

Darjeeling Govt. College

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

Year: 2019- 2020

Date of Audit: 7th and 8th December 2021.

Internal Audit Team:

1. Dr. Subrata Kar, Associate Professor in Accountancy.
2. Dr. Prabir Kumar Sen, Associate Professor in Chemistry.
3. Dr. Prantik Hazra, Assistant Professor of Zoology.



Part — A

1. 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>

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
Students Orientation Program for 1 st Semester UG Honours & Programme Students.	13/08/2019	201
Constitution Day	26/11/2019	210
International Women's Day Celebration	09/03/2020	155
International Yoga Day (Online)	21/06/2020	25

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

- a. Successful implementation of Faculty's use of ICT in classroom teaching.
- b. Faculty Induction program on how to conduct online classes on Google Meet and use of Google Classroom.
- c. Continuous Internal Evaluation of the students had taken place in the form of Internal tests, assignments, and class seminars.
- d. CAS preparations of the faculty members.

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
Discussion on the number of seats during admission in the new academic session.	Number of seats increased to accommodate more students in the new academic session.
Internal Evaluation of students proposed.	Internal Evaluation of the students had taken place in the form of Internal tests, assignments, and class seminars.
Proposal to visit all the Departments.	All the Departments visited and grievances were addressed. Departments like English, Nepali, History and Political Science were allocated larger classrooms like Auditorium, Chem Hall, WBCS room, and IQNOU Hall, keeping in view their complaints regarding the lack of space to accommodate a large number of students.
Proposal to make more use of ICT to facilitate classroom teaching	Departments made full use of ICT in classroom teaching.
Discussion of the modality of teaching during the Pandemic	Online classes were taken through platforms like WhatsApp and Google Meet.

8. Whether institutional data submitted to AISHE: Yes

Year: 2020-21

Date of Submission

10.02.2020**9. 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: 722**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc Hons	204	709	96
B.A (Hons)	498	1251	233
B.Com (Hons)	44	172	22
B.Sc (Gen) Bio Sc. & Pure Sc.	394	594	18
B.A (Gen)	591	2076	212
B.Com (Gen)	197	255	9
P.G Science (Botany & Zoology)	66	194	66
P.G Nepali & English	66	295	66
Total			722

7. **No. of students enrolled: Student - Full time teacher ratio: 17:1.**

722 (1st SEM) + 645 (3rd SEM) + 461 (Final year) + 127 (PG Final) = 1955, Full time teacher = 115.

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 & NSSNSS
- i. 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 in WBES & WBSSES	Positions filled during the current year	No. of Teachers having Ph. D
	WBES	SACT	Total			
121	81	34	115	40	08	34

11. Teaching & Examinations days information:

Number of days the College was open	Number of teaching days	Number of University examinations
198 (considering online facility during Covid period)	187 (considering online facility during Covid period)	11

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 Mathematics(H), BOTCC Botany (H), ZOOCC Zoology(H),	B.Sc (Hons)	53	53	100%
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)	147	147	100%
COMCC Commerce (H)		3	3	100%
CHEMGE, PHYGE, MATHGE, BOTGE, ZOOGE, CHEMDSC PHYDSC, MATHDSC, BOTDSC	B.Sc(Gen) Bio Sc. & Pure Sc.	11	11	100%
NEPGE, ENGGE, GEGRGE, ECONGE, PHIGE, HISGE, POLSGE, BENGGE, NEPDSC, ENGDSC, GEGRDSC, ECONDSC, PHIDSC, HISDSC, POLSDSC, BENDSC, HINDSC	B.A (Gen)	245	245	100%
COMGE, COMDSC	B. Com (Gen)	2	2	100%
M.Sc in Botany & in Zoology	M. Sc	64	64	100%
M. A in Nepali & in English.	M. A	63	63	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
International	Mathematics	2	0
International	Botany	1	0
International	Chemistry	1	2.2
International	Physics	1	2
International	Geography	3	3.1
International	Microbiology	2	2.58

International	Zoology	1	2.3
National	Commerce	1	0
National	History	1	0
National	Hindi	1	1

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

Department No. of publication	Department No. of publication
Geography 2	2
Microbiology 1	1
Physics 2	2
Commerce 1	1

17. Faculty participation in Seminars/Conferences and Symposia:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars / Workshops	Nil	3	Nil	Nil
Presented papers	4	8	1	Nil
Resource Persons	1	1	1	2
RC/ OP	Nil	7	Nil	Nil

18. Library Information:

a. Books:

SI 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. Is Library automated {Integrated Library Management System -ILMS}: No.

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	265	@ Rs. 5040/-
	West Bengal Minorities Development and Financial Corporation	224	@4800
	Swami Vivekananda Merit-cum-Means Scholarship scheme	21	@30,000/-
	Kanyashree for girls	19	@ Rs. 25000-30000/-
International	Nil	Nil	Nil
Non Govt. scholarship	Tea Board (for students hailing from tea garden areas) (Non Govt. scholarship)	06	-
	Labour Department (for students whose Parents work as a labourer) (Non Govt.)	84	-

21a. 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.: **Yes.**

b. Students mentoring system:

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1823	115	1:16

22. Career counselling offered by the institution: Yes.

23. Student Progression:

Department Graduated from	Number of students enrolling into higher education	Programme Graduated from	Institution joined	Name of Programme admitted to
Botany	5	B. Sc Hons in Botany	Darjeeling Govt Colle	M.Sc
Zoology	3	B.Sc. Hons. in Zoology	Darjeeling Govt Colle	M.Sc
Geography	1	B.Sc. Hons. in Geography	NBU	M.Sc
Total	9			

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam/ Name
NET/SET/SLET/GATE/GMAT/CAT/GRE/ Civil Services/State Government Services	1 (Army service)	Niraj Thakur

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
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Youth Parliament on 30 th August, 2019	Institution level	50
Celebration of College Foundation Day	Institution level	157
Hindi Diwas Samaroh, 14 th September, 2019	Institution level	Students of Hindi Department
Block level Neighbourhood youth Parliament, 2019	Institution level	50
Nukkad Natak and Mass Awareness Rally	Institution level	NCC unit students

27. Whether the institution has registered Alumni Association? Yes ((the association is not registered)

28. Alumni Contribution: First meeting of the year was conducted on September, 6th of 2019. The meeting was chaired by Sir Projjwal Chandra Lama (Officer-in-Charge, Darjeeling Government College). The meeting focused on reaching the targets set at the 1st meeting. The Association should also try to reach as many members as possible and increase the number of members. The meeting ended with a vote of thanks by Madam Sudha Rai (Assistant Professor, Department of Economics, DGC).

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 & Support	Online admission process for 1 st 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.

Title of the programme	Date	Participant
Awareness programme on Human Trafficking	12/09/2019	156
International Women's Day Celebration	09/03/2020	272
Awareness programme on Prevention, Prohibition and Redressal of Sexual Harassment of women Employees and Students in Higher Education Institutions.	10.03.2020	183

Awareness on Human Trafficking (Online)	05/10/2020	73
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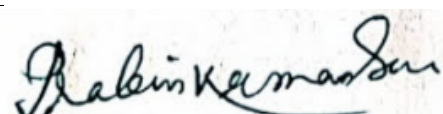

34. Differently abled (Divyangjan) friendliness

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:


- The college has a rainwater-harvesting system that includes a steel water tank of around 20,000 litres and around 20 plastic Sintex tanks which can store around 40,000 litres of harvested rain water which cater to the needs of around 3000 students and staffs of the college. Apart from this Rain water harvesting the college is supplied with a stable water connection provided by Municipality. The water collected from the roof of the college building is stored in these tanks and are supplied to laboratories, washrooms/ Toilets, Canteen and even to water plants and flowers.
- The Botany Department and NSS Unit maintains a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus.
- The college also has taken initiative for segregation of degradable and non- degradable waste.
- The Organic waste from College Canteen is collected for making vermicompost.
- The college also have taken initiative to minimise energy consumption with the use of LED lightening bulbs, tubes etc. and usage of low energy consumption appliances.
- Awareness programmes regarding Environmental Consciousness are often organised by NSS Unit of the college.
- The college also takes initiatives to Reuse, Recycle and minimise goods and items which will minimises impact on environment and promotes sustainability.

Audit Team:

Member of Audit Team	Signature
Dr. Subrata Kar Associate Professor in Accountancy.	
Dr. Prabir Kumar Sen Associate Professor in Chemistry.	
Dr. Prantik Hazra, Assistant Professor of Zoology.	


Coordinator
IQAC
Darjeeling Government College
Darjeeling




Officer-in-Charge
Darjeeling Govt. College