

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 (Upto February 28, 2015); Dr. Subhasis Mitra from 1 st March 2015, onwards |
| Tel. No. with STD Code: | 0353 2004707 |
| Mobile: | 9434020400 |

Name of the IQAC Co-ordinator:

Dr. Saunak Samajdar (Upto 2/8/14); Dr. Subhasis Mitra (from 3/8/14 to 10/4/15), Dr. John Breakmas Tirkey (from 11/4/2015 onwards)

Mobile:

Contact-1: 9563923775, Contact-2: 9434327016,
Contact-3: 9932979583

IQAC e-mail address:

iqackgtm@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 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%202014-15.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)

2014-15

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 2013-14 submitted to NAAC on 30-01-2019 (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 | <input type="text" value="No"/> | | |
| University with Potential for Excellence | <input type="text" value="No"/> | UGC-CPE | <input type="text" value="No"/> |
| DST Star Scheme | <input type="text" value="No"/> | UGC-CE | <input type="text" value="No"/> |
| UGC-Special Assistance Programme | <input type="text" value="No"/> | DST-FIST | <input type="text" value="No"/> |
| UGC-Innovative PG programmes | <input type="text" value="No"/> | Any other (<i>Specify</i>) | <input type="text"/> |
| UGC-COP Programmes | <input type="text" value="No"/> | | |

2. IQAC Composition and Activities

| | |
|---|----------------------------------|
| 2.1 No. of Teachers *Including Chairman | <input type="text" value="06*"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="02"/> |
| 2.3 No. of students | <input type="text" value="01"/> |
| 2.4 No. of Management representatives | <input type="text" value="01"/> |
| 2.5 No. of Alumni | <input type="text" value="-"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="01"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="-"/> |
| 2.8 No. of other External Experts | <input type="text" value="-"/> |
| 2.9 Total No. of members | <input type="text" value="11"/> |

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

2.14 Significant Activities and contributions made by IQAC

- **Academic Calendar:** Academic Calendar has been prepared for the academic session 2014-15.
- **Admission:** The admission process has been done fully on merit basis maintaining the reservations as per WB Govt norms.
- **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 2014-2015 successfully uploaded & Certificate received. |
| Innovative processes adopted in Teaching & learning | <ul style="list-style-type: none"> • Modern ICT based teaching aids used e.g. PowerPoint Presentation, Video Lectures (off-line mode). • Special Lecture from resource person. • Tutorial and remedial classes arranged. |
| Advance Lecture schedule, teaching plans | Teaching plan and study materials distributed. |
| Increase in the no. of class rooms | <ul style="list-style-type: none"> • Still inadequate. |
| Taking annual feed-back from the students and alumni for quality assurance | Feed-back analysed and appropriate steps taken wherever possible |
| Community Service | <ul style="list-style-type: none"> • NCC/ NSS activities: • Tree plantation • Anti Tobacco day • Worlds Aids day • Social awareness programme • Special camps organised |

* 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 2014-15 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 |
|-------|------------------|----------------------|------------|--------|
| 37 | 15 | 5 | - | 17 |

2.2 No. of permanent faculty with Ph.D.

| |
|---|
| 6 |
|---|

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 |
| 4 | 7 | - | - | - | - | - | - | 4 | 7 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|----|---|---|
| 15 | - | - |
|----|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | - | 1 | 3 |
| Presented papers | 3 | 9 | 2 |
| Resource Persons | - | 1 | 1 |

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

- | |
|--|
| <ul style="list-style-type: none"> • Special Lecture by eminent academicians • Educational and cultural tour • Power point presentations by Teachers & Students • Students Seminar & Departmental Quiz • Viva-voce and Mock Test • Group discussions & Interactive Sessions • Doubt clearing session and remedial classes • Field surveys by students • Youth Parliament • Regular internal assessment |
|--|

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

| |
|-----|
| 182 |
|-----|

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 | 72 | - | 13.89 | 27.78 | - | - |
| Bengali Honours | 53 | - | - | 81.13 | - | - |
| English Honours | 34 | - | - | 76.47 | - | - |
| Geography Honours | 30 | - | 16.67 | 83.33 | - | - |
| Hindi Honours | 43 | - | - | 93.02 | - | - |
| History Honours | 79 | - | - | 91.14 | - | - |
| Management Honours | 23 | - | 4.35 | 86.96 | - | - |
| Nepali Honours | 17 | - | - | 70.59 | - | - |
| Political Science Honours | 50 | - | - | 98.00 | - | - |
| Sociology | 30 | - | - | 90.00 | - | - |
| B.A. General | 815 | - | - | 1.72 | - | 17.42 |
| B.Com. General | 112 | - | 0.89 | 1.79 | - | 74.11 |
| B.Sc. General | 1 | - | - | 100.00 | - | - |

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.
- IQAC periodically conducts meetings to explore avenues to enhance teacher effectiveness.
- Various committees have been formed to monitor different activities and programmes in the institution for effective implementation of the plan to achieve excellence.
- 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 yearly academic audit internally

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | - |
| 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 work.

3.2 Details regarding major projects

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

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 | - | - | - |
| Non-Peer Review Journals | - | 3 | - |
| e-Journals | 3 | - | - |
| Conference proceedings | - | 4 | - |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | - |

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

56

National level

04

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

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum

-

College forum

-

NCC

-

NSS

1

Any other

2

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

- Tree Plantation Programme
- Drug Abuse and Illicit Trafficking Campaign
- Social Awareness Rally
- Anti-Tobacco Day
- Blood Donation Camp
- Awareness Programme for Anti Ragging and Sexual Harassment
- World AIDS Awareness Day
- Celebration of World Environment 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 | - | - | 2.22 acre |
| Class rooms | 28 | - | - | 28 |
| Laboratories | 3 | - | - | 3 |
| Seminar Halls | 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 rooms, Canteen etc.) | 9 | - | - | 9 |

4.2 Computerization of administration and library

- Upgraded College Website to provide information about the staff, publication of notices; view prospectus, tendering, recruitment information etc.
- Upgraded Merit List generation software which was implemented at college office in June 2009 for registration of Part-I candidates and generation of category wise merit lists.
- 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.
- 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.
- Library: 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.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|--------------------|-------------|-----------------|---------|---|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 12918 | 24,08095.00 | 302 | 2,11704 | 13220 | 2773630 |
| Reference Books | 2558 | | 310 | | 2868 | |
| e-Books | 130000 + from NLIS | | Renewed | | | |
| Journals | 12 | 47700.00 | Renewed | 4000 | 12 | 51700 |
| e-Journals | 4500+ | | 4500+ 130000 | | E journals 4500+ E Books 130000+ | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|--------------|--------|
| Existing | 42 | - | 02 | - | - | 9 | 28 | 05 |
| Added | | - | 10 | - | - | - | - | - |
| Total | 42 | - | 12 | - | - | 9 | 28 | 05 |

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

- Training of Non-Teaching Staff for HRMS salary system and GST implementation training provided by Government.
- Training to faculty members for efficient use of ICT.
- SMS service in use for delivering information to the students & staff members of the college.
- Training of Non-Teaching Staff for online verification of data related to different scholarships.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|----------|
| i) ICT | 0.05598 |
| ii) Campus Infrastructure and facilities | 0.48038 |
| iii) Equipments | 1.12089 |
| iv) Others | 45.65212 |
| Total: | 47.30973 |

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.
- College provides Internet access for students through Wi-Fi.
- 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 |
|------|----|--------|--------|
| 5580 | - | - | - |

(b) No. of students outside the state

8

(c) No. of international students

-

| | | | | | |
|-----|------|-------|-------|------|-------|
| Men | No | % | Women | No | % |
| | 2680 | 48.03 | | 2900 | 51.97 |

| Last Year | | | | | | This Year | | | | | |
|-----------|------|-----|-----|-----------------------|-------|-----------|------|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 2291 | 2003 | 596 | 306 | 10 | 5196 | 2264 | 2245 | 679 | 392 | 7 | 5580 |

Demand ratio **2.47: 1** Dropout **7.45 %**

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 | - | SET/SLET | - | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

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

- | |
|---|
| <ul style="list-style-type: none"> • Debate on section 498A. • Discussion on women's right. • Debate on Gender discrimination. |
|---|

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 | 76 | 90530 |
| Financial support from government | 1318 | 7693000 |
| 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: Inadequacy of teachers

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 contribute to the all round development of society.
- To respect the rights of all individuals through social justice.
- 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 education among students of lower economic strata.
- To provide quality and value based higher education irrespective of caste and community.
- To provide the supports for the excellence in sports and games.
- To make the community aware of preservation of natural resources.

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
- Library : a) Collection turnover b) Circulation of reading materials per month c) Reference transaction per year d) reading rooms use statistics e) e-resources access statistics

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

- Introduction of ICT based facilities in classes.
- 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
- Special Lecture by eminent academicians.

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 test, 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 necessary consumables/ non consumables for Geography and sciences
- Introduction of ICT based class rooms for teaching and learning with limited

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 departments and through interview is done 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 maintaining the rules and regulations for reservations
- 1st year admission made through spot 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 • Benefits from Kanyashree Prakalpa provided by Government. • Tea Garden Labour Welfare scholarship |

6.5 Total corpus fund generated

| |
|-------------------|
| 2366534.51 |
|-------------------|

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

- Training in computerization of college fees collection.
- Training in computerization of management of internal and University examination

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 portable microphone and loudspeakers for the better communication with the students.
- New broadband connection setup along with WiFi facility

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

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.

Community Service:

- Tree Plantation Programme
- Drug Abuse and Illicit Trafficking Campaign
- Social Awareness Rally
- Anti-Tobacco Day
- Blood Donation Camp

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.
- Well functioning NCC and NSS units.
- Well-equipped laboratories for Physics, Chemistry and Geography.
- Separate reading room setup.
- Information and Career Guidance Cell provides information on career opportunities to the students regularly.
- Grievance Redressal Cell redresses the grievance of students.
- Women Harassment Redressal Committee
- Power Back up for entire campus
- The institution is ragging free.
- The Institution is Tobacco free.
- Green campus
- Harmonious relationship among multi-cultural ethnic and linguistic groups
- Providing education to the considerable number of students of three neighbouring states including Sikkim, Assam and Bihar and catering the demand of the local students

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 publications.
- Establishment of 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

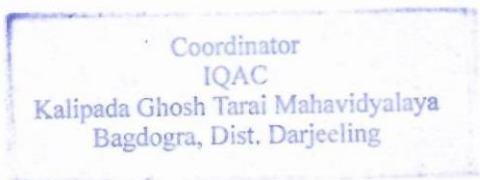
- Developing ICT based Class Room
- More guest teacher to be appointed
- To introduce the online admission system and Fees collection through bank
- To organize Silver jubilee celebration

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)

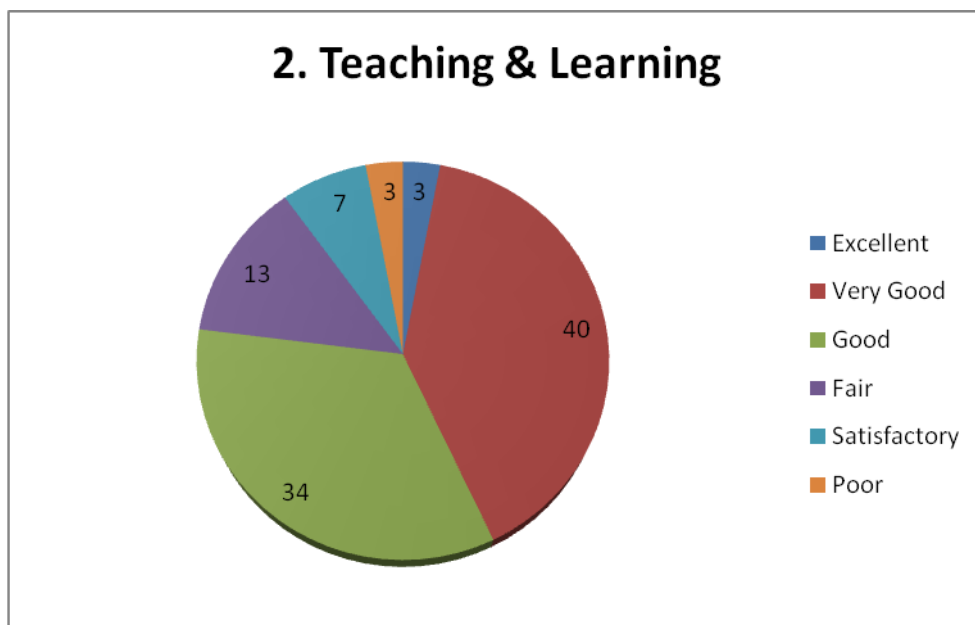
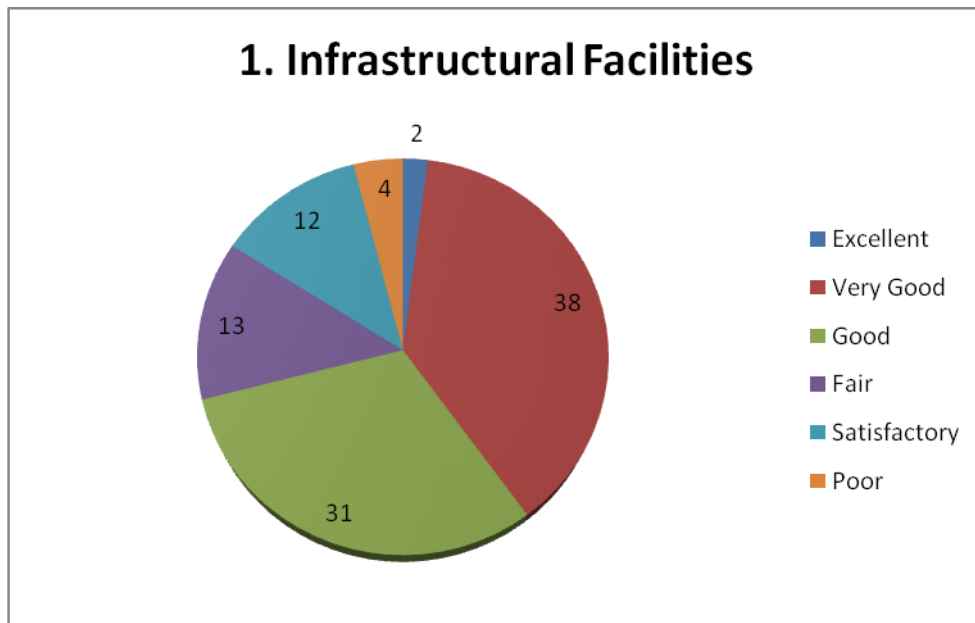
Academic Calendar for the Session 2014-2015

| Month/Yr | Day(s) | Particulars |
|-----------|--|--|
| Jul, 2014 | 13 | Bhanu Jayanti |
| | 29 | Id-UI-Fitre |
| | 6, 13, 20, 27 | Sunday |
| | 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 28, 30, 31 | Class |
| | 7 | 2 nd & 3 rd Year Honours & General Classes begin |
| | 28 | 1 st Year Honours & General Classes begin |
| Aug, 2014 | 15 | Independence Day |
| | 17 | Janmastami |
| | 3, 10, 17, 24, 31 | Sunday |
| | 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30 | 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, 2014 | 23 | Mahalaya |
| | 30 | Puja Vacation |
| | 7, 14, 21, 28 | Sunday |
| | 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 24, 25, 26, 27, 29 | Class |
| | 10, 11, 12, 13, 15, 16, 17 | 1 st Unit Test for Honours (Part I, II, III) |
| Oct, 2014 | 1-27 | Puja Vacation |
| | 28, 29, 30, 31 | Class |
| Nov, 2014 | 4 | Muharram |
| | 6 | Birthday of Gurunanak |
| | 2, 9, 16, 23, 30 | Sunday |
| | 1, 3, 5, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29 | Class |
| | 15, 17, 18, 19, 20, 21, 22 | Departmental Seminar |
| | 25, 26, 27, 28, 29 | 2 nd Unit Test for Honours (Part I, II, III) |
| Dec, 2014 | 25 | Christmas Day |
| | 26-31 | Winter Recess |

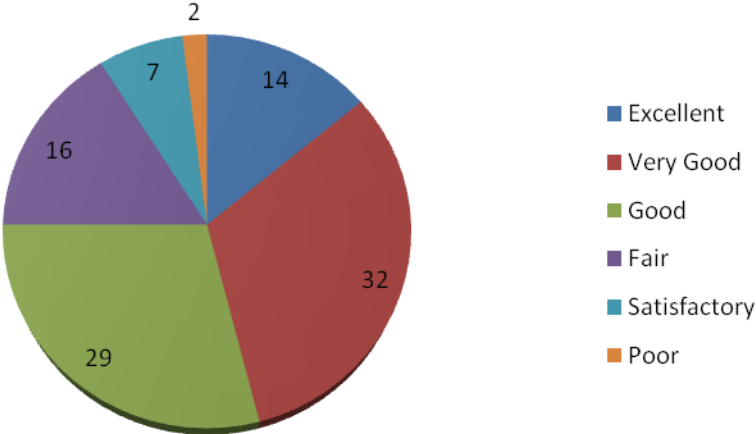
| | | |
|------------------|---|---|
| | 7, 14, 21, 28 | Sunday |
| | 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24 | Class |
| | 2, 3, 4, 5, 6 | Student Seminar for Hons |
| | 10, 11, 12, 13, 15, 16, 17, 18, 19, 20 | Career Counseling/ Departmental Field / Extension work (Part III Sociology Hons & Geography Hons) |
| Jan, 2015 | 1 | New Year's Day |
| | 12 | Birthday of Swami Vivekananda |
| | 23 | Birthday of Netaji |
| | 25 | Shree Panchami |
| | 26 | Republic day |
| | 4, 11, 18, 25 | Sunday |
| | 2, 3, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 19, 20, 21, 22, 24, 27, 28, 29, 30, 31 | Class |
| | 5, 6, 7, 8, 9, 10, 13, 14, 15, 16 | Annual Test for Honours & General |
| Feb, 2015 | 1, 8, 15, 22 | 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 | Class |
| | 14 | Annual Sports |
| | 5 | Dol Jatra |
| Mar, 2015 | 6 | Holi |
| | 1, 8, 15, 22, 29 | Sunday |
| | 2, 3, 4, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31 | Class |
| | 9, 10, 11, 12, 13, 14, 15 | NSS special Camp |
| | 3 | Good Friday |
| Apr, 2015 | 14 | Birthday of Dr. B.R. Ambedkar |
| | 15 | Bengali New Year's Day |
| | 17-30 | Summer recess |
| | 5, 12, 19, 26 | Sunday |
| | 1, 2, 4, 6, 7, 8, 9, 10, 11, 13, 16 | Class / Study Leave / University Final Exams |
| | 1-31 | University Exams & Summer Recess |
| May, 2015 | 1-31 | University Exams & Summer Recess |
| Jun, 2015 | 1-30 | University Exams & 1 st Yr. Admission Process |

Feedback analysis of students on –

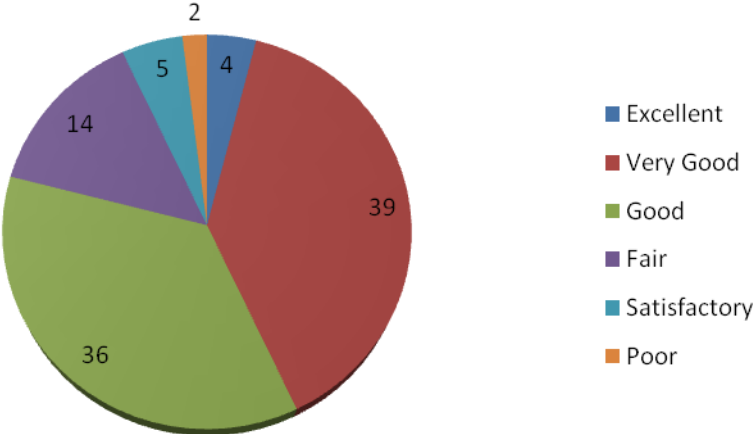
1. Infrastructural Facilities, 2. Teaching & Learning, 3. Extension Activities,
4. Student Support System



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 = 76
- Total financial support availed for the above = Rs. 90,530.00

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.