

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**DARJEELING GOVT.COLLEGE**

DARJEELING GOVERNMENT COLLEGE, 19, LEBONG CART ROAD, DISTRICT-  
DARJEELING, STATE- WEST BENGAL  
734101

[www.darjeelinggovernmentcollege.com](http://www.darjeelinggovernmentcollege.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Darjeeling Government College, as it stands today since 5th August, 1948, has traversed a long way in serving the community. This institution was established to educate the down pressed communities in such a remote area. The main purpose of educating the simple community has been to promote social, economic, educational and cultural progress of the people here in Darjeeling. The college is situated at the foothills of the eastern sub-Himalayan region at an altitude of 2134 metres.

The full-time Government College teachers are appointed by the Government under the West Bengal Education Service (W.B.E.S.) and West Bengal Senior Education Service (W.B.S.E.S.) on the basis of recommendation of the Public Service Commission, West Bengal, following the eligibility criteria framed by the University Grants Commission (UGC). The college is totally under the administrative control of the Higher Education Department that frames all the policies and modalities regarding the functioning of the college. The District Magistrate acts as the President of the Governing Body.

The college boasts of running the Indira Gandhi National Open University (IGNOU) study centre since 1986. One of the most important achievements of the college is the building up of a Central Library with a rich collection of more than 89000 books and good number of journals, including rare volumes of Tibetan, Nepali and Sanskrit works. Darjeeling Government College has already earned fame for encouraging academic intercourse through organizing National and International seminars and workshops on specific disciplines and interdisciplinary subject.

### **Vision**

#### **Vision of the institution**

To inculcate an urge for knowledge and enlightenment in the younger generation and to mould them intellectually competent, morally upright, socially committed and spiritually inspired persons, at the service of India and the world of today and tomorrow, by imparting holistic and personalized education.

### **Mission**

#### **Mission of the institution**

Darjeeling Government College is a centre for culture, knowledge, research, intellectual ferment; for critical thinking and analysis of whatever shapes and impacts human life; that influences thinking, planning and policy making on vital aspects of social life: religion, culture, society, politics, governance, education, health care; and engages in dialogues across the board.

Darjeeling Government College strives:-

1. To increase female participation in the field of higher education as a part of the legacy of this town.

2. To make professional and higher education accessible to the weaker sections of society.
3. To develop knowledge of liberal arts, basic sciences, biological sciences, social sciences, physical education and other multi-disciplinary courses of modern relevance.
4. To ensure that our graduates become dependable human leaders with a strong sense of commitment to the poor, the disadvantaged and the needy.
5. To inculcate the habit of thinking for excellence in every process and undertaking; and, among many other things, it specializes in research with social relevance.
6. To promote analytical and empirical research and micro-studies in basic and social sciences, and humanities with special emphasis on the needs and problems of the allied areas.
7. To ensure accountability to the society and create accountability at all levels.
8. To build up a general environmental awareness and a community feeling for the locality at the micro level along with the current ecological consciousness on the global issues at the macro level.

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

### **Institutional Strength**

#### **INSTITUTIONAL STRENGTH**

- Being a Government College, it earns the faith of the larger populace regarding academic quality, creating a positive and transparent environment.
- The cost of education is very low.
- PG courses are running in the departments of Nepali, English, Botany and Zoology. A few new courses like Sociology, Geology and Education have been introduced recently.
- Greater participation in research has improved substantially since the introduction of postgraduate courses.
- All teaching and non-teaching employees of the institution and their family members, are assured of their health insurance aspects through the Cashless West Bengal Health Scheme.
- The college also contains a well-stocked seminar library in different departments, many of which are rare books and computer with internet facility to some extent. The student-teacher relationship is extremely cordial.
- Carrying on the pioneering role of female education in hill area, more than 50% of the student strength for successive years is constituted by girl students of this college. We feel this is a direct legacy of a culture of female education.
- Workshops, conferences, departmental organized internships, seminars, symposia and colloquia are interspersed through the year.
- Social involvement instinctively drives faculty and students of the College to respond to social issues in the society.
- College ensures an inclusive workplace by fostering a community spirit at work

### **Institutional Weakness**

#### **INSTITUTIONAL WEAKNESS**

- Student enrolment is not up to the mark; being at the hill it is difficult to collaborate with other institutes of higher learning; lack of reputed international journals and regular financial grant from Govt. and

other National agencies is of meager amount. As a result poor infrastructure development in the college, particularly, toilets, girls' and boys' common room, etc. However, college authority always put demand to the Govt. of West Bengal through proper way and it takes much time to release grant from Government.

- Space constraint, due to location of college in hilly zone, is one of the weaknesses of the College.
- Shortage of non-teaching staff members, shortage of modern tools & infrastructures to conduct advanced research and linguistic weakness among some students.
- Transfer of teachers at times create a shortage of manpower and sometimes disrupts the momentum.
- Vacancies for Librarian and non-teaching staff need to be filled up. Due to shortage of Library staff, it has not yet been possible to operate the library beyond normal College hours. Maintenance of library is also difficult for shortage of staff.
- As the college is affiliated under North Bengal University at the UG level, its contribution in curriculum designing and modification remains limited.
- Limited resources of funds and financial dependence on Government – these are some of the pulling-back factors in the growth chart of the College.

## **Institutional Opportunity**

### **OPPORTUNITIES**

- Further expansion of postgraduate courses in Chemistry, Physics and Geography will benefit the hill region as considerable demand exists for harnessing the opportunity for postgraduate studies. The increasing number of applicants for existing PG courses is testimony to such demands.
- The College library gives the opportunity to the students and staff of the college to access various text books, reference books, story books and books for preparing of various competitive examinations. Also, there is an agenda to subscribe various e-resources to promote research works.
- The success of the students in all-India level entrance examinations such as UGC-NET, GATE, IFS, Combined Defense service etc. has increased the expectation of pupils from the institution.
- Recent introduction of Geology Honours, Education and Sociology as subsidiary subjects is another opportunity for the students.
- Internet facilities exist in different departments which will create a better connectivity among the stakeholders and will increase the academic output of the College to a great extent.
- A Xerox Centre is available in the college campus, where the students can get the facilities of photo copy at a low rate.
- It has provision for adult and continuing education through IGNOU.
- It has employment assistance through career counseling programme.
- The college has been conducting various professional examinations on holidays.

## **Institutional Challenge**

### **CHALLENGES**

- The College has limited resources for imparting formal education to a larger student base. The demand pattern during admissions reflects a worrying trend. For example, during the current session demand-

ratio for each seat of English and Geography Honours stands high. The college needs a holistic plan to accommodate these students.

- Upgradation of status and more autonomy will require structural and statutory changes. The development of a perspective plan for a longer period with short term sub-plans is dependent on the State Government policy as the College is entirely guided by the State Government rules and regulations, pertaining to recruitment of staff, income and expenditure. All employees are subject to the West Bengal Service Rules and West Bengal Financial Rules. The State Government, however, welcomes proposals for development.
- Academic planning for UG level is entirely dependent on North Bengal University, though the University welcomes suggestions.
- The academic performance of the students is good, yet there remains further scope for improvement. Given the annual increase in intake capacity, the challenge is to retain and enhance the quality performance. Smooth integration of all these graduates in the job-market remains a challenge.
- Without the removal of obsolescence of technology from time to time, the restructuring of syllabus and the improvements or upgradation of laboratory facilities, the present advantages will be difficult to sustain

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

#### CRITERION I: CURRICULAR ASPECTS

- The college follows the curricula of its affiliating university i.e. University of North Bengal. There are 18 Undergraduate and 4 Postgraduate (2 autonomous) courses under the University of North Bengal.
- The departments in accordance to their curriculum, often organizes excursions to relevant places. Educational visits are made to different laboratories, scientific institutes, industries, governmental organizations etc.
- Other than taking regular class tests, internal assessments and assignments, the institute organizes department-wise Parent-Teacher Meeting. Students are also encouraged to prepare Posters and Wall Magazines that help them think critically on the subject and foster their academic perspective.
- The college has a unit of Indira Gandhi National Open University which caters to the adult and continuing education. It offers various UG and PG level courses/ programmes.
- Students' seminars, debate, quiz, sports and other such co-curricular aspects create a milieu for holistic education.
- Teachers from other colleges and Universities are often invited to deliver special lectures. Dissertations and project work experience, helps the student to develop the research aptitude.
- The Career Counselling Cells organize workshops to make the students aware of the various career options available to them.
- Formal and informal feedback from various stakeholders peers on implementation of course curriculum, examination pattern etc. are analyzed by the Institution and useful suggestions are assimilated and are put forward to the NBU.
- Geology (Honours), Sociology (General), Psychology (General) and Education (General) will be introduced from the upcoming session.

### Teaching-learning and Evaluation

**CRITERION II: TEACHING, LEARNING& EVALUATION**

- The college publishes admission related information at its own website [www.darjeelinggovernmentcollege.com](http://www.darjeelinggovernmentcollege.com) (as per university norms), college notice boards, as well as in local newspapers.
- As annual cost to study in this institution compare to other colleges in this district is very low, students from poor family prefer to take admission here.
- During the admission process, the college ensures that students are strictly admitted as per government norms of reservation.
- Tutorial, special and remedial coaching is provided to the students.
- Evaluation of students' knowledge through classroom /laboratory learning is a major component of evaluation.
- The college has deliberately made efforts to make the learning process more student-centric.
- The college provides several opportunities to students, which promote critical thinking, creativity and scientific temper amongst the students through lectures, seminars, workshops, exhibitions, and various competitions for making posters, undertaking projects and writing essays.
- All departments follow lecture method, interactive method, audio-visual mode of teaching and organize seminars for their effective teaching.
- The college believes in all round development of an individual of its students.The college stresses on compulsory participation of students in both curricular and co-curricular activities of the college.
- This institution monitors the progress and performance of the students through regular class assessments, class response, interactive class seminars, etc.

**Research, Innovations and Extension****CRITERION III: RESEARCH, INNOVATIONS & EXTENSION**

- The Institution has a Research Committee that monitor and address the issues of research. It is one of the dynamic committee that benefits the scholarly interest of the teachers.
- Teachers in general can carry out their research work during the vacations. Besides, one day per week is allotted for preparatory/research work. There is also a provision for Study Leave as per WBSR with prior approval from the Higher Education Department for completing research work.
- The institution encourages critical thinking and research aptitude among the students. In the post graduate departments, student-scholar interactions, involvement of students for assisting the scholars, etc. develops the reasoning aptitude.
- All the teachers of the PG departments essentially supervise dissertation. UG departments assist the students in various field works and projects. .
- The faculty also acts as Principal Investigator to several Major and Minor Projects, funded by prestigious institutes.
- The institute understands the importance the importance of workshops / training programmes / sensitization programmes in enriching the research culture and tries to conduct them in spite dearth of funds.
- Though there is no separate budget allocation for research, a fraction of the Plan expenditure of the State Govt. and Development Grant of UGC are utilized for research and development purpose.
- The IQAC and Research committees of the institution always encourage the faculty members to extend

consultancy service.

## **Infrastructure and Learning Resources**

### **CRITERION IV: INFRASTRUCTURE& LEARNING RESOURCES**

- To create new infrastructure, college utilizes the funds provided by the State Government and different other funding agencies such as UGC, DST-FIST.
- There are 46 classrooms in total in different departments of the college. Most of the departments have ICT enabled classroom with LCD projectors, computers.
- The college has a single sports ground. The Annual Sports of the college is however held in the Lebung Public Ground.
- The College has a student's NSS wing which is engaged in organizing most of the extension activities of the college such as different awareness programmes, cleaning programmes. The College has a very strong NCC unit of its own.
- Classes for the courses under IGNOU are held in a specified portion of the Main building ground floor without affecting normal classes.
- Teachers, engaged in research activities, use the respective staff rooms, laboratories of the departments and computer rooms.
- The college is one of the centers for UG examinations under North Bengal University.
- The Department of Higher Education, West Bengal in consultation with the finance department of the Government of West Bengal releases grants through the Director of Public Instruction (D.P.I), West Bengal on various Plan and Non-plan heads and sub-heads. The funds allocated on different heads are properly utilized with the administrative approval.
- The college has its own website [www.darjeelinggovernmentcollege.com](http://www.darjeelinggovernmentcollege.com) and it is updated regularly.
- The college has a separate space allotted for the parking.

## **Student Support and Progression**

### **CRITERION V: STUDENTS' SUPPORT & PROGRESSION**

- The college publishes its prospectus carrying almost all the information relevant for the students during the time of admission.
- The college always encourages the students to participate in different co-curricular programs.
- The educational tour and industrial visits are included in the curricula of some departments so that the students can get an exposure to the corporate or business houses.
- The college encourages the students for participation in extra-curricular and co-curricular activities. This college has very strong Sports Wing, NCC and NSS units who prepare policies and strategies for organizing different programs related to such activities. College always promote and support those students under NCC unit who take part in different national level and state level camps throughout India.
- College has one Career Counselling Cell which provides assistance to students regarding several job opportunities and career guidance. Every department conducts remedial classes for psycho-social students along with interactive session. Such students are encouraged to participate in different seminars, group discussions to enhance their self-confidence.
- The college has an Anti-Ragging Committee which has the provision to take strict steps if any related

complaint is received from students.

- There is one Student Welfare Committee that chalks out different activities that can be useful for students.
- Cultural sub-committee takes the initiative to conduct programs like Fresher's Welcome, Annual Social, Bhanu Jayanti Celebration etc. The college staff and students collaborate with the Alumni Association in organizing different academic as well as cultural programme

## **Governance, Leadership and Management**

### **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

- As a Government College this institution is administered directly by the Higher Education Department and the Education Directorate, Government of West Bengal. They regulate year-wise budget allocation under the Plan and Non-plan heads for the College as well as enjoy full authority in all appointments, confirmation, career advancement, and transfer of Principal, Teachers and Non-teaching staff.
- Principal / Officer-in-Charge of the College believes in collective leadership and decentralized governance.
- The Internal Quality Assessment Cell (IQAC) keeps a regular tab on the academic aspects and activities of the College. It devises and formulates plans relating to future academic growth and sustenance of quality.
- The Teachers' Council is an important forum where issues related to academic matters and overall development of the College in general are taken up. The management seeks the confidence of the Teachers' Council in implementing certain key targets.
- The non-teaching staff are given Computer training and hands-on interactive sessions with software such as COSA, E-Bantan, E-Pradan etc. for preparation of salary bill, keeping accounts, student's data and various other functions of the office.
- The whole process of fund allocation and management is supervised by the Principal / Officer-in-Charge. The Governing Body also recommends proposals for the effective utilization of financial resources. Auditing is done periodically and stipulations are met.

## **Institutional Values and Best Practices**

### **CRITERION VII: INSTITUTIONAL VALUES & BEST PRACTICES**

- The college monitors the environmental balance within the campus through the beautification of the environment, Tree Plantation Programme annually held, by the NSS Unit., etc.
- There are proper arrangements to collect the rain water from roof to be used in toilets and for cleaning of the college.
- The college is located in the hill slope amidst trees and maintains the carbon free environment through plantation of more trees and gardening.
- There are no scopes of Common Integrated Treatment, Storage & Disposal Facilities (TSDFs) with Common Incinerators & Secured Landfills provided to the college and these are managed by the municipality only.
- Complete Online Admission Process as has been initiated from this academic session 2015-16 appear as very successful in reducing errors, manual labour and making admission system easy.
- In spite of the initial reservations, the Online Admission Process has turned out to be a complete



success. This has indeed lessened the rigorous labour involved in the offline process.

- Keeping this in mind, Darjeeling Govt. College has provided infrastructure to establish Regional centre under IGNOU with an objective to provide opportunities to improve the standard of knowledge and learning through continuing education while in employment.
- Darjeeling Government College has a very strong NCC batch for both girls and boys over the years and brought several accolades to the college.
- NSS College Unit has organized College Cleaning and beautification programs from time to time.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DARJEELING GOVT.COLLEGE
Address	Darjeeling Government College, 19, Lebong Cart Road, District- Darjeeling, State- West Bengal
City	DARJEELING
State	West Bengal
Pin	734101
Website	<a href="http://www.darjeelinggovernmentcollege.com">www.darjeelinggovernmentcollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Projjwal Chandra Lama	0354-2254316	9832375255	0354-2254078	dgc.principal@gmail.com
IQAC Coordinator	Binesh Pradhan	0354-2254225	9836605944	0354-2254019	souvikmitra1687@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	05-08-1948			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
West Bengal	University of North Bengal		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>			<b>Date</b>	
2f of UGC			20-01-2015	
12B of UGC			20-01-2015	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Darjeeling Government College, 19, Lebong Cart Road, District- Darjeeling, State- West Bengal	Hill	12072	8514

## 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,Bengali	36	H.S	Bengali	20	0
UG	BSc,Botany	36	H.S	English	33	15
UG	BSc,Chemistry	36	H.S	English	30	0
UG	BCom,Commerce	36	H.S	English	35	4
UG	BA,Economics	36	H.S	English,Bengali,Nepali	45	3
UG	BA,English	36	H.S	English	50	50
UG	BA,Hindi	36	H.S	Hindi	50	0
UG	BA,History	36	H.S	English,Bengali,Nepali	48	38
UG	BSc,Mathematics	36	H.S	English	30	6
UG	BSc,Microbiology	36	H.S	English	20	3
UG	BA,Nepali	36	H.S	Nepali	50	44
UG	BA,Philosophy	36	H.S	English,Bengali,Nepali	46	0
UG	BSc,Physics	36	H.S	English	33	15
UG	BA,Political	36	H.S	English,Ben	48	48

	Science			gali,Nepali		
UG	BA,Tibetan	36	H.S	Nepali	50	0
UG	BA,Urdu	36	H.S	Urdu	50	0
UG	BSc,Zoology	36	H.S	English,Ben gali,Nepali	33	33
UG	BA,Geograp hy	36	H.S	English,Ben gali,Nepali	60	35
PG	MSc,Botany	24	U.G	English	20	20
PG	MA,English	24	U.G	English	40	6
PG	MA,Nepali	24	U.G	Nepali	40	13
PG	MSc,Zoolog y	24	U.G	English	20	20

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	6				0				111			
Recruited	0	0	0	0	0	0	0	0	43	14	0	57
Yet to Recruit	6				0				54			
Sanctioned by the Management/Society or Other Authorized Bodies	0				9				0			
Recruited	0	0	0	0	6	3	0	9	0	0	0	0
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				71
Recruited	22	18	0	40
Yet to Recruit				31
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	1	0	11	3	0	20
M.Phil.	0	0	0	0	0	0	4	0	0	4
PG	0	0	0	1	2	0	28	9	0	40

<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.	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

<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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	0	0	10	27	0	37

<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>Others</b>	<b>Total</b>
		0	0	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	866	0	0	0	866
	Female	1098	0	0	0	1098
	Others	0	0	0	0	0
PG	Male	40	0	0	0	40
	Female	122	0	0	0	122
	Others	0	0	0	0	0



<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	51	75	68	153
	Female	99	18	28	40
	Others	0	0	0	0
ST	Male	42	368	406	340
	Female	45	307	286	252
	Others	0	0	0	0
OBC	Male	14	16	15	59
	Female	6	3	0	30
	Others	0	0	0	0
General	Male	683	995	947	1076
	Female	1002	885	928	787
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1942</b>	<b>2667</b>	<b>2678</b>	<b>2737</b>

### 3. Extended Profile

#### 3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 22

Number of self-financed Programmes offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 5

#### 3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1942	2667	2678	2737	2738

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

2016-17	2015-16	2014-15	2013-14	2012-13
699	699	693	639	639

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
669	691	684	660	684

Total number of outgoing / final year students

Response : 3377

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
126	125	125	119	119

**Number of full time teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
72	71	71	65	65

**Number of sanctioned posts year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
111	111	111	111	111

**Total experience of full-time teachers****Response : 296****Number of teachers recognized as guides during the last five years****Response : 2****Number of full time teachers worked in the institution during the last 5 years****Response : 100****3.4 Institution****Total number of classrooms and seminar halls****Response : 48****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
101.06441	129.25000	39.11576	99.52606	74.93693

**Number of computers**

**Response : 70**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 0.4856078**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 0.10867662**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

Darjeeling Government College has several departments out of which English, Nepali, Botany and Zoology runs Post Graduate Program. Where Post Graduate Program follows a semester system, the Under Graduate Program conducts annual examination. The College follows curriculum as approved by University of North Bengal and to ensure the effective curriculum delivery the following processes are followed religiously:

- **Lesson Planning:** Entire curriculum delivery is planned on annual basis. The annual plan is further divided into semester/monthly planning and monthly planning is again subdivided into weekly planning.
- **Classroom Delivery:** In Classroom delivery mainly two types of systems preview and review is followed. Preview and Review System in a glance:

Preview System (When a new topic is introduced to the class Preview System is followed)		Review System (In continuation to the Review System is followed)	
Brain Storming	7 mins	•	
Concept Development Phase	20 mins	Incentive Phase	
Class assignments (notes/ written work)	15 mins	•	
Wrapping up	3 mins	Home Assignment	

- **Teaching/Learning Activities (Methodologies):** Active lectures, demonstrations, practical classes, interaction, group discussions, visual aids, power point presentations, movie screenings, field visits, role- play, excursions etc. are some of the methods used here and teaching aids are prepared as per the methodologies used.
- **Evaluation :** Continuous Assessment System is followed to measure the progress of the students through class and home assignments, classroom participation, term-papers, dissertation, viva-voce, group discussions in P.G programs whereas in U.G program along with CAS a Mock Exam is conducted before the Annual Examination by the concerned departments.
- **Parents Teachers Meeting :** PTM is conducted after the following
  - 1.Student Counseling Session – with the Department Head
  - 2.Corner Help - Provided by the teacher
  - 3.Peer help – group studies during free time by the students

4. Parents Teachers meet to discuss the mock test results as well.

If a particular department finds out that a student is not doing well in the Continuous Assessment System than a counseling session is facilitated in which the student's problem is sorted out. The subject teacher helps to clear the concept to the student before class or during free time. The peers are asked to help the student in their free time. If the student still fails to show any improvement then the parents are called as the last resort.

All the above mentioned content delivery process is carried out in a well planned and documented steps making sure that it leaves no stone unturned to make students learn the course taught in the class.

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

Any additional information

[View Document](#)

Details of the certificate/Diploma programs

[View Document](#)

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 36.7

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	37	20	20	20

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years</b></p> <p><b>Response: 22.73</b></p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 5</p>	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response: 86.36</b></p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 19</p>	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

<p><b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b></p> <p><b>Response: 0.41</b></p>				
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years</p>				
2016-17	2015-16	2014-15	2013-14	2012-13
6	15	19	6	7

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

#### Response:

Different programmes are offered by the college having well-designed undergraduate course. The courses include many cross-cutting aspects such as the topics namely Gender, Environmental sustainability, Human Values and Professional Ethics. The issues mentioned above are integrated in different curricula of under-graduate as well as post-graduate courses. Post-graduate department of Botany and Zoology in our college offers Environmental sustainability as a core course of study in their Curriculum. Compulsory environmental studies (ENVS) is offered to all the students enrolled in the first year of Undergraduate programme in our college.

#### Integration of gender relevant issues into the curriculum:

Fundamental concepts on gender and feminism are added in the syllabus of different disciplines such as Political Science, Nepali, English. Other relevant issues such as colonialism and nationalism in India and Women Politics, Women's suffrage and its impact on Electoral Politics as well as different aspects of women's empowerment are incorporated in the curriculum.

#### Integration of Environment and sustainability into the curriculum:

Environmental studies is an integral part of the courses from the very beginning so that all the students can be made aware on environment and sustainability. Various aspects are included in the programs such as environmental laws, pollution monitoring, biomonitoring of pollution, natural resource management, rural development, phytoremediation. Conservation biology, wildlife and Himalayan diversity study and management are also incorporated.



**Human Values and Professional Ethics:**

Professional ethics, statement of facts and statement of values are included in different programs. The syllabus also includes moral and non-moral action, problem of freedom of will, ethics of Gita, Jaina Ethics, eight fold path in Buddhism, Gandhian Ethics, Virtue ethics (Plato and Aristotle).

**1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years**

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

**File Description****Document**

Details of the value-added courses imparting transferable and life skills

[View Document](#)

**1.3.3 Percentage of students undertaking field projects / internships**

**Response:** 41.35

1.3.3.1 Number of students undertaking field projects or internships

Response: 1069

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

**1.4 Feedback System**

**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise**

**A.Any 4 of the above**

**B.Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A.Any 4 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.2

##### 2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	2	2	1	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 80

##### 2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1117	1326	1316	1129	1125

##### 2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1566	1566	1541	1421	1421

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

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 59.6

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
468	336	421	387	394

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

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:****Assessment of the students:**

Initially, the students are evaluated based on their performance in the national/ state/ university level entrance examination. For PG programs, apart from the written examination, personal interviews are conducted to evaluate their level of knowledge. As a general practice, before the commencement of teaching of any course, the teachers interact with the students to ascertain their background, subject stream, medium of education. The teachers identify the slow or advance learners by interacting with them during the class hours. There is also a system of continuous evaluation which help the teachers to systematically evaluate the improvement of learning levels of students. This evaluation process consist of written examination, open book test, group presentation, project, practical examination with viva, written assignment, surprise test and class performance.

**Special programs for slow learners:**

For the students from vernacular medium, classes are taken in different mediums to ensure language as not the barrier for learning of slow learners. In some cases, special care is taken by conducting preliminary English learning classes so that those students are able to cope up with the rest of the classmates. Faculty members conduct extra classes for slow learners after class hours like after 5:00 p.m. on weekdays and after 1:00 p.m. on Saturdays in different departments. In the break times, the teachers help the weak students to cope up with the portions are lagging behind. Faculty mentors provide their mentees one to one counselling on improvement areas.

**Special programs for advance learners:**

Advanced learners are encouraged to attend workshops/ seminars to enhance knowledge about various advanced aspects of subjects. For PG students, teachers take extra classes to help them in preparing subject

related competitive examinations.

### 2.2.2 Student - Full time teacher ratio

**Response:** 23.72

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

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.23

#### 2.2.3.1 Number of differently abled students on rolls

Response: 6

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

## 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

**Response:**

The college has deliberately made efforts to make the learning process more student-centric. The following are some of the measures adopted by the college:

Interactive learning:

- Teaching methods are adopted as per the requirement of the prescribed curriculum. Interactive methods are used to discuss fundamental concepts and students are encouraged to ask questions.
- Students are motivated to work on their own and prepare learning models, charts and make presentations. Small modules/ assignments are given to students for self study.
- Many departments of the institute organize regular student seminars, conferences and debates as part of the teaching-learning process. Students' are encouraged participation in these seminars, conferences; debates etc.
- ICT enabled tools like Overhead Projectors, screens etc are used by the teachers to generate student interest in these seminars and interactive lectures. These seminars instill in the students the healthy practice of acquiring knowledge through presentations, queries and discussions.
- Students watch films, prepare documentaries on social issues, make posters and enact street plays based on contemporary social problems, all of which broadens their learning.

**Collaborative learning:**

- Educational tours, environmental projects as well as in the laboratory classes are actively promoted.
- Collaborative Learning is also promoted through the group work involved in the preparation of wall magazines, college magazines, cultural function etc.

**Independent learning:**

- The institution has a central library with a large collection of books and journals which the faculty can use effectively and provide comprehensive latest information to students. The students are motivated to use the library independently which can enhance their skills and knowledge.
- Apart from this, the college has established departmental libraries which are easily accessible to the students.

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.****Response:** 41.28**2.3.2.1 Number of teachers using ICT****Response:** 45

<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and stress related issues****Response:** 35.9**2.3.3.1 Number of mentors****Response:** 72

<b>File Description</b>	<b>Document</b>
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

**2.3.4 Innovation and creativity in teaching-learning****Response:**

The college provides several opportunities to students, which promote critical thinking, creativity and scientific temper amongst the students.

- The faculty members motivate the students to ask questions and advance their opinions within the classrooms to make the teaching-learning process interactive. Students are advised to give answer of any question by their own observation and creativity.
- The annual cultural events the annual sports event, and various departmental festivals provide a platform for students to bring out their leadership and managerial skills, creativity and other hidden talents. Students are actively involved in advertising, obtaining sponsorship and organizing the events on large scale. This enhances their interpersonal and communication skills. They also learn to deal with group hostilities, denials, failures and criticism with a positive attitude.
- Through departmental associations, students organize various co-curricular activities such as lectures, seminars, workshops, exhibitions, and various competitions for making posters, undertaking projects and writing essays. This gives them an opportunity to share their experience and knowledge with faculties, develop leadership qualities, and enhance their potential in the respective subject areas.
- The institution inspires scientific temper among the students by their involvement in Group discussions, the practical sessions and hands on experience in labs, continuous assignments both written and oral, the practical sessions and hands on experience in labs.
- Similarly participation in 'Project Work' undertaken by students in various subjects in UG and PG programmes encourages them to develop scientific temper and critical thinking.

All departments follow lecture method, interactive method, audio-visual mode of teaching and organize seminars for their effective teaching. But some different methods are also followed as resources of teaching which vary department to department. Economics, Political Science & Geography departments organize seminars based on recent political and economic issues, project-based learning with study oriented tour/field work, socio-economic surveys based on current social and economic issues. Science departments follow computer-assisted learning to correlate theoretical and practical classes with project-based learning and experiential learning like visits to industries, scientific excursions & field work included in the curriculum. The college is well connected with internet which gives the teachers the chance to use the e-materials necessary.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 61.98

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 29.91

#### 2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	20	22	19	19

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience of full time teachers in number of years

Response: 2.72

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.15

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

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

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years



2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

The institution ensures that the stakeholders of the institution especially students and faculty members are aware of the evaluation processes by the following ways:

- The schedule for evaluation given in the Academic Calendar is displayed on notice boards and on the college website.
- The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process.
- The departmental students come to know about the evaluation process through constant interaction with the departmental teachers.
- Departmental meetings are arranged to analyze the results of the examination.
- Annual Parents-Teachers Meeting is also held to inform the parents about the performance of the students.

The following evaluation reforms of the affiliating university have been adopted by the college:

- The college follows all the evaluation reforms of the University of North Bengal.
- (1+1+1) Pattern is Introduced instead of earlier (2 + 1) Pattern in the university examination.
- Emphasis is given on objective and short-answer type questions of national trend.
- The college has continued with the internal assessment in different departments through internal examinations. Regular assignments are also given to the students on completion of each topic by the teacher in a particular class.
- In PG courses more emphasis is given to internal examinations, dissertation papers and project works.
- Group discussions, presentations on specific topics etc. are organized among the students to facilitate and promote their ability to converse, deliberate, and critique on issues.
- The University introduced environmental studies and environmental project as a mandatory subject in UG course in the 2015-2016 session. Then college gives supreme-importance to these topic.

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

The College ensures evaluation reforms through regular interaction with the affiliating university, the Controller's Office of the affiliating university in particular. Many of the teachers set papers, moderate the questions papers and evaluate the answer scripts both in the capacity of Head Examiners and Examiners. Some of the teachers are also members of the Board of Studies of their respective departments in the university; they attend the BoS (both UG and PG) meetings and offer their suggestions on matters of evaluation reforms. The evaluation reforms of the college are effectively ensured through a systematic strategy. Every year the Teachers' Council selects two different Examination Committees to conduct the University examinations and internal examination in the college. The Examination Committees, in collaboration with the Teachers' Council of the College evaluates the system through chalking plans for a given academic year. Such plans of evaluation are incorporated in the College calendar which is circulated to all the students and the faculty members. Moreover, there occurs an orientation programme for the students annually before the commencement of the session, during which all such information is communicated to both the students and the parents. The successful execution of all plans translates the planned evaluation reforms in reality.

**The Formative Assessment** is carried out by the evaluation of the students through class assignments and performance monitoring, class presentations and group discussions, tutorials, class tests, seminar etc. For the rectification of their mistakes, evaluated scripts are shown to the students.

**For Summative Assessment**, the college conducts examinations before the university exams, and provides feedbacks to the students on their strengths and weaknesses. This is followed by the teachers of the respective departments helping the students cover up in their weak areas and guiding on the techniques of writing answers. The final evolution is carried out through the university examinations which are held annually in the UG Courses and in the PG Courses.

**The outcomes** of these assessment processes of evaluation is that not only the students are continuously monitored in their performance, but they are also given the scope to identify and rectify their mistakes, to locate weak areas and to instil confidence within them and ultimately to excel in different examinations. It also helps the students to develop a critical mind and be analytical on the topical areas in their curriculum.

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

Grievances related to evaluation in the college examinations are sorted out departmentally. Answer scripts are given back to the students with detailed comments. The students can go through and meet the respective teachers if they so desire. The respective teacher then explains the evaluation in one-to-one basis. If the students are still not satisfied, they can contact the departmental Heads to sort out the matter.

At the University level, there are various mechanisms to redress of such grievances. The aggrieved student can apply for scrutiny and/or review of the papers. The applications are endorsed and forwarded by the

Principal. The Office of the Principal processes the application. The Review/Scrutiny results are sent by the university and the results are properly displayed in the college notice boards. In some cases, the students individually have used the RTI Act to redress their grievances at the university level.

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

- The schedule for evaluation given in the Academic Calendar is displayed on notice boards and on the college website.
- The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process.
- In addition, Academic Calendar is also published having detailed information regarding the college activities throughout the year such as examination schedule of the college, probable dates for publication of result, dates for different programs and special events. Apart from these, the information and updates regarding the college activities are provided in the college website [www.darjeelinggovernmentcollege.com](http://www.darjeelinggovernmentcollege.com).
- The institutional Academic Calendar is prepared by the Academic Calendar Sub-Committee as per University of North Bengal (the Affiliating University). Every department submits a detailed Academic and Activity calendar of the department to the IQAC. A comprehensive academic calendar is prepared by a committee of heads of various departments, and the Principal with the help of IQAC. This calendar includes the mission and vision of the college, details about faculty and staff, various committees and subcommittees, college rules and regulations, and other details like the break-up of syllabus, number of classes allotted for each module, time schedule for tutorial classes, probable dates of class tests, college examinations, university examinations, list of Holidays and vacations, etc. The institution circulates it among the students before every academic session that helps the students, parents and teachers to plan for their academic year. This academic calendar is communicated in advance to all the departments. It is also made available to students through the college website

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

##### Response:

The college has clearly stated learning outcomes as follows:

- The college believes in all round development of an individual of its students. By grooming its students to become confident, well equipped, culturally conscious, socially modern and globally competent persons, the college learning outcomes are turned into reality.
- The college stresses on compulsory participation of students in both curricular and co-curricular activities of the college. Such activities include the NCC, the NSS, other social outreach programmes designed by the college from time to time, including participation in quiz, essay writing competitions, extempore, debates and discussions, seminar and workshop participation, games and sports, cultural programmes.

To enhance the qualities of academics and administration and to inculcate moral values within the impressionable minds of the students' value based educational programmes and lectures are organized by the college.

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

#### **Response:**

This institution monitors the progress and performance of the students through the following mechanisms:

- Monitoring the progress and performance of students throughout the duration of the course/programme in the classroom interaction.
- Monitoring the performance of the students in the attendance, group discussions, tutorials, class tests, seminar etc.
- Identifying the slow and advanced learners from the above mechanisms.
- Feedback obtained in the Parents-Teachers Meeting held annually in each department

### **2.6.3 Average pass percentage of Students**

**Response:** 56.35

2.6.3.1 Total number of final year students who passed the university examination

Response: 377

2.6.3.2 Total number of final year students who appeared for the examination

Response: 669

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

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response:** 112.35

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
7.7	7.6	61.0476	13.0455	22.9605

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 7.34

3.1.2.1 Number of teachers recognised as research guides

Response: 8

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0.23

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 23

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Research and Development Cell to monitor and address the issues of research by a senior professor Dr. Willie Henry, Director R&D, CO-Director Principal Dr. P.C Lama and all HOD'S.

#### Functions of the Committee:

- Creating research culture among faculty members and students.
- Motivating to undertake minor and major research projects from various funding agencies.
- Identification and assisting for finance from Management as well as funding agencies like DRDO, DST and AICTE. Approved funds from NALCO however it is under process.
- Guidance for publication of papers/articles in reputed journals.
- Recommend the employees to increase their number of research publications.
- Recommend to undertake minor and major research projects from various funding agencies.
- Recommend funds for research from various funding agencies.
- Recommend to organize more number of seminars, conferences and workshops.

#### Future Plans:

- Create Language Hub to develop better communication skill in students and Faculties.
- Create a Centre for Science and Environment Studies, Women's Studies Department, Journalism and Mass Communication Department, Multilingual Translation Department etc.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-

**Academia Innovative practices during the last five years****Response:** 4

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	2	1	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3 Research Publications and Awards****3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** Yes

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

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** No

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 1

3.3.3.1 How many Ph.Ds awarded within last five years

**Response:** 2



File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.41

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	26	41	42	10

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.16

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	12	11	8	9

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

Darjeeling Government College organise sensitising programmes among neighborhood community and colleges along with the students of the college from time to time on the subjects shown in the annexed list (ie International Womens Day, International Yoga Day, World Health Day, National Education Day, World Environment Day, Adult Education, Hiv/Aids Awareness, World Water Day, Water Harvesting, Gender Discrimination, Gender Sensitization etc). The whole staff of the college takes active part in such programmes to make it a grand success but no formal registers of attendance are maintained.

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

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response: 45**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	9	9	9	9

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 45.15

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
800	1240	1300	1250	1200

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

To fulfill the changing demand of modern academic era and to promote the effective teaching-learning process, college has always given emphasis on the creation and up-gradation of infrastructures. To create new infrastructure, college utilizes the funds provided by the State Government and different other funding agencies such as UGC, DST-FIST. The funds are expended to renovate the college buildings, class-rooms, laboratories, library, time to time, wherever required. ICT enabled teaching-learning has been introduced in almost all the departments. Digitally equipped seminar rooms have been prepared in some of the departments with LCD projectors, laptops, and computers. Every department is provided with internet connection for teachers and students. College is also utilizing funds to improvise the ICT enabled teaching process in a more effective way.

**Classrooms:** There are all together **46** classrooms in different departments of the college. Additional **20** class rooms would be available for four proposed departments. The Chemistry Department has an old large gallery which can also be used by other departments.

**Technology Enabled Learning Spaces:** Most of the departments have ICT enabled classroom with LCD projectors, computers. All the departments are provided with internet facility for academic purpose of teachers and students. Department of mathematics has one technology enabled class-room with all required facilities.

**Smart classes:** The college has developed smart classes in Post Graduate Department of Botany, Zoology, English and one common smart class in Arts wing with audio-visual and internet facilities.

**Seminar Halls:** The College has a separate Central Seminar Hall which is also named as Late Lalita Rai Ahmed Central Seminar Hall and was inaugurated on 12th May 2017. This hall houses audio-visual facilities which cater for audience of about 200 people.

**Meeting Room:** The Auditorium is used for large meetings. The Central Seminar and the meeting room annexed to Principal's chamber are also used for regular meetings.

**Laboratories:** The science departments are equipped with well-furnished laboratories. There are **26** rooms in the college which are used as laboratories. The laboratories are equipped with basic facilities required for the purpose of practical classes.

**Botanical Garden:** The Botany department has been maintaining the Medicinal Plant Garden adjacent to the department (span 180f x 10f). There is also a well-maintained decorative garden in front of the Main Building. To emphasize environment consciousness, spare areas inside the college are used by planting and maintaining different plants.

**Animal House:** There is no separate Animal House. However, important zoological specimens are kept in

the laboratories of Zoology Department as well as in the Zoology Museum

**Specialized facilities and equipment for teaching, learning and research:** In the science departments, especially in PG Departments, there are central equipment laboratories having instruments used for practical classes as well as for research purpose. In some departments, teachers develop other infrastructural facilities by purchasing instruments from their research project grants which can also be used for better learning process along with the research activities. Some of the major equipment available in the college is BOD Incubator, Cooling Centrifuge, Table Top Centrifuge, Laminar AirFlow, UV-VIS Spectrophotometer *etc.*

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

**Response:**

**Sports (outdoor and indoor games):** The College has now a single sports ground of its own of a size of 29m X 16m. Although this span is not very large – still it is exceedingly important in this hilly area where space limitation is a truth. This field nurtures outdoor games like badminton, volley ball, basket-ball *etc.* The Annual Sports of the college is however held in the Lebung Public Ground. There are places for indoor games for boys and girls in their respective common rooms. Auditorium has also space for indoor games like table tennis, badminton. College is planning to develop another outdoor play ground near college campus.

**Gymnasium:** Yet to develop.

**Auditorium:** The College has an auditorium on the first floor of the main building. It is provided with a nice balcony and a total capacity of about 300 seats. The auditorium is equipped with facilities such as required for organizing different programmes and seminars or conferences.

**NSS:** The College has two NSS units which are engaged in organizing most of the extension activities of the college such as different awareness programmes, cleaning programmes, different types of medical camps, visits etc. Around 200 students are now enrolled in NSS.

**NCC:** The College has a very strong NCC unit of its own. Total number of students enrolled in NCC is about 277. There are two separate Girls' and Boys' NCC Room in the college campus.

**Yoga:** The College has a Yoga Committee which has been successful in conducting yoga fests in the campus. The College also commemorates the International Yoga Day on 21st June every year for which all the teachers and students are requested to compulsorily attend the yoga session at 8:30 a: m in the auditorium hall.

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 10.42

## 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

## 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 74.61

## 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
76.32653	100.48917	33.00000	75.00000	45.00000

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

## 4.2.1 Library is automated using Integrated Library Management System (ILMS)

## Response:

College has decided to use Integrated Library Management System (ILMS) and starting year of automation will be 2018. The name of the ILMS software is KOHA and it will be fully automated. The version is 3.14 or version 3.

The institution has a central library with a large collection of books and journals which the faculty can use effectively and provide comprehensive latest information to students. The student's are motivated to use the library independently which can enhance their skills and knowledge. Apart from this, the college has established departmental libraries which are easily accessible to the students. Though, the automation system will be starting from 2018, the departmental seminar libraries will follow their old system. But the college is also thinking about improvising the seminar libraries with Integrated Library Management System.

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

##### Response:

Sl. No	Name of the Book	Author's Name	Publisher	Year of the Pub.	No. of copies
1	Journal of the University of Calcutta Department Letters	University of Calcutta	Calcutta University Press	1920	Vol.I-Vol
2	Advances in Applied Mechanics	Misesad Karman	Academic Press, New York	1948	Vol.I-Vol
3	The Flora of British India	J.D. Hooker	Ruretes Ltd.	1975-1897	Vol.I- Vo
4	Modern Europe	W. A. Phillips	RivinsLons, Convent Garden, London	1956	1 copy
5	TarunTapasiMimansa	Churanath	J. D. Prakashan	1962	3 copies
6	Examples in Physics	D. S. Jones	Macmillan, London	1949	3 copies
7	Problems of Philosophy	Chakravortty, Chatterji	Cumnigham, Calcutta	1956	1 copy
8	A Text Book of Money	S. Karteweg	Longmans	1959	1 copy
9	Morphology of Gymnosperms	J. M. Coulter	University of Chicago	1928	1 copy
10	Political Behavior	H. Evlan and Others	Free Press, U. S.	1956	1 copy
11	Water Earth and Man	J. Chovley	Methuen and Co. Ltd.	1969	3 copies
12	The Destiny of Civilization	RadhakamalMukharjee	Asia Pub., Bombay	1964	2 copies
13	The Invertebrates	Little Henrietta Hyman	Hill Book Company, New York	1959	3 copies
14	Manu Smriti	Ganga NathJha	Calcutta University	1920	Vol. II 6 copies
15	SantDarsan	J. N. Dikshit	CounpurSahityaNiketan	1953	4 copies
16	Nepal Rajya	K. Malla	Haemilton and Co. Ltd	1950	1 copy
17	SahityaSadakCharitmalapadhy	Sri BrojendranathBandh	BangiaSahityaCharita	1948	3 copies
18	Naranarayan	KhiradprosodBidhyabinod	GurudasChatyapadhay& Sons	1954	3 copies
19	SamajSabhyatarKromobikash	ORebatimohan Barman	National Book Agency	1952	3 copies
20	Plant Groups (9thed)	H. Mukherjee	New Central Book Agency, Calcutta	1982	10 copies

#### 4.2.3 Does the institution have the following:



- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 4.36

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.00000	1.42497	0.40050	7.99904	9.99525

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 4.27**4.2.6.1 Average number of teachers and students using library per day over last one year**

Response: 115

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Following are the description of IT facilities including Wi-Fi with date of updation and nature of updation.

1. Smart Class: Audio-visual installations were done in PG departments of Zoology, Botany, English and one in arts wing in March 2017.
2. Overhead-projectors were installed in Geography Honors laboratory, WBCS room and T6 in December 2016.
3. Central Seminar Hall (Late Lalita Rai Ahmed Central Seminar Hall) inaugurated on 12th May 2017. This hall houses audio-visual facilities which cater for audience of about 200 people. The work was completed by West Bengal Small Industry (WBSSI). The hall can also be used for state functions.
4. Internet Connection:

(a) PG department of Zoology, Botany and Principal's office was connected to BSNL broadband facility from 2009-2010 which is still functional.

(b) A new initiative for overall internal connectivity for students and faculty members started with the installation of high-power broadband and Wi-Fi connections from Jio-reliance enterprise. It is to be noted that Jio-reliance private company had a Memorandum of Understanding (MOU) with the Government of India and Government of West Bengal to install internet facility to Government institutions (College, Universities). Our institution was chosen as one of the institutions for installation of internet facilities (Broadband and Wi-Fi). Year of installation is 2016 and it was formally inaugurated by actress Ms Alia Bhatt through video-conferencing in the month of December 2016.

**4.3.2 Student - Computer ratio****Response:** 36.93

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** 35-50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
101.06441	129.25000	39.11576	99.52606	74.93693

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Response:**

The college authority always emphasizes the proper and optimal utilization of all the available infrastructures for better teaching-learning facility. The proper utilization of the infrastructures provided to the departments is also monitored by the respective heads of the departments. Following are some of the important parameters by which these are ensured:

1. The classrooms in the main building as well as in other buildings are optimally used by different departments for taking under graduate and post graduate classes according to the scheduled routine throughout the academic session. In most of the rooms the black boards are replaced by white boards and green boards. Teachers use modern available infrastructures such as LCD projectors, computers for taking classes.
2. Laboratories of different departments are properly used for practical classes of under-graduate and post-graduate. In PG departments, the laboratories are also used for research works.
3. Classes for the courses under IGNOU are held in a specified portion of the Main building ground floor without affecting normal classes. Final examinations of IGNOU are also arranged on the same venue.
4. Apart from the scheduled classes, department organizes seminar presentations for the students time to time in specified seminar rooms, utilizing the available infrastructures such as LCD projectors, white screen, computers.
5. Teachers who are also engaged in research activities use the respective staff rooms, laboratories of the departments and computer rooms. PG departments use their respective central laboratories for research purposes. The central laboratory of each department is made available for other departments to emphasize the inter-disciplinary field of research.
6. The college is one of the centers for UG examinations under North Bengal University. The examinations are generally held during April-July as per university schedule. The rooms for the examinations are optimally allotted without affecting the classes in the PG departments. Students from other Colleges under the North Bengal University appear for their Practical Exam in the laboratories of Science Departments.
7. Freshers' Welcome, Annual Social function and other programmes are arranged in the auditorium of the Main Building, effectively without affecting the routine classes. The large rooms of the main building and the auditorium are also used for admission purpose.
8. Since the infrastructure of the college is provided by State Government, it is sometimes used on holidays for various activities of public interest such as examination center of different public examinations like

PSC, SSC, and WBCS *etc.*

9. For construction of new building and renovation of existing one, the college authority apply to the Assistant Engineer (PWD, Construction, Darjeeling) for giving necessary plan and budget which subsequently forwarded to the Government of West Bengal, Higher Education Department for necessary action. The same process is followed for electrical works through the Assistant Engineer (PWD, Electrical, Darjeeling).

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 19.27

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
424	596	537	448	431

#### File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.91

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
70	19	6	0	0

#### File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

#### Document

[View Document](#)

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and meditation
- 8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 7.32

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

2016-17	2015-16	2014-15	2013-14	2012-13
208	121	174	201	205

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

## 5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

## 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

## 5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.15

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	5	0	0

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

## 5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 34.98

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 234



File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

**Response: 5.71**

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	6	4	7	7

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
69	78	111	92	104

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<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 national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 9**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	6	1	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

The college has a well-drafted Student Council, the members of which are elected by the students. The General Councilors elect the office-bearers among themselves. The Joint Secretary is elected among the students. The Student Council Election Sub-Committee has been constituted comprising of some teaching faculties to conduct the election process.

The composition of the Cabinet of the Students' Union is as follows:

- (1) The President – Principal (ex-officio)
- (2) The Vice-President – elected from the General Councilors
- (3) The Pro Vice-President - do
- (4) The General Secretary - do
- (5) The Assistant General Secretary - do
- (6) The Secretary, Study Circle - do
- (7) The Secretary, Social Section- do
- (8) The Secretary, Magazine Section - do
- (9) The Secretary, Sports Section - do
- (10) Joint Secretary, Common Room Section (Boys)- elected among the boy students.
- (11) Joint Secretary, Common Room Section (Girls) – elected among girl students.

There are several activities of the Student Council throughout the year. They actively take part in conducting different cultural programs such as Fresher's Welcome, Annual Social, Annual Sports, Bhanu Jayanti Celebration, Independence Day Celebration, and NSS Programs. Apart from these, they also look after the matters of student discipline and student grievances. Governing body is the highest administrative body of the college who has to take crucial decisions regarding the developmental process and policy making. The General Secretary of Students' Council is one of the members of this governing body. However, the student representatives of Students' Council also participate actively during the admission process for helping the members of Admission Committee.

Governing body is the highest administrative body of the college who has to take crucial decisions regarding the developmental process and policy making. The General Secretary of Students' Council is one of the members of this governing body. However, the student representatives of Students' Council also participate actively during the admission process for helping the members of Admission Committee.

**5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year****Response:** 9.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	8	9	9	10

**File Description****Document**

Number of sports and cultural activities / competitions organised per year

[View Document](#)**5.4 Alumni Engagement****5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

The college has an active Alumni Association. The association is involved in different developmental and curricular activities of the college. College also take feedbacks from alumni members for this purpose. The composition of the alumni association is provided below:

- ? President: Shri Trilok Dewan – Honorable M.L.A Darjeeling
- ? Vice-President: Dr. Lalita Rai
- ? Secretary: Mr. Pemba Bomzon
- ? Joint Secretary: Dr. Ranju Tamang
- ? Treasurer: Dr. P.C.Lama
- ? Joint Treasurer: Ms. Sujata Karki

List of some eminent personalities in the alumini association-

- ? Shri Tek Bahadar Thakuri – Ex- Principal B.T College, Kalimpong
- ? Mrs. Ganga Pakhrin – Ex-Principal Kalimpong College.
- ? Shri B.B Gurung – Ex Chief Minister of Sikkim
- ? Shri Lalit Bahadur Pariyar – Retd. I.A.S
- ? Shri Machendra Pradhan – Sahitya Academy award winner
- ? Shri Trilok Dewan – Retd. I.A.S at present honorable M.L.A Darjeeling
- ? Shri D.T. Tamlung – Retd. I.A.S
- ? Shri N.B. Bhandari – Ex- Chief Minister of Sikkim
- ? Late Subash Ghising – Ex-Chaiman of Darjeeling Gorkha Hill Council
- ? Smt. Chandra Kala Cintury – Retd. I.A.S
- ? Shri Surendra Pradhan – Ex-Principal – Sikkim Govt. College.

- ? Shri Pranab Chatterjee – Executive officer – All India Radio- Kurseong
- ? Smt. Laxmi Pradhan – Ex- Officer- in- charge- Kurseong College
- ? Shri D.K. Pradhan – Ex- M.L.A West Bengal
- ? Shri BhimDahal – Ex- M.P Sikkim
- ? Ms B.M. Singh – Retd. I.A.S – Chairperson- Sikkim Public Commission

The college staff and students collaborate with the Alumni Association in organizing different academic as well as cultural program. The college organizes Alumni Meets and cultural programs time to time where the former faculty members and all the alumni members are invited. Feedbacks from the alumni members are considered as valuable suggestions for betterment of curricular and co-curricular activities.

#### 5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 7

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	1	3	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### Vision of the institution

To inculcate an urge for knowledge and enlightenment in the younger generation so that they can be ready to participate in the Nations development, adding to its welfare, progress, security and environmental protection.

##### Mission of the institution

Ø To follow up its glorious tradition of excellent academic performances, inclusive growth as well as quality assurances with equal opportunities.

Ø To increase female participation in the field of higher education as a part of the legacy of this town.

Ø To provide access to higher education to a greater number of students particularly from the weaker sections, irrespective of religion, caste or creed through formal and non-formal (distant learning) mode without compromising with quality.

Ø To impart quality based higher education with a view to acquiring knowledge and developing skills among the students to generate new vistas of resources for the country.

Ø To develop knowledge of liberal arts, basic sciences, biological sciences, social sciences, physical education and other multi-disciplinary courses of modern relevance.

Ø To develop a responsible, sensitive youth force who have social commitments for the greater section of society at large.

Ø To lay emphasis on value education so that the students would become worthy citizens with noble ideals of serving their country.

Ø To promote analytical and empirical research and micro-studies in basic and social sciences, and humanities with special emphasis on the needs and problems of the allied areas.

Ø To ensure accountability to the society and create accountability at all levels.

Ø To build up a general environmental awareness and a community feeling for the locality at the micro level along with the current ecological consciousness on the global issues at the macro level.

- Foster the kind of community that attracts the attention of scholars, teachers, researchers, and staff from across the globe and that supports our current members as they develop, thrive, and work to

achieve college missions.

Thus the mission statement of the College promotes the ideal of inclusive education as the very basic programme and commits to the needs of larger society. It seeks to promote and serve even students from the bottom and marginal level of the society by instilling a spirit of confidence and self-reliance among them which comes from knowledge through learning.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

The college promotes the culture of participative management for an effective internal coordination and monitoring mechanism. All activities in the College involve active participation between the Officer-in-Charge and the Teachers' Council. The Teachers' Council being the highest academic body of the College has to take decisions in all academic matters. Participatory management is ensured through the various sub-committees.

PG departments of Botany and Zoology enjoy operational autonomy in academic developmental matters. Each department has the power to decide the cut-off marks for UG and PG admission, purchase of books, purchase of contingency equipment, departmental routine preparation, distribution of syllabus and class-load among teachers, functioning of departmental libraries, departmental excursions and conducting of departmental meeting on academic matters.

## **6.2 Strategy Development and Deployment**

### **6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**

#### **Response:**

The college is a government institution solely funded by the Higher Education Department, Government of West Bengal. The college is one of the oldest and one of the cheapest institution where the majority of students come from the surrounding area from lower income background. It enables them to choose and study various subjects as the college offers Honours courses in six science subjects and honours in nine Humanities/Arts subjects. Thus it stands as one of the most important institution for the people of Darjeeling.

In order to exemplify the opportunities of the varieties of the subjects, the College as an perspective was trying to introduce new subjects in the college. As a result of the endeavour of the college, the college has got approval for the introduction of new courses in Geology (honours) and Sociology, Education and Psychology as the general courses.

The college is a government college and hence every perspective plan for development has to be intimidated to the higher authorities and hence approved by them. The perspective plan includes the following broad targets:

1. Becoming a college of high repute which helps in transforming the lives of the students from the lower

income background.

2. Earn a recognition among the students as the most student-friendly and one-of-the-best college.
  3. Bring post-graduate departments in subjects like Geography, History, Political Science, Physics and chemistry as they are the subjects in high –demand.
- Bring new under-graduate departments in subjects like Sociology , Education,
4. Start career-oriented courses for the students and provide the best preparation, the greatest intellectual challenge, the most intellectually satisfying opportunities, and the highest quality experience, to an increasing number of undergraduate students.
  5. Start extra classes for NET,SLET, WBCS and other course for the marginalized students.
  6. Provide an invigorating work environment for faculty and staff, where merit and hard work are recognised and rewarded
  7. Be an institute that is sought for international collaborations leading to exchange of students and faculty and joint degree programmes
  8. Intensify the involvement of alumni in all aspects of the Institute's development—interacting with students, mentoring incubates, contributing resources towards enhancing the facilities and quality of education, collaborating with faculty members in research and development.
  9. Encourage teachers to take up projects and research works which will benefit the academic environment.
  10. Teach, create, conduct research, and serve the college that support and enhance exemplary work and multidisciplinary community.

These are the perspective plans for the college which the college wants to fulfil and work hard towards its fulfilment. The under-graduate courses like Geology (Honours), Sociology, Education and Psychology as the general courses have already been approved already.

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

The Head of the Institute determines for giving priority to any of the above mentioned elements so that the educational administration management efficiency could be accelerated. As per discussion and resolutions adopted by different recommending bodies, the Officer-in-Charge recommends and forwards the matter for approval of any claims to the Higher Education Directorate and Department. If the proposal is approved, the work is executed with the help of all concerned under the able guidance of the Officer-inCharge. As a Government College this institution is administered directly by the Higher Education Department and the Education Directorate, Government of West Bengal. They regulate year-wise budget allocation under the Plan and Non-plan heads for the College as well as enjoy full authority in all appointments, confirmation, career advancement, and transfer of Principal, Teachers and Non-teaching staff. Even they decide on the Principals and teachers participation in any Educational programme and foreign tour. As Head of the Institution the Principal/Officer-in-Charge provides leadership in creating a working environment and implements the government policies. He is the key element in developing the organizational structure, formulating and implementing the strategy of development through the college development committee and Governing body. In all these tasks, the Teachers Council and the Heads of the departments assist and advise. He gives permission for undergoing PhD / M.Phil. Courses, forward applications for UGC Major and Minor research projects. For the internal administration, the Governing Body is the top management

group whose President is the District Magistrate. It endorses the institution's development activities, determines its future direction and implements policies within the framework of Government directives. The Principal forwards resolutions adopted by the Governing body for final approval of the Higher Education Department.

Education Directorate and Higher Education Department - these two wings of the Ministry of Higher Education, Government of West Bengal directly controls the organizational structure of the college. Governing Body is the top management relating to decision making process. Rest of the organizational details are provided in the attached file on additional information.

Governing body composition

President: District Magistrate, Darjeeling

Member Secretary: Officer-in-Charge, Darjeeling Government College

Member: Executive Engineer, P.W.D. (Social Sector)

University Nominee 1. Dr. L.P. Gupta, Principal, Sonada Degree College, Dist.- Darjeeling

2. Smt. Mrinalini Chettri, Associate Professor in English, Darjeeling Government College.

Government Nominee 1. Mr. Tilak Chandra Roka, B.A., L.L.B; 2. Mr. Dipak Giri, M.A., B.Ed.

Teachers' Representative 1. Mrs. Sujata Rani Rai, Associate Professor, Dept of Nepali, Darjeeling Govt College 2. Dr. Wiley Henry, Associate Professor, Dept of Zoology, Darjeeling Govt College

Students Representative Ms. Dipika Mukhia

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**  
**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**



**Response:**

The college has a number of sub-committees to assist in its smooth functioning. Amongst them some are major committees which are mandatory and a pillar to the growth and development of the college. All of the committees are effective and functioning fully. Details of the composition of the committees are given in additional information. Yet here is one example presented below through the minutes of meetings and implementation of their resolutions of some of the aforementioned committees.

The COUNSELLING & PLACEMENT CELL COMMITTEE is entrusted with the responsibility of organising career counselling programmes and motivational programmes for the students in collaboration with the career counselling persons and organisation outside the college as well as from within college. One such programme was organised by them in the month of December 2017.

The minutes of the meeting held on 7th of December 2017 were as follows:

Date: 07.12.2017

A meeting of the Counselling and Placement Cell Committee was held on 07.12.2017 at 2:00 PM in order to discuss and come up with a yearly plan for imparting counselling and Placement awareness interactive sessions for the students. The other agenda discussed in the meeting was multiple career counselling programmes as well as placement related awareness camps.

It was also unanimously decided that in the minimum two placement fests will be organised yearly within the college premises.

Following the resolution of the first meeting, it was followed by a second meeting on 8th of December, 2017. The minutes of the meeting are as below:

Date: 08.12.2017

A meeting of the Counselling and Placement Cell committee was held on 08.12.2017 at 2:00 PM.

The Committee decided to organise a two day counselling Awareness Programme wherein the Air Force Team would come up and conduct their programme on the 12th of December and the R.I.C.E. would hold their programme on 13th of December 2017.

Following the resolution taken in the meeting organised on 8th of December 2017, the said programme was organised accordingly.

Date: 12.12.2017

Today on the 12th of December 2017, the Counselling and Placement Cell Committee, Darjeeling Government College in collaboration with the Indian Air Force publicity and Awareness Team has organised an awareness camp in the College Auditorium.

The Programme was attended by around three hundred Students from different departments and classes. It was presided over by the Officer-in-Charge and two personnel from the team addressed the students regarding the lucrative career opportunities the Air Force provides.

Date: 13.12.2017

Today on 13th of December 2017, the Counselling and Placement Cell Committee, Darjeeling Government College in collaboration with the Roy's Institute of Competitive Examination Pvt. Ltd (RICE) Team, Darjeeling has organised the another consecutive counselling programme and awareness camp in the College Auditorium.

The Programme was attended by around two hundred Students from different departments and classes. The

team addressed the students regarding the lucrative government job opportunities as well as the jobs provided by the Banking industry.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

##### Response:

Researches being one of the priorities of the Institution, the faculty members are engaged in conducting minor research projects, participating in national and international seminars and workshops. Further, the teachers also act as resource persons in seminars, workshops, etc. conducted by other colleges/universities. They also regularly attend Orientation Programme, Refresher Courses conducted by the various Academic Staff Colleges for their enrichment. The non-teaching staffs are given Computer training and hands-on interactive sessions with software such as COSA, E-Bantan, E-Pradan etc. for preparation of salary bill, keeping accounts, student's data and various other functions of the office.

Many teachers have been able to complete Refresher Course, Orientation Programme, PhD Coursework etc. and the College authority has always been supportive of such needs of the teachers. The faculty members of the College are also engaged in various activities of academic leadership. They are encouraged to perform their duties as the BOS members of the North Bengal University, as Head Examiner, Examiner, Scrutinizer, Paper setter, Moderator, etc.

As per the welfare measures are concerned the permanent employees of the College are bona fide Government servants. As a result they are entitled to the General Provident Fund (GPF), Group Insurance (GI) Scheme and the Cashless Health Scheme of the Government of West Bengal. The GPF and GI schemes are compulsory for all and hence 100% employees are availing it. The Health Scheme is in force since 2008 and has been availed by more than 90% of employees till date. Under the new cashless health scheme, even families of employees have been brought under insurance.

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

##### Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

**Response:** 15.08

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	7	10	7	12

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

The Institution maintains Daily Self-Appraisal System in which each teacher keeps a record of attendance, classes allotted and taken and other academic as well as administrative activities done inside and outside College. It takes into account of the teacher's arrival and departure as per the government norms.

These Self- Appraisal Reports of each teacher are kept centrally at the Principle's Chamber. These appraisals are forwarded by the Principal to the Higher Education Department, Government of West Bengal. All such multifaceted activities of a teacher are reflected in a consolidated manner in the form of Annual Confidential Report (ACR), which is prepared by consulting the Self-Appraisal Reports. These Self-Appraisal Reports serves as a necessary document for the Career Advancement of the faculty. The teachers are encouraged by the UGC Career Advancement Scheme endorsed by the Government. Record of their leaves are also kept and documented accordingly.

There is scope of Career Advancement Schemes for non-teaching staff as well. They are evaluated by the Principal and Head of the concerned department. The nonteaching staffs undergo a Performance appraisal system where the Principal submits Annual Progress Report (APR) to the higher authority. At the time of confirmation of service of every teaching and non-teaching staff , a Special Confidential Report from the Principal is also required.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The institutional mechanisms for internal and external audit are presented as below:

??Grants received from UGC, WBBB, etc. are regularly audited by registered auditors and the utilization certificate and statement of expenditures as per prescribed formats, are submitted to the respective bodies in due time.

??The grants received by the state government are audited by the Audit and Accounts Section of the office of the Principal Accountant General, Government of West Bengal.

??They conduct detailed audit of all accounts periodically.

??The last audit was conducted for the period 01.01.2002 to 31.3.2015.

??Major objections and its compliance to the same are being done properly.

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the

**last five years (not covered in Criterion III)****Response: 0**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

Being a Govt. College, it is guided by the financial rules of the Govt. of West Bengal. A number of committees consisting of teaching and/or non-teaching staff are constituted every year to ensure purchase of equipment, books and furniture. Utilization of resources and also monitored effectively. Such committees are:

??Central Purchase committee

??UGC committee

??Library committee

??Internal Quality Assurance Cell.

Other significant mechanisms are as follows

??Appropriate tendering process is ensured to maintain fairness in purchase related matters.

??Sufficient publicity is given to the tenders through other Govt. offices.

??Salary is billed through the COSA software.

??Financial resources are received directly into bank accounts and the State Government has introduced the mechanism of E-Pradan thereby making the system computerized.

??Records of purchases, bill and cheque registers, stock books, scholarship registers showing receipts and disbursements are maintained and regularly updated.

??The whole process of fund allocation and management is supervised by the Principal.

??The Governing Body also recommends proposals for the effective utilization of financial resources.

??Auditing is done periodically and stipulations are met.

**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**

**Response:**

The Internal Quality Assurance Cell (IQAC), an autonomous body of the college, was established on 20/09/2012 as per the guidelines of the UGC for conscious, consistent and catalytic improvement in the performance of the institution. The institution understands that the IQAC must develop quality measuring mechanisms in all academic and administrative spheres and make valid and practical suggestions for improvement and efficiency. To this end the college has developed a quality policy which will be included in the college prospectus for the next session. By using the IQAC primarily in its monitoring and advisory capacity the college strives to ensure that it plays a role in the decision making process including the career advancement of teachers. This also ensures that the quality assurance process becomes integrated with the general functions and operations of the institution.

### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Response:**

The IQAC has played a very important role in the development and growth of the institution since its inception. Over the years the IQAC has suggested opening of contemporary new subjects to meet the local demand of the students, proper utilisation of college to enhance the number of class rooms, and the purchasing of technology-driven aids to augment the teaching-learning process. The process for opening of new subjects has already been started and the college has already got consent from concerned authorities. The space of second floor and first floor has already been utilised properly as per as practicable for the enhancement of class rooms. Some technology-driven aids have already been purchased in order to augment the teaching-learning process, such as white board, glass board. Some interactive smart boards will be purchased very soon, acquiring financial approval from the concerned authority. Most of the class rooms are now transformed into smart rooms with audio-visual facility to enhance the teaching learning process.

The Internal Quality Assessment and Accreditation Committee did a regular visit to the Post- Graduate Department of Zoology on 6th of December 2017 as a part of its review of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. The committee did about the routine review of the department regarding the faculty and the students as well as the non-teaching staff. The committee also enquired about the faculty or the staff taking part in the faculty development programme such as Refresher courses, UGC – Faculty Improvement Programme, HRD programmes, Orientation programmes as well as workshops and seminars. The students attendance and the participation of the students in were also in the agenda. The Committee sat with the teaching fraternity and the students separately and got a general view on the matters of the teaching and learning in the department.

The Committee also gave a proposal for organizing a national seminar or workshop which will help in enhancing the academic environment and the give a pushup to the young researchers.

The Internal Quality Assessment and Accreditation Committee did a regular visit to the Post- Graduate Department of Botany on 4th of December 2017 as a part of its review of teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up

as per norms. The committee did about the routine review of the department regarding the faculty and the students as well as the non-teaching staff. The department being a post-graduate department has a scope for ample research. The Committee gave a proposal for organizing a national seminar or workshop which will help in enhancing the academic environment and the give a pushup to the young researchers. The department has laboratories for general practicals, herbarium, tissue culture. The committee did a general survey of these labs and met with the students to know about the problems and the need for the new specimens in the labs.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 0.2

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

#### File Description

#### Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

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

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### **6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**

##### **Response:**

The college since the inception has always tried to give best to its students and worked hard to upgrade itself and give new and good modern facilities of teaching and learning. The college is equipped with a number of smart classrooms which enables the student to learn and have interest in the topic discussed. The college has a free wifi service which helps the student as well as the teachers to be in touch with new improvements and news at national and international level. The college has six science subjects with honours and well equipped laboratories in the town. These science laboratories possess new modified equipment and instruments to help the students in learning efficiently. The Department of Geography in the College also boast of impressive collection of maps and field instruments. The college has tried to upgrade and modernise the system to suit the effective teaching-learning process. As an instance the Central Library of the College having an impressive collection of books has started the process of digitization with the help of software KOHA. The college is situated in the large area and it has a huge boundary. The boundary lands are now being converted into gardens in order to give an aesthetic feel to the learning process as well as the beautification of the college campus.



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response: 5**

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

**7.1.2**

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

Safety and Security

The College has a Gender Sensitization Committee as per the UGC guideline which monitors any case of sexual harassment reported by the students or the staff. This committee also conducts several activities such as weekly discussions, film screenings, awareness campaigns, conducting surveys, poster exhibitions and street plays to spread the message of gender equality. The college actively promotes every measure taken for gender-equality. The students are encouraged to participate in any event without any hesitation of gender and they are always advised to feel free and maintain friendship with all. They are also advised to maintain a limitation and respect to opposite gender and to protest against any kind of unfair activity regarding gender issue. In each and every year in the month of March the college organizes programme related to gender sensitivity and equality. The complaints lodged in this regard are addressed by this committee in consultation with Principal. After all the teachers of concern department look after the safety and security of their students.

Counseling

Any problem arises regarding gender issue; the concern committee tries to solve this by proper counseling. A general counseling is also organized by the college in each and every year as an event in gender equity promotion programme. In this season, teachers of concern department counseling their students by some common question answer method.

#### Common Room

There is a common room where the students can meet, gossip or discuss freely without any bias. But the teachers always follow their activity for safety and security purpose.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 145

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 15.17

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 22

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 145

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management

- **E-waste management**

**Response:**

Different kinds of wastes are labeled according to the disposal rules and are then transported to the inventory of disposal sites provided by Darjeeling municipality. There are no scopes of Common Integrated Treatment, Storage & Disposal Facilities (TSDFs) with Common Incinerators & Secured Landfills provided to the college and these are managed by the municipality only. Since Darjeeling town is in a hilly terrain individual institute has no permission to maintain itself the rules and recommendations given by Ministry of Environment and Forest, Govt. of India and Central Pollution Control Board in this regard.

A little amount of hazardous waste that is generated in the science laboratories is taken care of by the respective departments.

**Solid waste management**

The techniques uses for this are i) Sanitary Landfill, ii) Incineration, iii) Recovery and Recycling, iv) Composting and vi) Chemical treatment etc.

**Liquid waste management**

The techniques uses for this are i) Dilution, ii) Mechanical treatments, iii) Biological treatments and vi) Chemical treatment etc.

**e-waste management**

The electronic junks are dumped in store rooms of the departments. We try to follow waste minimization processes by sustainable product design adopting the techniques of inventory management, production-process modification, volume reduction and recovery and reuse of e-wastes in some cases like our computers, batteries, instruments, etc. As per the direction of Darjeeling Municipality the e-wastes are packed and managed.

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

As the college is situated in the hill region, there is a scarcity of ground water, college has to depend on mainly rain water and surface water so that they can be managed and used properly. For rain water harvesting and sustainable water management there are reservoirs in the college in many places which can accumulate rain water. There is also a network of storm water drains and channels in the University campus ensures that there is a redistribution of excess water. There are proper arrangements to collect and store the rain water from roof to be used in toilets and for cleaning of the college. The water also serves the purpose of distilled water that are used in the laboratories.

**7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

Students and staffs of the college mainly use pedestrian friendly road in college campus. The campus is almost plastic free. Office of the college is not paperless but the staffs try to avoid paper as far as possible and they reuse the papers. In maximum cases official purpose are solved by digitally.

The college is located in the hill slope amidst trees and we are maintaining the carbon free environment through plantation of more trees and gardening. Every year tree plantation programme is being organized under the aegis of the college NSS Unit. The staff and the students participate in this programme with complete enthusiasm. The Department of Botany and NSS maintain the Medicinal Plant Garden and flower garden in college campus.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 0.86

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.60000	1.02500	0.35000	0.55000	1.09000

**File Description****Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**
- 5. Rest Rooms**

**6.Scribes for examination****7.Special skill development for differently abled students****8.Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 9

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	2	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 1

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** No

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 0

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

#### 1. Teachers' day celebration

On 5th September, 2017, Teachers' Day is celebrated in different departments in honour of Dr Sarvepalli Radhakrishnan, who was born on September 5, 1888.

#### 2. Independence Day Celebration-15th August

The 70th Anniversary of India's Independence Day was celebrated at the University by hoisting the National Flag in the morning at the Rotunda, in front of the residential block by the principal. All the programs are organized by NCC unit of the college.

#### 3. International Yoga Day-20 June to 21 June 2017

International Yoga Day is also celebrated in the college. In presence of experts, all the students and teachers of the college are involved in the function.

#### 4. Mahatma Gandhi Jayanti- Swacha Mission

#### 5. Bhanubhakt Jayanti- Nepali Laureate

#### 6. Youth Day/ Vivekananda Jayanti

#### 7. National Education Day/ Maulana Abul Kalam Azad Jayanti

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

The Institution emphasis on following points towards inculcation of human values and professional ethics in students, faculty and society

#### Human values:

- Correct identification of ambition
- Understanding universal human values to fulfill aim in continuity
- Complimentary of values and skills
- Evaluation of belief
- Technology and human values

- Core of human values like love, peace, truth, non-violence, right conduct
- Process of self exploration
- Purity of mind and of soul
- Compassion for everything and courage to act
- Peace in dealing with life and things
- Diligent in thoughts and action
- Harmony with environment

### **Ethics:**

- Teachers are expected to provide a physically and emotionally safe learning environment for students that include the full scope of the subject matter being taught.
- Teachers must always deal with parents in a professional manner.
- Teachers are expected to treat colleagues fairly and to encourage one another to adhere to high professional standards.
- A teacher work to maintain a high personal standard of professionalism.
- Teachers may also consider professional development necessary from an ethical stance, as it can help them to better serve the students in their charge.

## **7.2 Best Practices**

### **7.2.1 Describe at least two institutional best practices (as per NAAC Format)**

#### **Response:**

#### **BEST PRACTICE I**

#### **Title of the Practice: Promotion of Research activities among the Teaching Faculty**

#### **Objective of the Practice**

The college has the responsibility to encourage the teachers, both young and experienced, to pursue their research interests in all earnestness. The responsibility of the college lies in creating an ambience conducive to research work: providing necessary library and laboratory facilities, encouraging the teachers to apply for research projects from different funding agencies, to help publish articles in reputed national/international journals and arrange seminars and conferences to make associations with the research communities thereby widening the scope of research work and collaboration.

#### **The Context**

But unfortunately there is no modern library in the city, nor are there any reputed research centers or laboratories.

#### **The Practice**

The following are the major practices related to the promotion of research activities in the college:



- Encouraging the teachers to apply for different research projects, both Major and Minor, from reputed national funding agencies.
- Encouraging the teachers to publish papers/articles/chapters in reputed national/international journals and books published from reputed publication houses.
- Upgrading the laboratories and Libraries.
- The teachers in the PG Departments guide the dissertation papers of the PG students.

### **Evidence of Success**

The positive attitude of the college towards research has led to good successes:

- Many teachers are engaged in research activities in frontier areas of their subjects and in some interdisciplinary areas too.
- Some of them have published books from reputed publication houses and some are working.

### **Problems Encountered and Resources Required**

- Vacant Teaching Post
- Dearth of Financial Support
- Digital Modern aspects not available in hilly areas

## **BEST PRACTICE II**

### **1. Title of the Practice- 'Creating and Sustaining an Eco-Friendly Campus**

### **2. Objectives of the Practice**

The objectives of this initiative are: Creating for the college community an ambiance and learning environment that advances a civil and sustainable society

### **3. The Context**

- **Accessibility:** The hilly terrain came in the way of creating spaces for academic, residential and recreational areas that blended in with the landscape while being also accessible and eco-friendly.
- **Management of wildlife in the campus**

### **4. The Practice**

The uniqueness of Darjeeling Government College Campus is that it demonstrates respect for environment and stewardship of natural resources while ensuring the quality of life on the campus.

- Conservation of biodiversity
- Water conservation and supply management:

## 5. Evidence of Success

Success in the creation of an Eco-Friendly University Campus is seen in the following:

- Waste management
- Water conservation and supply management
- Wildlife management
- The plantations and their maintenance

## 6. Problems Encountered and Resources Required

While the opportunities to explore eco-friendly possibilities are evident, actions devoted to conservation for a green campus are expensive. Systematic planting of trees, bushes and vertiver grass to stabilize slopes and embankments were expensive but fruitful.

7. This practice can be implemented by any educational institution, especially in those with rather large campuses.

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

One of the distinctive areas of our college is 'Empowering First-Generation College Students'. And to fulfill this vision institute give priority on this with thrust. The Teachers of this college play a major role in supporting, engaging and empowering these students.

Student council, pass out students and teachers encourage the people to enter the new world of college.

At first the college identifies the first generation students whose parents have no college experience. College guides them to choose their subject on the basis of their merits through proper

counseling prior to admission. The concern department arranges extra classes for them on daily basis. Other students can also accept this opportunity if they want. The teachers try to find out their lacks and give stress on that. They are assessed through a monthly test. On the basis of their results and outcomes the concern department arranges parent-teacher meeting to solve out their problems. This approach reduces stigma and moves students through their undergraduate program more efficiently and effectively.

More emphasis is given on their career through career counseling. There is a committee who take care of this. Proper guidance is given to the pass out students to prepare them for a job. Teachers are always support them as far as possible with love and smile.

NAAC

## 5. CONCLUSION

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### **Additional Information :**

Our resource of the students is the families of farmers, cultivators and workers of the Tea gardens and so they are purely the first or second generation of learning. That's why they scarcely are benevolent to their study and learning's. Being source less they are too weak to take any higher responsibility through their higher knowledge. This is the real challenge the college is confronted with. Besides the college does not have any prerogative to take progressive steps without undergoing twin layered (Govt. of W.B & University of North Bengal) permissions.

### **Concluding Remarks :**

Darjeeling Government College is the outcome of meticulous planning, clear vision and concepts, conceived and nurtured by an internationally renowned educational society, committed to excellence in academics, research and governance, with its greatest strength in the cadre of men and women devoted to excellence in every process and undertaking. A detailed analysis of the criteria that are the concomitants of an institution of excellence is given in the Self Study Reports of the College uploaded on the NAAC website. Darjeeling College is committed to setting itself up as a center in North Eastern India where academic facilities are available globally. The duty of college is unfulfilled until it gets the students of downtrodden societies and backward communities of North Eastern states reach to the equivalent of the mainstream students of the world.