

Darjeeling Govt. College

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

Year: 2022- 2023



Date of Audit: 25th -26th September, 2023

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. Sherap Bhutia
- Mobile Number : 93396 07601

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
Inauguration of Dr Satyendra Nath Tagore Civil Service Study Centre	07-07-2022	All Final SEM Hons and P.G Students of Darjeeling Govt. College
Students Orientation Program for 1 st Semester UG Honours & Programme Students.		All SEM-1 UG students
Teachers' Day	05/09/2022	All the departments

"Bhanu Smaran Diwas & Pragya Samman"	03/08/2022	Organised by Post Graduate Department of Nepali
International Women's Day	08/03/2023	All students of the College

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

- Awareness program on eco-friendly approaches through seminar.
- Eco centric approach setting up Nature Club.
- A Learning Management System portal was introduced where all the study materials and resources were regularly uploaded for students.
- The IQAC has taken numerous measures to keep up with the national standards and ensure that all faculty and students are at par with global proceedings.

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 2022-23:

(Part-A)

Plan of Action	Outcome Achieved
Proposal to increase the intake capacity of students in the new academic session.	The number of seats was increased in all the departments, especially non-lab-based departments.
Proposal to conduct CAS screening for interested faculty members whose CAS is due	A total of eight faculty members from various departments appeared for the CAS screening successfully.
Discussion about applying for NAAC accreditation.	From May 2023 onwards the college is preparing and planning for NAAC accreditation.
Proposal to rephrase the IQAC Committee and induct new members in the committee.	Prof. Prabir Kumar Sen, Associate Professor (Chemistry) was inducted as an Internal member, Teacher Representative. Apart from him, four new teachers were inducted into the committee. Prof. Sandip Mondal, Asst. Professor (Chemistry) and Prof. Sourav Chakraborty, Asst. Professor (Botany) and the two newly transferred teachers, Prof. John Kapil Chettri, Asst. Professor (Pol. Sc.) and Prof. Sunita Lama, Asst. Professor (English) were inducted into the committee, in the capacity of internal members.
Induction of new External members in the IQAC Committee	<ol style="list-style-type: none"> Shri. Chandra Prakash Rai, Secretary, Darjeeling Municipality, was inducted as an External member, Alumni, and Dignified Senior Administrative Officer. Mr. C.K. Jha, Executive Engineer, PWD Darjeeling Division, was inducted as an External member, Dignified Senior Administrative Officer. Dr. Padam Nepal, Associate Professor in Political Science, St. Joseph's College, Darjeeling was inducted as an External member, Dignified member of the society. Mr. Jiwan Chettri, Principal of Yashshree Institute of Hotel Management, Darjeeling, was inducted as an External member, Dignified Senior Administrative Management. Mrs. Norjin T. Bhutia, Office Staffa, Darjeeling Government College, was inducted as an Internal member, Non-Teaching Staff Representative. Next, the name of Aswin Rai, P.G. 2nd Semester, from the Department of English was proposed and accepted as an Internal member, Student Representative.

8. Whether institutional data submitted to AISHE: Yes

Year: 2022-23

Date of Submission

24.12.2022

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: 825**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc Hons	270	762	99
B.A (Hons)	655	1265	305
B.Com (Hons)	50	156	36
B.Sc (Gen) Bio Sc. & Pure Sc.	198	122	3
B.A (Gen)	700	1568	252
B.Com (Gen)	197	132	6
P.G Science (Botany & Zoology)	66	236	58
P.G Nepali & English	66	327	66
Total			825

7. **No. of students enrolled: Student - Full time teacher ratio: 23 : 1.**

Total student: 2484, Full time teacher = 109.

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	80	29	109	41	0	47 (T 5)

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		11

Covid period)		
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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)	108	93	86 %
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)	232	232	100 %
COMCC Commerce (H)		23	23	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)	67	67	100 %
COMGE, COMDSC	B.Com(Gen)	14	5	36 %
M.Sc in Botany & in Zoology	M. Sc	60	60	100 %
M. A in Nepali & in English.	M. A	70	68	97 %

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				

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	Mathematics	2	< 1
International	Zoology	5	1.8
National	Commerce	2	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
Botany	1
Chemistry	3

Economics	1
History	2
Geography	2
Microbiology	1
Zoology	1

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
94	Yes	No	100 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	Sports scholarship given by University of North Bengal	1	@Rs.1000/-
State	Backward class Welfare Dept. scholarship	9	@ Rs. 5040/-
	Aikyashree Scholarship (Minority)	11	
	West Bengal Minorities Development and Financial Corporation		@4800
	Swami Vivekananda Merit-cum-Means Scholarship scheme	397	@30,000/-

	Aikyashree SVMCM Scholarship	7	@ Rs. 18000 (B.Sc.), 12000(B.A.)
	Kanyashree for girls	132	@ Rs. 25000-30000/-
International	Nil	Nil	Nil
Non Govt. scholarship	VAHDAM Teach me scholarship (Non-Govt. Scholarship)	1	-
	Labour Department (for students whose Parents work as a labourer) (Non Govt.)	Nil	-

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
2173	109	20:1

22. Career counselling offered by the institution: Yes.

23. Student Progression:

Department Graduated from	No. of students enrolling into higher education	Programme Graduated from	Institution joined	Name of Programme admitted to
Botany	14	B. Sc Hons in Botany	DGC	M.Sc
Chemistry	4	B. Sc Hons in Chemistry	NBU	M.Sc
Physics	1	B. Sc Hons in Physics	NBU	M.Sc
Zoology	7	B.Sc. Hons. in Zoology	DGC	M.Sc
Microbiology	5	B.Sc. Hons. in Microbiology	NBU	M.Sc
Mathematics	4	B.Sc. Hons. in Mathematics	NBU	M.Sc
Geography	11	B.Sc. Hons. in Geography	NBU & others	M.Sc
English	8	B.A. Honours in English	DGC	M.A
Philosophy	2	B.A. Honours in Philosophy	NBU	M.A
Economics	5	B.A. Honours in Economics	NBU	M.A
Total	61			

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	NET - 3	Rajat Thakuri, Palzor Dukpa Meghna Limboo
	SLET- 1	Mayukh Bhattacharya
	GATE - 4	Abhinaba Kundu, Soumyajit Das Meena Chettri, Bhairab Kumar Singha
	Indian Post Office	Siddhant Sharma

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
"Nukkad Natak "on the occasion of celebration of Ujjawal Bharat	Institution level	Volunteers of the National Service Scheme
"BHANU SMARAN DIWAS & PRAGYA SAMMAN" was organised by Post Graduate Department of Nepali, 3 rd August 2022		Students of Post Graduate Department of Nepali.

Celebration of College Foundation Day, 5 th August 2022	Institution level	All teachers, staffers a, NSS and students
Independence Day Celebration, 15 th August	Institution level	Teachers, staffers a, NSS and students
West Bengal Inter College State Sports and Games Championship – Football (Men), jointly hosted by Darjeeling Government College and Southfield College, 11 th February 2023	State level	Students of boys and girls of Darjeeling Govt College with other college teams

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

28. Alumni Contribution: One meeting of the association was held on 6th September, 2022 . Meeting was started with the introductory speech by the secretary of the association Prof. Dewki Limbu. The main agenda of this meeting was the possible solution of shortage of water in campus area.

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.

Under the Teachers' Council, there are different sub-committees comprising representatives from faculty members to assisting the Principal for the academic matters.

There are different administrative 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.
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
1. Awareness Programme on Human Trafficking.
2. International Women's Day Celebration.
3. Awareness Programme on Prevention, Prohibition and Redressal of Sexual Harassment of women Employees and Students in Higher Education Institutions.
4. Awareness on Human Trafficking.


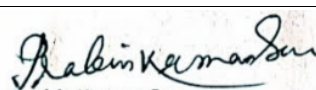
34. Differently abled (Divyangjan) friendliness

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:

1. Every year Orientation program for new students are held to explain the values of gender equality and equity. The college has an active Gender Sensitization Cell Committee, Anti- Sexual Harassment Cell and Internal complaints committee. Gender sensitization awareness programs and Seminars are held regularly every year. The institute conducts regular awareness programs, competitions, workshops, and lectures, etc. which cover various gender-sensitive issues like gender equity, sexual harassment, and the importance of education for female child, maintain personal hygiene, save girl child, etc., and also provide awareness about various legal rights of men and women. Female students are encouraged and provided ample opportunity to participate in extracurricular and extensions programs. The college every year celebrates International Women's day. Gender awareness program are conducted on this occasion. The college also observes the Mother's Day, World Menstrual Health and Hygiene Day. The NSS and NCC Unit of the college regularly organizes awareness program on menstrual hygiene, good touch and bad touch, Human trafficking, Gender Discrimination, domestic Violence etc, within the campus and outside the campus in nearby local schools and locality.
2. The college has installed Sanitary Pad Vending Machine and Incinerator and workshops are organized regarding Handling of Sanitary Napkin Vending Machine and Incinerator.
3. CCTV surveillance system has been installed in the common spaces of the college. The College ensures that all students are protected and treated fairly. Deployment of Guards in College and College Girls Hostel.
4. An awareness and interactive programme are regularly organized by Youth against trafficking (YAT) club of Darjeeling Government College unit. Resource persons from NGOs are invited to the deliver talks on trends on human trafficking.
5. Installation of Student complaints box separately for Boys and Girls. The Members of Gender Sensitization Cell Committee provide counselling to students who request for it. It also addresses different issues such as psychological well-being of the students and creating awareness of gender sensitization.
6. The colleges also have a common room for female Students, Functioning Sanitary Pad Vending Machine and Girls toilets/washrooms.
7. 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.
8. 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.
9. The college also has taken initiative for segregation of degradable and non- degradable waste.
10. The Organic waste from College Canteen is collected for making vermicompost.
11. 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.
12. 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.

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.

Prantik Hazra

Date of audit: 25th and 26th September 2023.