



Kalipada Ghosh Tarai Mahavidyala

Bagdogra, District: Darjeeling
West Bengal (India)
PIN-734014

Annual Quality Assurance Report

2013-14

SUBMITTED TO



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

KALIPADA GHOSH TARAI MAHAVIDYALAYA

1.2 Address Line 1

Buri Balason

Address Line 2

P.O. - Bagdogra

City/Town

Siliguri

State

West Bengal

Pin Code

734014

Institution e-mail address

prinkgtm@gmail.com

Contact Nos.

9434020400

Name of the Head of the Institution:

Dr. Ranajit Kumar Das

Tel. No. with STD Code:

0353 2004707

Mobile:

9434020400

Name of the IQAC Co-ordinator:

Dr. Saunak Samajdar

Mobile:

9563923775

IQAC e-mail address:

iqackgtm@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/38/124 DATED 02/02/2006

1.5 Website address:

www.kgtm.in

Web-link of the AQAR:

<http://www.kgtm.in/userfiles/file/KGTM%20AQAR%202013-14.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA/ SCORE	Year of Accreditation	Validity Period
1	1 st Cycle	B	73.00	2005	2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30/11/2006

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of North Bengal

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers
*Including Chairman

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 4

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Special lecture on the Philosophy of Swami Vivekananda

2.14 Significant Activities and contributions made by IQAC

- **Academic Calendar:** Academic Calendar has been prepared for the academic session 2013-14
- **Admission:** The admission process has been done fully on merit basis maintaining the reservation as per West Bengal Government Norms of reservation.
- **Teaching Plans:** Students are provided outline of Teaching Plan with additional reference study materials.
- **Orientation Program:** Orientation program for 1st year students (B.A., B.Sc., B.Com.) has been held to introduce them with syllabus and college environment.
- **Continuous Evaluation:** Pattern of continuous evaluation has been implemented.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Preparation of Academic Calendar	Major events, activities, Examination Dates published and implemented.
Orientation Program for Teachers	Implemented
Orientation Program for Students	Successfully conducted by all the departments.
Submission of the data of All India Survey of Higher Education (AISHE)	Data of AISHE 2013-2014 successfully uploaded & Certificate received.
Innovative processes adopted in Teaching & learning	<ul style="list-style-type: none"> • Weak and slow learner students are identified through class tests • Tutorial and remedial classes arranged.
Advance Lecture schedule, teaching plans	Teaching plan and study materials distributed.
Increase the no. of class rooms	<ul style="list-style-type: none"> • Still inadequate.
Collection of Feedback from Students and Alumni	<ul style="list-style-type: none"> • Feedback collected and analysed.
Community Service	<u>NCC / NSS activities:</u> <ul style="list-style-type: none"> • Red Ribbon Programme • Drug Abuse, Anti Tobacco Day. • Tree plantation. • HIV (AIDS) awareness.

* Attach the Academic Calendar of the year as Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR for the academic year 2013-14 has been approved by the Governing Body of the College.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	13	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	13	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: ~~CBCS~~/Core/Elective option / ~~Open options~~

Under Graduate programs with core options (Honours):

- **Arts Stream:** Bengali, English, Geography, Hindi, History, Nepali, Political Science and Sociology
- **Commerce Stream:** Accounting and Management.

Under Graduate programs with elective options:

- **Arts Stream:** Bengali, English, Economics, Geography, Hindi, History, Nepali, Philosophy, Political Science, Sanskrit and Sociology
- **Science Stream:** Physics, Chemistry and Mathematics
- **Commerce Stream:** Commerce (Fixed papers as per university curriculum)

The University of North Bengal has not adopted Choice Based Credit System. The college follows the curriculum prescribed by the University of North Bengal.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	13

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

***Provide an analysis of the feedback in the Annexure II**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As the college follows the syllabus and curriculum of University of North Bengal, there is no scope of revision.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	11	07	-	17

2.2 No. of permanent faculty with Ph.D.

5

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

19	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	2	1
Presented papers	2	6	
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

<ul style="list-style-type: none"> • Students Seminar & Departmental Quiz • Group discussions & Interactive Sessions • Field surveys by students • Educational and cultural tour • Special Lecture by eminent academicians • Viva-voce and Mock Test • Youth Parliament • Regular internal assessment • Remedial Classes

2.7 Total No. of actual teaching days during this academic year

186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As the entire process of examination and evaluation process is governed by the affiliating university, there is no scope for any examination / evaluation reforms by the college.

However, Continuous Assessment, Unit Test, Assignments and Field Work are conducted by the college for tracking the performance of the students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

03

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Accounting Honours	51	-	7.84	74.51	-	-
Bengali Honours	50	-	-	78.00	-	-
English Honours	45	-	-	60.00	-	-
Geography Honours	25	-	-	96.00	-	-
Hindi Honours	37	-	2.70	94.59	-	-
History Honours	62	-	-	88.71	-	-
Management Honours	6	-	-	100.00	-	-
Nepali Honours	28	-	-	67.86	-	-
Political Science Honours	36	-	-	66.67	-	-
Sociology	12	-	-	83.33	-	-
B.A. General	834	-	-	7.19	-	63.79
B.Com. General	68	-	-	5.88	-	77.94

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC provides academic plan along with activities & programmes to be organized by various departments and committees for the year and regularly monitors the same.
- Various committees have been formed to monitor different activities and programmes in the institution for effective implementation of the plan to achieve excellence.
- IQAC periodically conducts meetings to explore avenues to enhance teacher effectiveness.
- The Teacher-in-Charge of the college regularly interacts with the students and the faculty members to get feedback and to give suggestions.
- IQAC encourages and suggests the departments to organize seminars, workshops etc.
- IQAC monitors the department regarding the completion of syllabus within the academic calendar.
- IQAC conducts Annual Academic Audit internally.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	NIL	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC motivates faculty members for submission of proposals for Major & Minor Research projects and publications.
- Faculty members are granted leave to participate in PhD course work, Orientation programme, Refreshers programme, short term courses and various workshops related to research methodology.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	43,00,000/-*	-
Outlay in Rs. Lakhs	-	-	-	-

* ICSSR, New Delhi Commission , State Level Project completed by Dr. John Breakmas Tirkey, Associate Professor in Sociology with in collaboration with Sri. Sudas Lama, Assistant Professor in History, University of North Bengal. The project entitled “Educational Status of Schedule Tribe in West Bengal: Attainment and Challenge “. It was a part of National Level Study sponsored by ICSSR.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	2	-
Non-Peer Review Journals	-	4	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialised	Applied	None
	Granted	None

3.17 No. of research awards/
recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	1	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

NIL

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

NA

SRF

NA

Project Fellows

NA

Any other

NA

3.21 No. of students Participated in NSS events:

University level **-**

State level **-**

National level **-**

International level **-**

3.22 No. of students participated in NCC events:

University level **-**

State level **50**

National level **1**

International level **-**

3.23 No. of Awards won in NSS:

University level **-**

State level **-**

National level **-**

International level **-**

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="01"/>	Any other	<input type="text" value="03"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Drug Abuse and Anti-Tobacco Day
- Tree Plantation Programme
- Red Ribbon Programme
- Campus Cleaning Programme
- World AIDS Awareness Day

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.22 acre	-	-	2.22acer
Class rooms	-	-	-	-
Laboratories	3	-	-	3
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others (Rooms including common room, canteen etc.)	9	-	-	9

4.2 Computerization of administration and library

1. Upgraded College Website to provide information about the staff, publication of notices; view prospectus, tendering, recruitment information etc.
2. Upgraded Merit List generation software which was implemented at college office in June 2009 for registration of Part-I candidates and generate category wise merit lists.
3. Upgraded Admission Management software which was implemented at college office in June 2009 to manage admission and examination data and provide reports related to accounts, admission, college examination results and college certificates etc.
4. Upgraded Cheque Register software which was implemented at college office in June 2011 to track daily issue of cheques and tally with cash book for reconciliation.
5. UGC-NRC (Network Resource Centre) established with one computer. The centre aims at providing support to the faculty in academic and research activity.
6. Creation of cataloguing (bibliographic) database with the help of Windows version of CDS/ ISIS.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12003	2180386	915	227709	12918	2408095
Reference Books	2353		205		2558	
e-Books	130000+ From NLIST		Renewed		130000+ FROM NLIST	
Journals	12	42500	Renewed	5200	12	47700
e-Journals	4500+		Renewed		4500+	
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	-	2	-	-	9	28	5
Added	-	-	-	-	-	-	-	-
Total	42	-	2	-	-	9	28	5

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

<ul style="list-style-type: none"> • Training to faculty members for efficient use of ICT. • Basic Computer Training to Non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	2.67174
iii) Equipments	6.84511
iv) Others	31.46366
Total :	40.98051

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- In the beginning of the academic year, the Institute organizes orientation programme for B.A./B.Com./ B.Sc. Part-I students to make them aware about different curricular & co-curricular activities of the college.
- The college constituted disciplinary committee, anti-ragging committee and women harassment and redressal committee. The committee looks after the welfare of the students and redresses the complaints of the students. The IQAC regularly interacts with these committees and intervenes about the matter raised as and when needed.
- The college has a complaint box to receive the grievances of the students, which is checked at regular intervals and necessary actions are taken by the concerned committee.
- The students' information cell and career counselling (ICCC) also provides necessary information to students for their career developments.
- Information related to curriculum, class routine, attendance, examination schedules, scholarships, placements, social & cultural activities, NCC & NSS programmes are displayed in notice board and website as well.
- Needy and poor students are provided with financial support. The Institute has concession for BPL students, free fee-ship and poor-aid fund.
- A large number of students belonging to SC, ST and minority, are provided with various scholarships of the Government.
- Meritorious and outstanding students in academic performance, sports and games, NCC and NSS are recognised and rewarded.

5.2 Efforts made by the institution for tracking the progression

- The institute takes care of the progress of the students by conducting class test, annual selection tests, assignments, interactive session, group discussions, classroom seminars, paper presentations, debate, quiz and other co-curricular activities.
- Parent - Teacher interaction is held and necessary steps are taken based on parent feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5196	-	-	-

(b) No. of students outside the state

14

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2590	49.85		2606	50.15

General	Last Year					Total	This Year					Total
	SC	ST	OBC	Physically Challenged	General		SC	ST	OBC	Physically Challenged		
2121	1827	471	253	11	4672	2291	2003	596	306	10	5196	

Demand ratio **2.65: 1** Dropout % 9.39

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NA

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Information and Career Guidance Cell: Programmes on personality development & communication skills are organized for Final year B.A. /B.Com. /B.Sc. students.

No. of students benefitted

-

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- Discussion on women's right.
- Debate on Gender discrimination.
- Debate on section 498A.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	86	110680
Financial support from government	1257	5108000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ----NIL----

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: The institution endeavours to facilitate opportunities for educational empowerment and capacity building through promotion of quality education and promote moral, social and human values to become catalyst of social transformation and justice.

Mission:

- To promote academic excellence.
- To include a civic sense with ethical, moral and social values in students and help them to grow into good citizen.
- To empower students to lead productive lives and become agents of social economic change of the community.
- To serve the needs of all section of students including Scheduled Caste and Scheduled Tribe, Minorities and under privileged section of society.
- To provide the supports for the excellence in sports and cultural activities.
- To make the campus eco-friendly and also to make the community aware of preservation of natural resources.
- To provide community service through an active NSS unit.
- To make the NCC unit more vibrant
- To make the campus ragging free

6.2 Does the Institution has a management Information System

- Offline Admission Management software related to accounts, admission, college examination results and college certificates etc.
- Online Admission Management software supports online registration, sending SMS, category wise merit list generation, e-counselling, online payment of admission fees etc.
- Seating Plan creation/generation software.
- College Website to provide information about the staff, publication of notices; view prospectus, tendering, recruitment information etc.
- Payroll Management software supports salary, PF, Income Tax etc.
- Cheque Register software supports tracking daily issue of cheques and cashbook reconciliation

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Being affiliated to the University of North Bengal, the college follows the syllabus set by the University.

6.3.2 Teaching and Learning

- Remedial classes.
- Regular Internal assessment
- Departmental Quiz & Student seminar
- Field Work for 3rd year Hons. students (Sociology & Geography) and 1st year students (Environmental Studies)
- Educational and cultural tour

6.3.3 Examination and Evaluation

The college is affiliated to the University of North Bengal with regard to the Examination System. Hence there is no scope for implementing examination reforms. However, the college has devised its own system of continuous learning and assessment internally following the guidelines of the University of North Bengal.

- Each department monitors student's progress through regular class tests, mid-term test, assignments, project work, and annual test.

6.3.4 Research and Development

The college encourages faculty members to pursue research work and publish papers for the academic development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library covers the area of 3000 sq. ft. with a reading room of 800 sq. ft.
- The books are stacked in 18 steel racks and ten almirahs.
- All faculty members have been provided with unique user id and password of NLIST (Inflibnet) Digital library to access e resources from anywhere.
- UGC-NRC (Network Resource Centre) continued functioning with one computer. The centre aims at providing support to the faculty in academic and research activity and support to the users. Computerisation of library official activity e.g. creation of book number, call number and spine level printing etc.
- Creation of cataloguing (bibliographic) database with help of Windows version of CDS/ ISIS.
- Purchase of different required equipments and chemicals for Physics, Chemistry and Geography laboratories.

6.3.6 Human Resource Management

The Human Resource of the college is managed in a fair and democratic manner. The aim of the college is to make optimum use of the available human resources. All faculty members are involved in different activities.

6.3.7 Faculty and Staff recruitment

- Substantive Faculty recruitment is done through the West Bengal College Service Commission (WBCSC) as per Govt. of West Bengal and UGC rules.
- Non Teaching Staffs are recruited as per Govt. of West Bengal's Rules.
- Guest teachers are recruited depending upon the demands from the respective departments. The selection for the same is done through interview by the selection committee with at least one external subject expert.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- Complete transparency is maintained in admission to 1st year courses.
- Admission of students is done completely on the basis of merit adhering to the circulars of the affiliating university (University of North Bengal) and the state government.
- Rules of reservation in admission are properly maintained.
- 1st year admission made through counselling.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Provident Fund• Group Insurance• Festival Advance• Special leave to pursue Research & further Educational activities and training
Non teaching	<ul style="list-style-type: none">• Provident Fund• Group Insurance• Festival Advance
Students	<ul style="list-style-type: none">• Student Aid Fund• Special Concession in admission fees for BPL Students and students belonging to Tea Garden Workers families• Benefits from Kanyashree Prakalpa provided by Government.• Tea Garden Labour Welfare scholarship

6.5 Total corpus fund generated

1638390.00

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Alumni Association takes active participation in cultural and social function and other development work.

6.12 Activities and support from the Parent – Teacher Association

Parents are cordially invited to the college functions. They are encouraged to associate themselves with the development & social activities of the college.

6.13 Development programmes for support staff

- Support staffs received training in use of computers.
- Training in computerization of salary management system.
- Training in student data management system.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation.
- Maintaining garden of various plants.
- Plastic free campus
- Tobacco free and no smoking campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of White Board in all class rooms for better illustration.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Recommendation of NAAC peer team:

- As per the peer team recommendation a new three storied building has been constricted and is functional now to meet the additional requirement the class room.
- Science stream has been introduced to cutter to the needs of rural students.
- Teaching faculty has been increased.
- NSS and NCC units have been made more vibrant.

Preparation of Academic Calendar: Calendar published and implemented.

Orientation Program for Teachers: Orientation Program held at beginning of academic year.

Orientation Program for Students: Program conducted by all the departments.

Submission of the data of All India Survey of Higher Education (AISHE): Data successfully uploaded & Certificate received.

Advance Lecture schedule, teaching plans: Teaching plan and study materials distributed.

Increase the no. of class rooms: Still inadequate.

Collection of feedback: Feedback collected and analysed.

Community Service: Free health checkups. Tree plantation. book distribution among the under privileged students. Seminar on Thalassemia and HIV (AIDS) awareness program are organised. Outreach Programme – Literacy Programme and extension activities carried out.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Financial Support for needy students.
- Maintenance of eco-friendly environment of the campus.

****Provide the details in Annexure III***

7.4 Contribution to environmental awareness / protection

- Green Campus Program: The institution organised tree plantation programme.
- Safe disposal of garbage and chemical waste.
- Prohibition of plastic bags.
- Tobacco free campus.
- Environmental awareness campaign.
- Visit to nearby forest to study forest eco-system.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Caring, motivated, enthusiastic and dedicated faculty members.
- Student friendly academic environment.
- Well behaved and obedient students.
- Cordial relation among students, teachers and non-teaching staff.
- Harmonious relationship among different ethnic, cultural and linguistic group.
- Providing education to the considerable number of students of three neighbouring states including Sikkim, Assam and Bihar.
- Well functioning NCC and NSS units.
- Well-equipped laboratories for Physics, Chemistry and Geography.
- Information and Career Guidance Cell provides information on career opportunities to the students regularly.
- A separate reading room of 800 sq. ft. As per the recommendation of previous NAAC evaluation.
- Grievance Redressal Cell redresses the grievance of students.
- Women Harassment Redressal Committee
- Power back up for the entire campus.
- The institution is ragging free.

Weakness:

- Inadequate full time faculty.
- Insufficient space for hostel facilities.
- Insufficient infrastructure for research facility.
- Space constraints for departmental library.

Opportunities:

- Enhancing infrastructure, instructional resources, rich library and human resources.
- Introducing career related short term courses.
- Inter disciplinary approach to learning and teaching.
- Encouraging faculties to pursue research and publication.
- Establishment of an institutional blood bank to serve the society through proper database management.

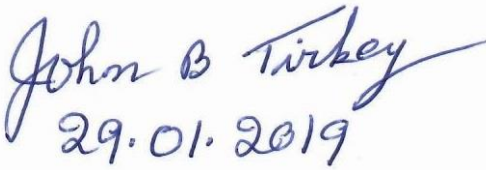
Threats:

- Delivery of lectures and study material poses a problem to cater to the needs of students from multi-lingual and multi-cultural (Bengali, Hindi, Nepali and Tribals) background.
- To provide quality education to students of first generation learner who belong to social and economically backward community.
- Communication problem arising out of remote location of students in villages.

8. Plans of institution for next year

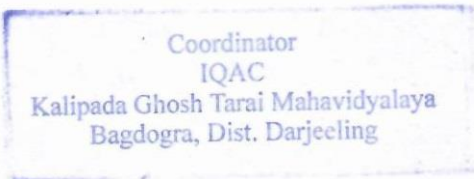
- Improving faculty strengths.
- Training the faculties for the efficient use of ICT based teaching aids.

Name : *Dr. John Breakmas Tirkey*

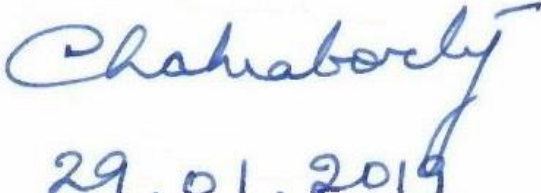


29.01.2019

Signature of the Coordinator, IQAC



Name: *Dr. Minakshi Chakraborty*



29.01.2019

Signature of the Chairperson, IQAC

PRINCIPAL
Kalipada Ghosh Terai
Mahavidyalaya
Bagdogra

KALIPADA GHOSH TARAI MAHAVIDYALAYA

Bagdogra, Dist. – Darjeeling (West Bengal)

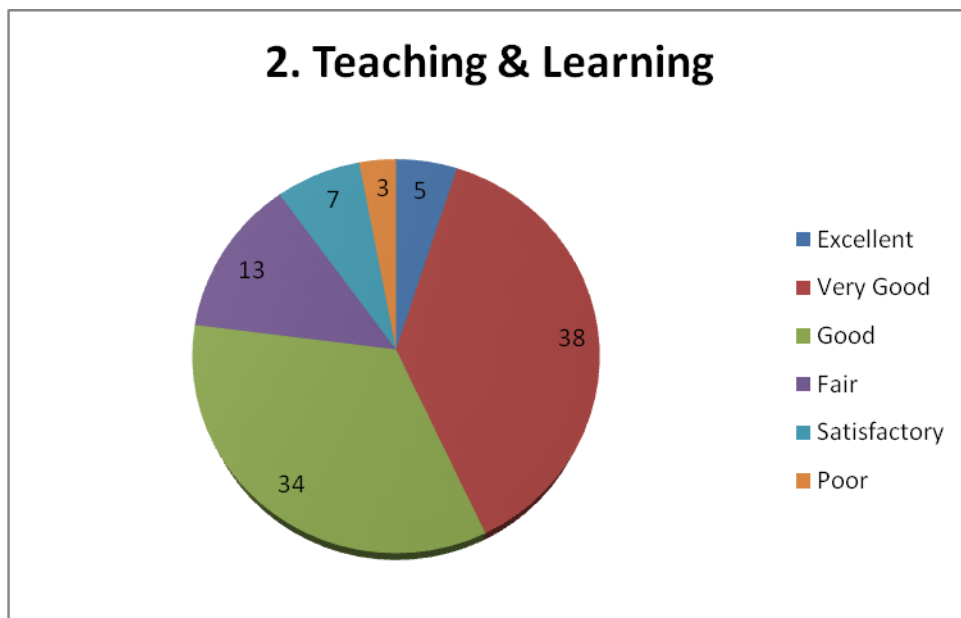
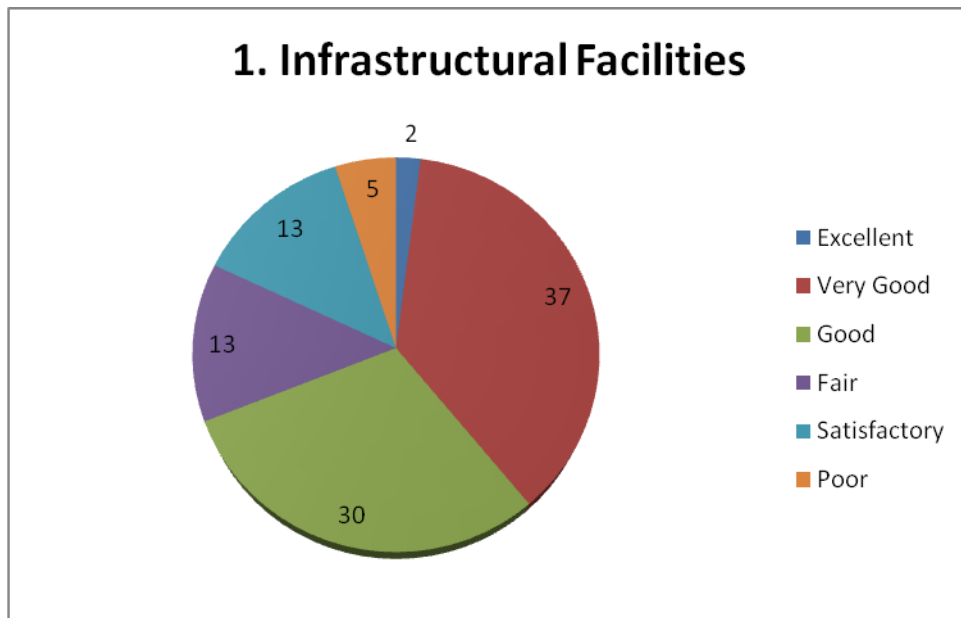
INTERNAL QUALITY ASSURANCE CELL (IQAC)**Academic Calendar for the Session 2013-2014**

Month/Yr	Day(s)	Particulars
Jul, 2013	13	Bhanu Jayanti
	7, 14, 21, 28	Sunday
	15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, 31	Class
	15	2 nd & 3 rd Year Honours & General Classes begin
	22	1 st Year Honours & General Classes begin
Aug, 2013	9	Id-Ul-Fitre
	15	Independence Day
	28	Janmastami
	4, 11, 18, 25	Sunday
	1, 2, 3, 5, 6, 7, 8, 10, 12, 13, 14, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30, 31	Class
	5	Orientation Programme (B.A. 1 st Yr Hons)
	6	Orientation Programme (B.Com. 1 st Yr Hons & General)
	8	Orientation Programme (B.A./B.Sc 1 st Yr General)
Sep, 2013	1, 8, 15, 22, 29	Sunday
	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30	Class
	10, 11, 12, 13, 14, 16, 17	1 st Unit Test for Honours (Part I, II, III)
Oct, 2013	2	Birthday of Gandhiji
	4	Mahalaya
	6, 13, 20, 27	Sunday
	10-31	Puja Vacation
	1, 3, 5, 7, 8, 9	Class
Nov, 2013	14	Muharram
	17	Birthday of Gurunanak
	1-6	Puja Vacation
	3, 10, 17, 24	Sunday
	7, 8, 9, 11, 12, 13, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30, 31	Class
	12, 13, 15, 16, 18, 19, 20	Departmental Seminar

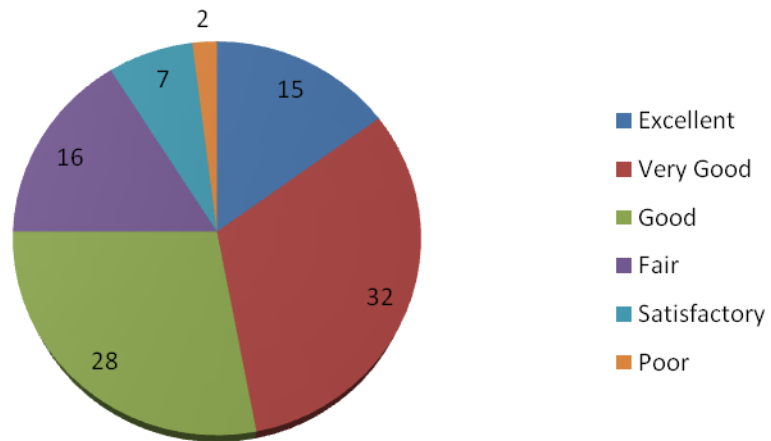
	27, 28, 29, 30, 31	2 nd Unit Test for Honours (Part I, II, III)
Dec, 2013	25	Christmas Day
	27-31	Winter Recess
	1, 8, 15, 22, 29	Sunday
	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 26	Class
	2, 3, 4, 5, 6	Student Seminar for Hons
	10, 11, 12, 13, 14, 16, 17, 18, 19, 20	Career Counseling / Departmental Field / Extension work (Part III Sociology Hons & Geography Hons)
Jan, 2014	1	Winter Recess / New Year's Day
	12	Birthday of Swami Vivekananda
	14	Fateha Duaz Daham
	23	Birthday of Netaji
	26	Republic day
	5, 12, 19, 26	Sunday
	2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 18, 20, 21, 22, 24, 25, 27, 28, 29, 30, 31	Class
	4, 6, 7, 8, 9, 10, 11, 13, 15, 16	Annual Test for Honours & General
Feb, 2014	4	Shree Panchami
	2, 9, 16, 23	Sunday
	1, 3, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28	Class
	7	Annual Sports
Mar, 2014	16	Dol Jatra
	2, 9, 16, 23, 30	Sunday
	1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31	Class
	3, 4, 5, 6, 7, 8, 9	NSS special Camp
Apr, 2014	14	Birthday of Dr. B.R. Ambedkar
	15	Bengali New Year's Day
	6, 13, 20, 27	Sunday
	17-30	Summer Recess
	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 16	Class / Study Leave / University Final Exams
May, 2014	1-31	University Exams & Summer Recess
Jun, 2014	1-30	University Exams & 1 st Yr. Admission Process

Feedback analysis of students on –

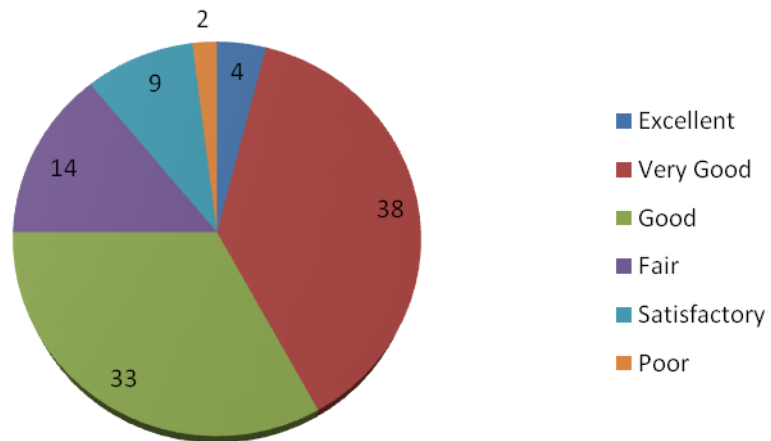
1. Infrastructural Facilities, 2. Teaching & Learning, 3. Extension Activities,
4. Student Support System



3. Extension Activities



4. Student Support System



Best Practice #1

1. Title of the Practice

Financial Support for needy students

2. Objective of the Practice

The institution aims to avail equal opportunity to financially under privileged students to continue their higher education.

3. The Context

There are a large number of students from Tea Garden Workers' Families, Poor Families from Rural Areas and Students from Below Poverty Line Category. Therefore the institution adequately notifies applications willing to avail financial support for admission and other mandatory fee so that they can continue their higher education.

4. The Practice

The institution has taken the following steps –

- Number of students received financial support from own resource.
- Number of B.A./B.Com./B.Sc. students facilitated in the academic year = 86
- Total financial support availed for the above = Rs. 1,10,680.00

5. Evidence of Success

The students are able to complete their higher education.

6. Problems Encountered and Resources Required

Identification of actually needy students becomes a challenge.

7. Notes (Optional)

Wide publicity for such support is required.

Best Practice #2

1. Title of the Practice

Maintenance and awareness of eco-friendly environment

2. Objective of the Practice

To develop green campus and awareness in the neighbourhood about the necessity of clean and eco-friendly environment. The institute aims to create awareness about the health hazards due to lack eco-friendly environment.

3. The Context

The students are spending long hours for study in the campus. Therefore the eco-friendly environment would make study friendly.

4. The Practice

The institution has taken the following steps –

- Tree Plantation in the and neighbouring village
- Maintenance of Plastic and Tobacco free campus
- Rally and awareness program in the locality

5. Evidence of Success

The institution has green campus.

6. Problems Encountered and Resources Required

Mobilization of awareness about the need of stay clean and green environment in the neighbourhood requires more consistent effort.