus initiatives intends to help the students and staff to make a significant difference in both their campus communities and beyond by starting to make small changes in habits in their day-to-day lives.

## 4. The Practice

The college maintains a Campus garden with varieties of perennial and ornamental flowers, ornamental trees, and medicinal herbs commonly found in the region.

Kurseong College is working towards becoming a plastic-free campus and students and teachers are encouraged to use reusable water bottles instead of single-use plastic bottles. The students are provided with water filters and dispensers to be used as refill stations making it easy to rehydrate sustainably.

The college segregates its solid waste by using different bins placed around the campus. The e-waste generated on the campus is collected separately and sold to the waste picker. The food waste generated in the canteen and hostel is collected and composted in bins partially anaerobically. Later they are transferred to compost pits and used as manure.

To reduce emissions generated through transportation the College practices No-Vehicle Day on the 5th of every month.

The shift from the traditional lighting system to LED bulbs has significantly reduced power consumption.

To save paper the college has adopted digital communication thereby becoming greener.

To overcome the shortage of water during the monsoons, arising due to frequent faults in the pipelines, the college has set up a rainwater harvesting system with a capacity of 8000 liters for an uninterrupted supply of water.

## 5. Evidence of the success

The implementation of the above practices has significantly helped the college on the path to becoming a greener institution. The shift to LED lighting in the college has significantly reduced power consumption which is reflected by the fall in the total electricity bill paid post-installation of LED. The circulation of e-

notices and announcements not only has made the transfer and reach of information wide and effective but has also contributed to the reduction in paper waste. The crisis of water faced during monsoons has been compensated by rainwater harvesting.

## **6. Problems Encountered and Resources Required**

The planning and implementation of green initiatives was a learning experience and the practice was rewarding. The problems encountered were in educating the mass about the practices and making the change a habit. Lack of funds also stood in the way of the installation of alternative sources of the energy-solar panel.

Resources required:

- Available land resources were used for creating the garden,
- A proper drainage system for the rain catchment and storage water tanks had to be procured.
- LED bulbs and tubes were procured.
- Compost bins and composting units were constructed.

## **BEST PRACTICE -II**

### **1. Title: FINANCIAL AID TO TEACHING AND NON-TEACHING STAFF DURING MEDICAL EMERGENCIES**

#### **2. Objectives**

- Overcome the crisis at hand immediately.
- Show empathy towards the concerned staff member and his/her family.
- Ensure the welfare of its staff members.
- Foster the spirit of cooperation among each other.
- Create a conducive working environment built on feelings of kinship and solidarity.

#### **3. Context**

Since the college is located in the hill region, it is relegated with respect to several infrastructural facilities including medical and transport. Modern diagnostic services for the treatment of serious health issues are not available. During times of medical emergencies, the staff members are bound to seek medical aid outside Kurseong town creating a substantial financial burden for their families. In such circumstances, Kurseong College provides monetary assistance from the college fund as well as funds collected from the teaching and non-teaching staff.

#### **4. The Practice**

The working environment at Kurseong College is built upon feelings of kinship and cooperation and staff members share a strong bond of mutual respect and affinity among each other which is a prerequisite for creating a healthy and conducive working environment. This promotes teamwork and camaraderie leading to the smooth functioning of various student-related activities both academic and co-curricular. It also

means that staff members stand by each other through thick and thin. The Teachers' Council maintains a corpus of funds through voluntary annual subscriptions from the teachers which is used for various purposes including providing financial aid to members of the teaching and non-teaching staff in times of medical emergencies, death in the family, etc. A sum of Rs 5000/- each was given to the staff members during the death of their family member. Financial aid of Rs 25,000/- was also given to one staff member who was undergoing treatment for a serious medical condition.

### 5. Evidence of the success

When there is the death of a family member of the staff, other members of the staff visit the bereaved family and offer their condolences along with monetary assistance. In case of a medical emergency, the said amount is either handed over to the family member of the staff or transferred through online mode. During the lockdown period, the sum of Rs 25,000/- was transferred to the account of the beneficiary.

### 6. Problems Encountered and Resources Required

The amount remitted to the concerned staff member was obtained from the corpus of the Teachers' Council fund. It was a minimal amount and not sufficient to meet the medical expenses. The formation of a cooperative society in the future will enable the availability of more resources for such purposes.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

Kurseong is a semi-urban hill town surrounded by tea gardens, forest lands, and agricultural lands. The majority of the rural population is dependent on tea gardens, agriculture, and animal husbandry as a source of livelihood, while the urban population is engaged in the service sector. Being a sole degree college in Kurseong subdivision of Darjeeling district in West Bengal offering both General and Honours programs in all three disciplines of science, arts, and commerce, Kurseong College needs to serve a populace perturbed with social and economic backwardness. Since its inception in 1967, under the auspices of the Kurseong Citizens' Committee, Kurseong College has created a significant impact on the lives of several individuals in particular the economically weaker sections of the hill region of this subdivision. Its endeavor to address the visible backwardness of the hill students through educational and social empowerment continues unabated to date and promises to intensify in years to come. The college strongly believes in igniting young minds by providing a holistic education to enable them to venture and face the challenges of the upcoming future. The college insignia bearing the words-“*Akashtira Pakheta Chalau, Prithivi Basera*” which means “Spread our wings and soar high staying grounded and rooted”, perhaps best testifies to this vision of sustainable development of the younger generation that thrives on the well-

concerted understanding of both the global and the local. The ignited mind is equipped with the requisite skills for the world outside while imbibing at the same time, a strong sense of being connected to the soil.

The aims and objectives of the college have emphasized providing quality higher education to socially and economically marginalized students. Towards achieving this goal, the college has made concerted efforts over the years and follows a student-centric pedagogy of curriculum delivery. The student-teacher ratio in the institution ensures a healthy and individualized learning environment for young minds. The constant interaction between the teachers and students and among the students themselves encourages independent and innovative thinking while acquiring knowledge in respective academic domains. In keeping pace with innovative pedagogies of the fast-changing times, the college has taken adequate steps to facilitate the digital teaching-learning process through the updation of ICT facilities in the college. The college has a smart classroom and other classrooms with overhead projectors used for curriculum delivery and other co-curricular activities. Besides classroom teaching, teachers use various innovative and participatory methods like conducting students' seminars, fieldwork/excursions/educational tours, etc. to enhance students' learning experiences. The concept of "beyond classroom teaching" extends to conduct of several co-curricular and extension activities through National Cadet Corps, National Service Scheme, Youth Against Trafficking Club, Nature Club, and various sub-committees such as Games and Sports, Cultural, Debate, and Seminar among others. These extension activities are intended to instill human values and compassion among the student community at large and to create a more humane and just society. Kurseong College has also made every effort to ensure social, economic, and linguistic inclusiveness in higher education so that no student wanting to pursue higher education is left behind. The college advocates social harmony and cohesion and embraces students from diverse social, economic, religious, and linguistic backgrounds, and makes no discrimination on grounds of race, caste, community, or sex. Language is no barrier for a student of Kurseong College as the college follows the multi-lingual mode of curriculum delivery. The college also provides ample scope to the economically and socially backward students by providing sufficient numbers of freship (partial or whole) from the college fund and government aid in the form of stipends to students from SC/ST. The college has fully functional SC/ST Cell, Minority Cell, OBC Cell, and Equal Opportunity Cell which ensure social inclusiveness. The College is also compliant to sexual harassment at the workplace, The Internal Complaints Committee (ICC) addresses the grievances related to sexual harassment. The College is compliant with the anti-ragging mechanism underlined by the UGC and has taken different measures to stop ragging on campus. There is an anti-ragging committee constituted by the Principal and senior faculty and administrative members, which monitors the filling up of anti-ragging declarations by students and familiarizes them with the process of filing complaints. Anti-ragging posters are displayed at different locations on the campus like departments, library, canteen, Hostel, Common facilities, etc to provide a safe, secure, and healthy learning space to the young learners. The basic principle of the academic pursuit is to ensure that not a single potential should stray wasted outside due to economic or any other societal deprivations and that all get equal opportunities to prove their potential. Over the past fifty years of its existence, Kurseong College has evolved from an institution providing undergraduate courses of study, into an institution of higher education offering holistic development to the young learners of today and empowering them to cope with the rapidly changing, globalized, and technology-based world so that they can excel in a highly competitive society and become successful, responsible, and humane citizens in future. Kurseong College envisions a campus dedicated to the holistic development of learners through an unconditional pursuit of knowledge. The goal is to fully materialize a campus where knowledge will be unrestrained, unchained, and open – to use Rabindranath Tagore, "Where the mind is without fear and the head is held high/ where knowledge is free". The relentless endeavor to produce good and successful human beings will continue with renewed vigor and resources to face newer challenges that the future may bring.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Besides classroom teaching, teachers use ICT tools and various innovative and participatory methods like conducting students' seminars, fieldwork/excursions/educational tours, etc. to enhance students' learning experiences. Extension activities are actively carried out through National Cadet Corps, National Service Scheme, Youth Against Trafficking Club, Nature Club, and various sub-committees such as Games and Sports, Cultural, Debate, and Seminars among others. These extension activities are intended to instill human values and compassion among the student community at large and to create a more humane and just society. Besides students, the members of the staff also actively participate in extension activities for community development. During the lockdown imposed due to COVID-19 Pandemic, the non-teaching staff visited neighboring areas and distributed relief materials, such as food items, masks, sanitizers, and first aid kits. The College also collected a relief fund of rupees 40,000 which was handed over to the GTA chairman relief fund and rupees 30,962 was also contributed to the West Bengal State Emergency Relief Fund. Kurseong College has also made every effort to ensure social, economic, and linguistic inclusiveness in higher education so that no student wanting to pursue higher education is left behind.

### **Concluding Remarks :**

Kurseong College aims to provide a holistic development of learners through an unconditional pursuit of knowledge. The college follows a student-centric pedagogy of curriculum delivery laying emphasis both on academic and co-curricular activities. The constant interaction between the teachers and students and among the students themselves encourages independent and innovative thinking while acquiring knowledge in respective academic domains. The college advocates social harmony and cohesion and embraces students from diverse social, economic, religious, and linguistic backgrounds, and makes no discrimination on grounds of race, caste, community, or sex. Language is no barrier for a student of Kurseong College as the college follows the multi-lingual mode of curriculum delivery. The college also provides ample scope to the economically and socially backward students by providing sufficient numbers of the freeship (partial or whole) from the college fund and government aid in the form of stipends to students from SC/ST communities. The college has fully functional SC/ST Cells, Minority Cell, OBC Cell, and Equal Opportunity Cell which ensure social inclusiveness. The College is also compliant with sexual harassment at the workplace, The Internal Complaints Committee (ICC) addresses the grievances related to sexual harassment. The College is compliant with the anti-ragging mechanism underlined by the UGC and has taken different measures to stop ragging on campus. The basic principle of academic pursuit is to ensure that not a single potential should stray wasted due to economic or any other societal deprivations and that all get equal opportunities to prove their potential. Over the past fifty years of its existence, Kurseong College has evolved from an institution providing undergraduate courses of study, into an institution of higher education offering holistic development to the young learners of today and empowering them to cope with the rapidly changing, globalized, and technology-based world so that they can excel in a highly competitive society and become successful, responsible, and humane citizens in future.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p><b>1.3.2.1. Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 291            Answer after DVV Verification: 1</p> <p>Remark : DVV has updated the data as per supporting documents.</p>																				
1.4.1	<p><b><i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i></b></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken&amp; communicated to the relevant bodies and feedback hosted on the institutional website            Answer After DVV Verification: C. Feedback collected and analysed            Remark : HEI has not provided the authentic documents as a proof of communication to the Univesity.</p>																				
2.4.1	<p><b>Percentage of full-time teachers against sanctioned posts during the last five years</b></p> <p><b>2.4.1.1. Number of sanctioned posts year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>41</td> <td>41</td> <td>41</td> <td>41</td> <td>41</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>41</td> <td>41</td> <td>41</td> <td>41</td> <td>41</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	41	41	41	41	41	2021-22	2020-21	2019-20	2018-19	2017-18	41	41	41	41	41
2021-22	2020-21	2019-20	2018-19	2017-18																	
41	41	41	41	41																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
41	41	41	41	41																	
2.6.3	<p><b>Pass percentage of Students during last five years (excluding backlog students)</b></p> <p><b>2.6.3.1. Number of final year students who passed the university examination year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>222</td> <td>171</td> <td>171</td> <td>75</td> <td>118</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	222	171	171	75	118	2021-22	2020-21	2019-20	2018-19	2017-18					
2021-22	2020-21	2019-20	2018-19	2017-18																	
222	171	171	75	118																	
2021-22	2020-21	2019-20	2018-19	2017-18																	

2021-22	2020-21	2019-20	2018-19	2017-18
222	171	171	75	118

**2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

**3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

**3.1.1.1. Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	30.005	0	3.5	20.87

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	30.0	0	3.5	20.8

**3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	01

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	01

**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18



13	12	11	14	25
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Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	08	08	11	05

Remark : Data updated as per supporting documents.

**3.4.3** *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
09	04	09	08	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	3	5	5	5

**4.1.2** *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**4.1.2.1. Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2.7	0.04	0.83	13.3	0.19

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2.7	0.04	0.8	13.3	0.1

**4.3.2** **Student – Computer ratio (Data for the latest completed academic year)**

**4.3.2.1. Number of computers available for students usage during the latest completed academic year:**

Answer before DVV Verification : 17

Answer after DVV Verification: 5

4.4.1	<p><b>Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)</b></p> <p>4.4.1.1. <b>Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 432 1046 566"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>16.55</td> <td>9.84</td> <td>16.18</td> <td>15.51</td> <td>7.66</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 645 1046 779"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>16.5</td> <td>10.5</td> <td>16.1</td> <td>15.5</td> <td>7.6</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	16.55	9.84	16.18	15.51	7.66	2021-22	2020-21	2019-20	2018-19	2017-18	16.5	10.5	16.1	15.5	7.6
2021-22	2020-21	2019-20	2018-19	2017-18																	
16.55	9.84	16.18	15.51	7.66																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
16.5	10.5	16.1	15.5	7.6																	
5.1.1	<p><b>Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years</b></p> <p>5.1.1.1. <b>Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1137 1046 1272"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>46</td> <td>71</td> <td>47</td> <td>36</td> <td>04</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1350 1046 1485"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>15</td> <td>15</td> <td>15</td> <td>04</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	46	71	47	36	04	2021-22	2020-21	2019-20	2018-19	2017-18	15	15	15	15	04
2021-22	2020-21	2019-20	2018-19	2017-18																	
46	71	47	36	04																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
15	15	15	15	04																	
5.1.2	<p><b>Following capacity development and skills enhancement activities are organised for improving students' capability</b></p> <ol style="list-style-type: none"> <li>1. <b>Soft skills</b></li> <li>2. <b>Language and communication skills</b></li> <li>3. <b>Life skills (Yoga, physical fitness, health and hygiene)</b></li> <li>4. <b>ICT/computing skills</b></li> </ol> <p>Answer before DVV Verification : A. All of the above          Answer After DVV Verification: C. 2 of the above          Remark : Data updated as per supporting documents</p>																				
5.1.3	<p><b>Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years</b></p>																				

**5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
235	95	0	04	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
330	0	0	04	0

**5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

**5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

**5.3.1.1. 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 wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
05	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	0	0	0

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

11	01	10	07	0
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Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	01	4	3	0

**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	0	0	0	0

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
52	10	4	19	37

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	4	8	3

**6.3.3.2. Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	15	16	16

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
01	0	0	1	0

6.5.2	<p><b>Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li><b>Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented</b></li> <li><b>Academic and Administrative Audit (AAA) and follow-up action taken</b></li> <li><b>Collaborative quality initiatives with other institution(s)</b></li> <li><b>Participation in NIRF and other recognized rankings</b></li> <li><b>Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.</b></li> </ol> <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: C. Any 2 of the above</p>
7.1.2	<p><b>The Institution has facilities and initiatives for</b></p> <ol style="list-style-type: none"> <li><b>Alternate sources of energy and energy conservation measures</b></li> <li><b>Management of the various types of degradable and nondegradable waste</b></li> <li><b>Water conservation</b></li> <li><b>Green campus initiatives</b></li> <li><b>Disabled-friendly, barrier free environment</b></li> </ol> <p>Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : Data updated as per supporting documents.</p>
7.1.3	<p><b>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</b></p> <ol style="list-style-type: none"> <li><b>Green audit / Environment audit</b></li> <li><b>Energy audit</b></li> <li><b>Clean and green campus initiatives</b></li> <li><b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: D. Any 1 of the above</p>

## 2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p><b>Number of students year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>729</td> <td>652</td> <td>637</td> <td>555</td> <td>434</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	729	652	637	555	434
2021-22	2020-21	2019-20	2018-19	2017-18							
729	652	637	555	434							

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
729	652	637	555	434

2.1 **Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
19.28	9.88	17.1	28.85	7.85

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
19.2	10.5	17.1	28.8	7.8