

# Darjeeling Govt. College

Darjeeling Government College  
Lebong Cart Road, Darjeeling-734101, West Bengal

**Year: 2018- 2019**

**Date of Audit:** 20 & 21<sup>st</sup> August 2019.

## Internal Audit Team:

1. Dr. Subrata Kar, Associate Professor in Accountancy.
2. Dr. Prabir Kumar Sen, Associate Professor in Chemistry.



## Part — A

### Data of the Institution

- Name of the Institution : Darjeeling Government College
- Name of the Head of the institution : Dr. Projjwal Chandra Lama
- Designation : Officer-In-Charge
- Does the institution function from its own campus: Yes
- Phone no./Alternate phone no. : (0354)-2254078
- Mobile Number : 9832375255
- Registered e-mail : **dgc.principal@gmail.com**
- Address : Lebong Cart Road, Darjeeling, West Bengal
- City / Town : Darjeeling
- State : West Bengal
- Pin code : 734101.

### 2. Institutional status:

- **Affiliated/ Constituent** : Constituent College
- **Types of Institution** : Co-education
- **Location** : Urban
- **Financial Status:** Government College and UGC recognised under section 2f and 12(B).
- **Name of affiliating University** : North Bengal University
- **Name of the IQAC Co-ordinator** : Dr. Willie Henry. Associate Professor in Zoology.
- **Mobile Number** : **94341 31480**

### 3. Website address

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

4. Whether Academic Calendar prepared during the year? Yes  
if yes, whether it is uploaded in the Institutional Website? Yes

### 5. Quality initiatives by IQAC during the year for promoting quality culture:

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Faculty Induction Programme for all teachers on the newly implemented CBCS System planned.	06.07.2018	110 teaching members
Orientation Programme planned for 1 <sup>st</sup> Semester UG Honours & Programme Students.	09.07.2018	480 newly admitted CBCS courses students attended
Women Education, right health and hygiene awareness programme conducted by Welfare and Education Awareness for Women (WEAW).	04.08.2018	157 Girl students from all departments attended the programme.

## 6. Significant contributions made by IQAC during the current year:

- a. The Internal Quality Assurance Cell (IQAC) worked relentlessly in encouraging and extending its complete support for the academic and administrative improvement of the college. Members of IQAC meet with each other in regular interval to especially monitor the teaching quality and research-based work culture of the college. IQAC works to improve the quality of research projects undertaken by the faculty members of different departments and also encourages young faculty members to apply for various minor and major research projects to National funding agencies like DST, CSIR, UGC, DBT etc.
- b. IQAC further motivates the opening of advanced learning courses such as post graduate and career-oriented courses in the college. IQAC has been recognized as the internal sanctioning authority of the career advancement scheme (CAS) for the faculties. IQAC of this college pays sincere attention for the authentication of the data provided by the incumbent applying for CAS.
- c. IQAC is very active to maintain contact with the students to enhance the quality of student life in the campus. Computer literacy of each department is among the primary initiatives of IQAC so that the departmental data can be archived in the database format. Moreover, computer literacy can initiate improved teaching processes and research techniques for each department.
- d. IQAC encourages different NSS and NCC programmes and provides its complete support and initiative to engage yearly special camps for these activities.
- e. All the major committees of the college are represented in the IQAC. IQAC and TCS (Secretary, Teacher's Council) work together to monitor the mode of functioning of each internal committee of the college. IQAC provides suggestions to library committee to introduce e-book learning system in each department. IQAC in association with the Cell for Gender Sensitization take every initiative for the education and empowerment of woman. IQAC further assists the Principal to follow up with the concerned authorities for the funding related to the infrastructural development in the college.

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

(Part-A)

Plan of Action	Outcome Achieved
1. Faculty Induction Programme for all teachers on the newly implemented CBCS System planned.	Faculty Induction Programme for all teachers on the newly implemented CBCS System conducted on 06/07/2018.
2. Orientation Programme planned for 1st Semester U.G. Honours & Programme Students.	Orientation Programme planned for 1 <sup>st</sup> Semester U.G. Honours & Programme Students conducted on 09/07/2018.
3. Proposal to form a Parent-Teacher Association	Parent-Teacher Association formed on 11/07/2018
4. Proposal to organize an awareness programme on women's education, rights, female health and hygiene for all female students, teaching and non-teaching staff.	Women's education, rights, female health and hygiene awareness programme conducted by Welfare and Educational Awareness for Women (WEAW) on 04.08.2018. This was followed by sanitary napkin distributions to female students.

a. Whether institutional data submitted to AISHE: Yes

Year: 2018-19

Date of Submission: 29.12.2018

c. Does the Institution have Management Information System? Yes

The MIS system covers the flow of information relating to admission, classes held, teaching learning mechanism, examinations, accounts, attendance, library, laboratories, University curriculum, outreach activities, sports cultural activities, infrastructural maintenance, IT infrastructure etc.

## PART-B

1. New programmes/courses introduced during the Academic year: **No**
2. Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year: **Yes**.
3. Students enrolled in Certificate/ Diploma Courses introduced during the year: **NO**.
4. Field Projects / Internships under taken during the year: **No**.

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects /Internships
NIL	NIL	NIL

5. Whether structured feedback received from all the stakeholders

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

### 6. No. of students enrolled:

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc Hons	201	644	61
B.A( Hons)	473	1163	316
B.Com(Hons)	41	112	5
B.Sc (Gen) Bio Sc. & Pure Sc.	380	960	15
B.A (Gen)	575	2243	110
B.Com (Gen)	191	290	6
P.G Science ( Botany & Zoology)	66	172	66
P.G Nepali & English	66	284	66
Total			<b>645</b>

7. Student: Full time teacher ratio: **645 : 79 = 8.16** (excluding Permanent Part Time teachers).

8. ICT tools and resources available:

	Smart Class rooms	Projector	Big Monitor	Documentation Camera	Others/ Binocular
Total	5	15	3	2	4

### 9. Students mentoring system available in the institution? **Yes**.

- a. One to one correspondence during document verification and orientation programme
- b. Attendance monitoring system
- c. Personal interaction after class
- d. Encourage students for students' seminar and prepare models for exhibition
- e. Parent Teacher student meeting
- f. Guided by teachers about different scholarships and Govt grants
- g. Encourage students to participate cultural and sports activities
- h. NCC
- i. NSS
- k. Organised seminars to enrich their knowledge beyond the syllabus of course of study.

### 10. Details of Full-time Faculty:

No. of sanctioned positions		No. of filled positions		Vacant positions	Positions filled during the current year	No. of Teachers having Ph.D
WBES & WBSSES	SACT/ Permanent Part Time	WBES & WBSSES	SACT			
121	31	79	31	42	4	31

11. Teaching & Examinations days information:

Number of days the College was open	Number of teaching days	Number of Internal Assessments / examinations
198	189	09

12. Result:

Programme Special & code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester year examination	Pass Percentage
CHEMCC Chemistry(H), PHYCC Physics(H), MATHCC Matematics (H), BOTCC Botany (H), ZOOCC Zoology(H),	B.Sc (Hons)	36	34	94.4
NEPCC Nepali H, ENGCC English H, GEGRCC Geography H, ECONCC Economics H, PHICC Philosophy H, HISCC History H POLSCC Political Sc H, BENCC Bengali H	B.A (Hons)	156	151	96.8
COMCC Commerce H		5	5	100
CHEMGE, PHYGE, MATHGE, BOTGE, ZOOGE, CHEMDSC PHYDSC, MATHDSC, BOTDSC	B.Sc(Gen) Bio Sc. & Pure Sc.	18	16	88.8
NEPGE, ENGGE, GEGRGE, ECONGE, PHIGE, HISGE, POLSGE, BENGGE, NEPDSC, ENG DSC, GEGRDSC, ECON DSC, PHIDSC, HISDSC, POLSDSC, BENDSC, HINDSC	B.A (Gen)	223	215	96.4
COMGE, COMDSC	B. Com (Gen)	8	6	75
M.Sc in Botany & in Zoology	M. Sc	66	66	100
M. A in Nepali & in English.	M. A	66	66	100

13. Research funds sanctioned and received from various agencies, industry and other organisations:

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Nil	Nil	Nil	Nil	Nil

14. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year: NIL

15. Research Publications in the Journals:

Department	No. of Publication	Average Impact Factor, if any
<b>Bengali</b>	-	-
<b>Hindi</b>	-	-
<b>Nepali</b>	-	-
<b>Tibetan</b>	-	-
<b>English</b>	-	-

<b>Philosophy</b>	-	-
<b>Pol. science</b>	-	-
<b>History</b>	1	-
<b>Economics</b>	-	-
<b>Geography</b>	2	3.213
<b>Commerce</b>	2	0
<b>Botany</b>	1	6.84
<b>Chemistry</b>	1	-
<b>Mathematics</b>	1	0
<b>Physics</b>	1	-
<b>Microbiology</b>	-	-
<b>Zoology</b>	2	3.56

16. Books and Chapters in edited Volumes / Books published, and papers in National/international Conference Proceedings.: Nil.

**17. Faculty participation in Seminars/Conferences and Symposia:**

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	3	-	-
Presented papers	5	7	1	-
Resource Persons	-	1	-	-
RC/ OP	-	6	-	-

**18. Library Information:**

a. Books:

Sl No	Department	Number of books
1	Central Library	65,000
2	Bengali seminar library	215
3	English seminar library	4414
4	Hindi seminar library	554
5	Nepali seminar library	5212
6	Tibetan seminar library	160
7	Urdu seminar library	374
8	Botany seminar library	784
9	Chemistry seminar library	1885
10	Mathematics seminar library	1712
11	Zoology seminar library	884
12	Physics seminar library	2161
13	Geography seminar library	1274
14	Economics seminar library	546
16	Commerce seminar library	163
17	History seminar library	2082
18	Philosophy seminar library	362
19	Political Science seminar library	1674

b. Library is automated {Integrated Library Management System -ILMS}: NIL

**19. IT Infrastructure:**

Total Computers	Internet	Browsing Centres	Available Bandwidth MBPS
60	Yes	No	30-50 MBPS

20. Scholarships and Financial Support:

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	NIL	NIL
Financial support from other sources			
National	Nil	Nil	Nil
State	Backward class Welfare Dept. scholarship	76	@ Rs. 5040/- 383,040=00/-
	West Bengal Minorities Development and Financial Corporation	110	@4800 528,000/-
	Swami Vivekananda Merit-cum-Means Scholarship scheme	14	@30,000/- 420,000/-
	Kanyashree for girls	6	@ Rs. 25000-30000/-
International	Nil	Nil	Nil
Non Govt. scholarship	Tea Board (for students hailing from tea garden areas) (Non Govt. scholarship)	07	-
	Labour Department (for students whose parents work as a labourer) (Non Govt.)	01	-

21. Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.:

**No information available**

Name of the capability enhancement scheme	Number of student s enrolled	Agencies involved

**22. Career counselling offered by the institution: Yes**

Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	<b>26</b>	<b>26</b>	PSC -5 Others: 2	7

**23. Student Progression:**

Department Graduated from	Number of students enrolling into higher education	Programme Graduated from	Institution joined	Name of Programme admitted to
Chemistry	1	B. Sc Hons in Chemistry	Sikkim University	M.Sc
Economics	1	B.A. Hons. in Economics	NBU	M.Sc
Zoology	3	B.Sc. Hons. in Zoology	Darjeeling Govt College	M.Sc
Total	5			

24. Students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SET/SLET/GATE/GMAT/CAT/GRE/Civi1 Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET/SET/SLET/GATE/GMAT/CAT/GRE/ Civi1 Services/State Government Services	NET-18 SET/SLET-01	-

**25. Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases**

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
0	0	0

**26. Sports and cultural activities / competitions organised at the institution**

Activity	Level	Participants
Annual sports	College	50 (approx.)
Premiere show of an Audio-Visual Poetry "HARKAMAYA"	Institutional level/ Students of PG Dept. of Nepali	200 (approx.)
Teachers' Day Celebration	Institutional level	500 (approx.)

**27. Whether the institution has registered Alumni Association? Yes**

**28. Alumni Contribution:** The Alumni Association of Darjeeling Government College is also functioning and working towards its goal of its formation. The first meeting of the year was on December 7<sup>th</sup> 2018. This was the first meeting after the NAAC Accreditation team visit on August 2018.

**29. Mention two practices of decentralization and participative management:** Vision of the Institution is to Include, Ignite and Innovate. The institution has an aim to inculcate love for knowledge and provide quality education to all the students coming from every stratum of the society, so that all of them develop into complete individuals in future who will be equipped and empowered with relevant knowledge, competence to face challenges. There are section supervisors to look after the administration of the morning and the evening sections, which involve assisting the Principal for the Bio-science and the Commerce sections respectively. There are different sub-committees comprising representatives from the different sections of the college, teaching and nonteaching staff and students, to look after and manage important administrative activities of the college. Formation of different sub-committees under the supervision of IQAC comprising representatives from all stakeholders of the college for co-ordinating the important academic activities of the college. Introduction of College Management Software (CMS) to work on all matters (online admission, online verification process, online payment of different fees [like admission fees, tuition fees, university registration and examination fees etc.], online maintenance of the college accounts etc.) which can be operated by authorized persons of the college.

**30. Does the institution have a Management Information System (MIS)? Yes.**

**31. Implementation of e-governance in areas of operations:**

E-governance area	Details
Planning and Development	College is maintaining a database of email id and contact numbers for all teaching/ non-teaching staff/ students. e-service is there for providing information including notice to all stakeholders.
Administration	Administration provides relevant information to all the stakeholders. Regular exercise of e-tendering process through Govt. portal Regular exercise of PFMS portal to upload expenditure related to Govt. Fund
Finance and Accounts	Accounts is frilly digitalised. Funds are received from UGC/ RUSA/ Salary is received from the Govt. through HRMS portal.
Student Admission and Support	Online admission process for 1 <sup>st</sup> semester UG & PG students.
Examination	Following the system designed by the North Bengal University.

**32. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies: Nil**

33. Gender Equity (Number of gender equity promotion programmes organized by the institution): Yes.

34. Differently abled (Divyangjan) friendliness

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



**34. Describe at least two institutional best practices:**

a. Personalized Attention Support from Higher Authorities: The institution displays sensitivity towards its students and extends empathy and comfort to them. OIC of Darjeeling Government College, Dr P. C. Lama was on call with the students to show his support and listen to their grievances.


b. Providing a Rounded Learning Environment: Students are nurtured to have a balanced education through various extracurricular activities like NCC Camps. The college organises training camps for students with NCC where they take part in arms firing, navigation, map reading, emergency medical assistance and other disaster management related activities.

c. Social Service: To inculcate a sense of social responsibility and sensitivity amongst the students and to promote value-based education, the college conducted social work through NSS.

**Audit Team:**

Member of Audit Team	Signature
Dr. Subrata Kar Associate Professor in Accountancy.	
Dr. Prabir Kumar Sen Associate Professor in Chemistry.	

  
Coordinator  
IQAC  
Darjeeling Government College  
Darjeeling

  
Officer-in-Charge  
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