

Darjeeling Govt. College

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

Year: 2020- 2021

Academic & Administrative Audit

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. (Upto 13.12.2021)
Dr. Sherap Bhutia (on and from 14.12.2021)
- **Mobile Number** : **94341 31480** (Dr. Willie Henry)
: **93396 07601** (Dr. Sherap Bhutia)

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
The Department of Bengali in collaboration with IQAC of our college and Raiganj University organized a two-days of International Webinar topics on “Tin Bhubaner Bangla Kotha Sahitya: Bisoy and Angik”.	03/07/2020 to 04/07/2020	35
The Department of Social Science and Languages in collaboration with IQAC, Darjeeling Govt. College organized a One-day National Webinar on “Covid-19 and the Challenges of Global Governance”.	25/09/2020	167
The Department of Mathematics in collaboration with IQAC, Darjeeling Govt. College organized a One-day	10/10/2020	42

International Webinar entitled “MATHEMATICS AND ITS APPLICATION”.		
The Department of Physics in collaboration with IQAC, Darjeeling Govt. College organized a four-days workshop named “Online Workshop on Mathematica”.	28.01.2021 to 31.01.2021.	20
UG & PG Department of Botany and Dept. of Physics in collaboration with IQAC, Darjeeling Govt. College organized a two-days International Webinar on “Neoteric Approaches in applied sciences”.	24 and 25.08.2020.	21
UG & PG Department of Botany in collaboration with IQAC, Darjeeling Govt. College organized a One-day State-Level Webinar on Emerging bio-based industrial sectors job prospects in India scenario with special reference to West Bengal.	30.08.2020.	67

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

- Continuous student evaluation through online unit tests.
- Feedback from students on online classes during the pandemic.
- On the suggestion of IQAC, the Poor-aid fund was successfully used to give financial support to some students who were facing economic distress during the covid-lockdown.
- A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.2021 to 17.06.2021.
- A number of workshops/seminars/webinars were conducted during the academic year of 2020-21 by various departments with the constant support and guidance of the IQAC.

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 2020-21:

(Part-A)

Plan of Action	Outcome Achieved
Proposal to encourage faculty members to take up online OP, RC, workshops, short-term courses, and seminars for the purpose of CAS. Proposal to keep a record of all such courses undertaken by faculty members by the respective Department Heads.	Faculty members participated enthusiastically in the online OP, RC, workshops, Short-term course and seminars for the purpose of CAS. Department Heads kept of all the activities and courses undertaken by the faculty members of respective Departments.
Proposal to ask for student feedback about the online classes undertaken during the lockdown.	H.O.D.s of all the Departments took feedback from students successfully.
Proposal to use the Poor-aid fund to help the financially weak students who were facing difficulties during the Pandemic time.	Poor-aid fund was successfully used to give financial support to some students who were facing economic distress.
Discussion to conduct an online internal test to assess the students’ performance during the lockdown.	Online UG & PG internal tests were conducted in the month of March 2021.
Proposal to conduct online Remedial classes for students.	A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.21 to 17.06.21.

8. Whether institutional data submitted to AISHE: Yes

Year: 2020-21

Date of Submission

20.01.2022

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:

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc Hons	235	732	208
B.A (Hons)	552	1287	445
B.Com (Hons)	45	178	42
B.Sc (Gen) Bio Sc. & Pure Sc.	394	597	63
B.A (Gen)	700	2156	465
B.Com (Gen)	197	268	27
P.G Science (Botany & Zoology)	66	219	57
P.G Nepali & English	66	312	57
Total			1364

7. No. of students enrolled: Full time teacher : Student Ratio = 1 : 26.

Total student = 2906 (UG 2716 + PG 190), Full time teacher = 111.

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 knowledge of students 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	SACT	Total			
121	83	28	111	10	0	42

11. Teaching & Examinations days information:

Number of days the College was open	Number of teaching days	Number of University examinations
140 (considering online facility during Covid period)	140 (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)	97	97	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)	258	258	100 %
COMCC Commerce (H)		08	08	100 %
CHEMGE, PHYGE, MATHGE, BOTGE, ZOOGE, CHEMDSC PHYDSC, MATHDSC, BOTDSC	B.Sc(Gen) Bio Sc. & Pure Sc.	12	12	100 %
NEPGE, ENGGE, GEGRGE, ECONGE, PHIGE, HISGE, POLSGE, BENGGE, NEPDSC, ENGDSC, GEGRDSC, ECONDSC, PHIDSC, HISDSC, POLSDSC, BENDSC, HINDSC	B.A (Gen)	342	342	100 %
COMGE, COMDSC	B. Com (Gen)	10	10	100 %
M.Sc in Botany & in Zoology	M. Sc	41	41	100 %
M. A in Nepali & in English.	M. A	35	35	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
Govt. funded Government of West Bengal	2 Years	Department of Science Technology and Biotechnology	699,500/-	448,000/- for 2020-21 Academic year

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	Botany	2	2.5
International	Chemistry	4	2.7
International	Physics	1	0.3
International	Geography	3	3.5
International	Microbiology	3	3.5
International	Zoology	2	1.8
National	Commerce	1	0

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

Department No. of publication	Department No. of publication
History	1
Microbiology	1
Zoology	1
Chemistry	3

17. Faculty participation in Seminars/Conferences and Symposia:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	5	4	1	Nil
Presented papers	4	2	Nil	Nil
Resource Persons	Nil	Nil	Nil	Nil
RC/ OP	Nil	18	Nil	Nil

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

19. IT Infrastructure:

Total Computers	Internet	Browsing Centers	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	160	@ Rs. 5040/-
	West Bengal Minorities Development and Financial Corporation	218	@4800
	Swami Vivekananda Merit-cum-Means Scholarship scheme	47	@30,000/-

	Kanyashree for girls	11	@ Rs. 25000-30000/-
	Sikkim Govt. Scholarship	05	
	Honorable CM Financial Assistant	01	
International	Nil	Nil	Nil
Non Govt. scholarship	Tea Board (for students hailing from tea garden areas) (Non Govt. scholarship)	7	-
	Labour Department (for students whose Parents work as a labourer) (Non Govt.)	19	-

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.**

There were two batches of training program(online) conducted , first one is from 19.04.20 to 15.03.21 , where 49 students were enrolled out of which 21 students completed the training and the second one is from 10.06.21 to 28.09.21, where 9 students enrolled , out of which 8 students completed the training .

b. Students mentoring system: Yes

22. Career counselling offered by the institution: Yes.

Programme	Date	Student enrolled
International Webinar on FUTURE TRENDS AND CAREER WITH PHYSICS organised by Department of Physics, Darjeeling Govt. College	12/07/2020	20

23. Student Progression: UG to PG; Total 17 students.

Sl. No.	Name of student enrolling into higher education	Program graduated from	Name of institution joined	Name of programme admitted to
1.	Namrata Limbu	B.A. Honours in Geography	Chhatrapati Shahu Ji Maharaj University, Kanpur	M.A. in Geography
2.	Pranita Subba	B.A. Honours in Geography	Chhatrapati Shahu Ji Maharaj University, Kanpur	M.A. in Geography
3.	Manisha Chhetri	B.Sc. Honours in Microbiology	Sikkim Central University	M.Sc. in Microbiology
4.	Elisheba Subba	B.Sc. Honours in Chemistry	University of North Bengal	M.Sc. in Chemistry
5.	Priyanka Pradhan	B.Sc. Honours in Chemistry	University of North Bengal	M.Sc. in Chemistry
6.	Tanushree Laskar	B.Sc. Honours in Zoology	Darjeeling Government College	M.Sc. in Zoology
7.	Rudrajyoti Barman	B.Sc. Honours in Zoology	Darjeeling Government College	M.Sc. in Zoology
8.	Rinita Bose	B.Sc. Honours in Zoology	Darjeeling Government College	M.Sc. in Zoology
9.	Nikita Thapa	B.Sc. Honours in Zoology	Darjeeling Government College	M.Sc. in Zoology
10.	Reena Chettri	B.Sc. Honours in Zoology	Darjeeling Government College	M.Sc. in Zoology
11.	Atish Rai	B.Sc. Honours in Zoology	Darjeeling Government College	M.Sc. in Zoology
	Panchami Katuwal	B.Sc. Honours in Botany	Darjeeling Government College	M.Sc. in Botany
13.	Kunjani Rai	B.Sc. Honours in Botany	Darjeeling Government College	M.Sc. in Botany
14.	Rajina Chetri	B.Sc. Honours in Botany	Darjeeling Government College	M.Sc. in Botany
15.	Manisha Mukhia	B.Sc. Honours in Botany	Darjeeling Government College	M.Sc. in Botany
16.	Binoy Gurung	B.Sc. Honours in Botany	Darjeeling Government College	M.Sc. in Botany
17.	Sujay Dewan	B.Sc. Hons. in Chemistry	University of North Bengal	M.Sc. in Chemistry
	Total 17 students.			

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
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NET/SET/SLET/GATE/GMAT/CAT/GRE/ Civil Services/State Government Services	NET SET GATE	Debayan Raha, Zoology Rajat Thakuri , Microbiology Rajat Thakuri , Microbiology
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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
Teachers' Day was celebrated online on 5th September 2020.	Institution level	180
Republic Day was celebrated online on 26 th January, 2021, organized by cultural committee of Darjeeling Govt. College .	Institution level	157
International Women's day was celebrated online, organized by Gender Sensitization Cell, Darjeeling Govt. College.	Institution level	85

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

28. Alumni Contribution: The year 2020-21 was unexpected and the countrywide lockdown due to the pandemic covid -19 kept all of the alumni members inside the houses. The Association did have an online meeting on 15th January 2021 as a general online meet amongst the members. The meeting was brief and did not discussed any significant topics. Only the alumni members within the College were present in the meet.

No significant programmes were conducted during this year.

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 digitalized. 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
International Women's day was celebrated online, organized by Gender Sensitization Cell, Darjeeling Govt. College.		85

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. 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.

b. 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.

c. The college also has taken initiative for segregation of degradable and non- degradable waste.


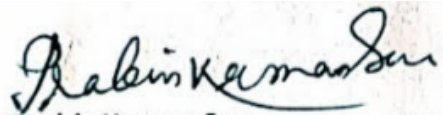
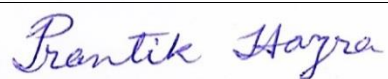
d. The Organic waste from College Canteen is collected for making vermicompost.

e. 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.

f. Awareness programmes regarding Environmental Consciousness are often organised by NSS Unit of the college.

g. 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.	

Date of audit: 23 & 24 Nov 2021.


Coordinator
IQAC
Darjeeling Government College
Darjeeling




Officer-in-Charge
Darjeeling Govt. College