



Kalipada Ghosh Tarai Mahavidyala

Bagdogra, District: Darjeeling

West Bengal (India)

PIN-734014

Annual Quality Assurance Report

2015-16

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. Subhasis Mitra

Tel. No. with STD Code:

0353 2004707

Mobile:

9434020400

Name of the IQAC Co-ordinator:

Dr. John Breakmas Tirkey

Mobile:

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%202015-16.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA/ SCORE	Year of Accredita tion	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)

2015-16

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 2014-15 submitted to NAAC on 30-01-2019 (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="07*"/>
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="01"/>
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="13"/>

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

- Motivational Views of Swami Vivekananda
- Disaster Management

2.14 Significant Activities and contributions made by IQAC

- **Academic Calendar:** Academic Calendar has been prepared for the academic session 2015-16.
- **Admission:** Online admission system has been introduced. All admission related activities are done online, which includes online Form registration, payment, sending information through SMS, e-verification etc.
- **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 2015-2016 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 offline mode. • Special Lectures from resource persons. • 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 and is under active consideration for building new rooms
Collection of Feedbacks from Students and Alumni	<ul style="list-style-type: none"> • Feedback collected, analyzed and appropriate actions taken wherever possible
Community Service	<ul style="list-style-type: none"> • Celebration of Anti Tobacco Day • Celebration of World Aids Day • HIV (AIDS) Awareness. • Social Awareness Rally

* 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 2015-16 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
34	13	6	-	15

2.2 No. of permanent faculty with Ph.D.

8

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
NIL	8	-	-	-	-	-	-	NIL	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

23	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	6	1
Presented papers	6	8	3
Resource Persons	-	-	1

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

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

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

180

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	-	-
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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	54	-	12.96	75.93	-	-
Bengali Honours	57	-	-	89.47	-	-
English Honours	45	-	-	73.33	-	-
Geography Honours	21	-	4.76	85.71	-	-
Hindi Honours	30	-	-	80.00	-	-
History Honours	62	-	-	87.10	-	-
Management Honours	23	-	-	91.30	-	-
Nepali Honours	23	-	-	95.65	-	-
Political Science Honours	28	-	-	89.29	-	-
Sociology	15	-	-	100.00	-	-
B.A. General	1028	-	-	11.38	-	56.61
B.Com. General	113	-	-	18.58	-	53.98
B.Sc. General	20	-	5.00	50.00	-	15.00

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.
- 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 conduct 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	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5
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	19	2	-	-
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	-	1	-
Non-Peer Review Journals	-	7	-
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	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

70

National level

3

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

1

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

3

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

- Girl Education Awareness
- Health & Hygiene for women
- Awareness programme on Dengue, Malaria, Aids & Water Borne Diseases
- Swachh Bharat Abhiyan
- Tree Plantation Programme
- Drug Abuse and Illicit Trafficking Campaign
- Social Awareness Rally
- Anti-Tobacco Day
- Blood Donation Camp
- Campus Cleaning Programme
- 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	-	-	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)	-	-	-	-
Other (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 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.
- New Online Admission Management software has been implemented in June 2015, which supports online application submission, SMS facility, category wise merit list generation, e-counseling, receipt of online admission fees etc.
- Seating Plan creation/generation software has been developed and implemented in April 2016 to create/generate seating plan for University examinations.
- UGC-NRC (Network Resource Centre) established and functioning smoothly with two computers. The centre aims at providing support to the faculty in academic and research activity.
- Creation of cataloguing (bibliographic) database with help of Windows version of CDS/ ISIS.
- Computerization of library official activity e.g. creation of book number, call number and spine label printing etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13220	2619799	0	0	13425	2619799
Reference Books	2868		0		3123	
e-Books	2300000+ from NLIST		Renewed		2300000+ from NLIST	
Journals	12	51700	Renewed	4830	12	56530
e-Journals	5500+		Renewed		5500+	
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		12pc			9 Pc	28pc	5pc
Added								
Total	42		12pc			9 Pc	28pc	5pc

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (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	0.01621
ii) Campus Infrastructure and facilities	1.0979
iii) Equipments	1.59783
iv) Others	54.56303
Total :	57.27497

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
4943	-	-	-

(b) No. of students outside the state

2

(c) No. of international students

-

Men	No	%	Women	No	%
	2253	45.58		2690	54.42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2264	2245	679	392	7	5580	2170	1904	511	358	17	4943

Demand ratio **2.52: 1** Dropout % **10.79**

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 (IRS)
Financial support from institution	28	39560
Financial support from government	1716	1,04,78000
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: Lack of ICT Room

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
- To provide community service through an active NSS unit
- To make the NCC unit more vibrant

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.
- 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

- Motivating faculty members to use ICT based facilities in classes.
- Use of virtual classroom.
- 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

- In Library, UGC-NRC (Network Resource Centre) has been established with one computer. The centre aims at providing support to the faculty in academic and research activities. Cataloguing (bibliographic) database has been created with the help of Windows version of CDS/ ISIS. Statistical data such as collection turnover, circulation of reading materials per month, reference transactions per year etc. help to manage the library services and initiate good practices.
- Introduction of ICT based classrooms with limited use in teaching and learning process.
- Purchases of equipments for chemistry, physics and geography department.

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 Faculty teachers are recruited as per demands of workload. Recruitment is done through interview by the selection committee constituted for the purpose 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.
- Whole Admission process is done through online system.
- 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's reservation rules.
- 1st year admission made through e-counselling.
- Payments related to admission are made through bank (SBI).

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

NIL

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

Departmental parent- teacher meeting helps to develop better understanding of students. 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 on online verification of admission and fees payment and proper maintenance of online account.
- Training in online disbursement of staff salary.

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 projectors for teaching and learning.
- Introduction of online admission and e counselling.
- Introduction of three-dimensional molecular models for better understanding and visualisation.

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.

Admission: Online admission system was introduced to increase transparency and ease of convenience.

Silver Jubilee Celebration: Two-days programme for Silver Jubilee Celebration

Innovative processes adopted in Teaching & learning: ICT based teaching aids used. Science department conducted special lecture from resource persons.

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

Increase the no. of classrooms: Still inadequate.

Community Service: Celebration of Anti Tobacco Day; Celebration of World Aids Day; HIV (AIDS) Awareness; Social Awareness Rally

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.
- 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 backup facility for the entire campus
- The institution is ragging free.
- Provide eco-friendly campus.
- Harmonious relationship among different cultural, ethnic and linguistic groups.
- Providing education facility to the considerable students from three neighbouring states including Assam, Sikkim, and Bihar and catering the demand of local students.
- Adequate library reading room.

Weakness:

- Inadequate full time faculty.
- Insufficient space to provide 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.
- More participation in community development.
- Establishment of an institutional blood bank to serve the society with proper database.

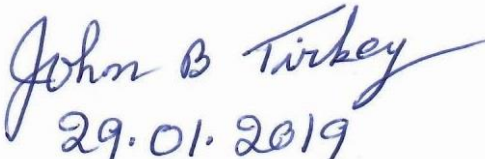
Threats:

- 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

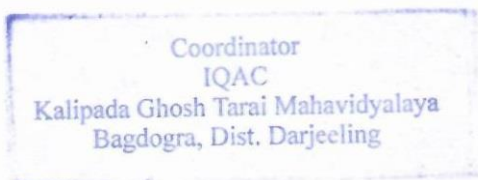
- Construction of new four-storied building as silver jubilee building.
- Construction of truss over new and old building.
- Establishment of departmental library.
- To start e-governance and on-line fee collection.
- Setting up one virtual classroom.
- Developing canteen facility.
- Installation of more computers for extending internet services to the faculties as well as students for accessing e-resources from UGC-NLIS Project (National Library and Information).

Name : *Dr. John Breakmas Tirkey*

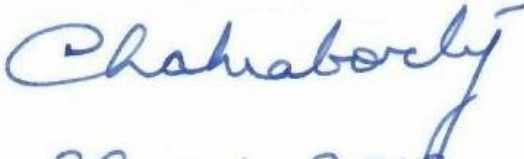


29.01.2019

Signature of the Coordinator, IQAC



Name: *Dr. Minakshi Chakraborty*



29.01.2019

Signature of the Chairperson, IQAC

PRINCIPAL
Kalipada Ghosh Tarai
Mahavidyalaya
Bagdogra

KALIPADA GHOSH TARAI MAHAVIDYALAYA

Bagdogra, Dist. – Darjeeling (West Bengal)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

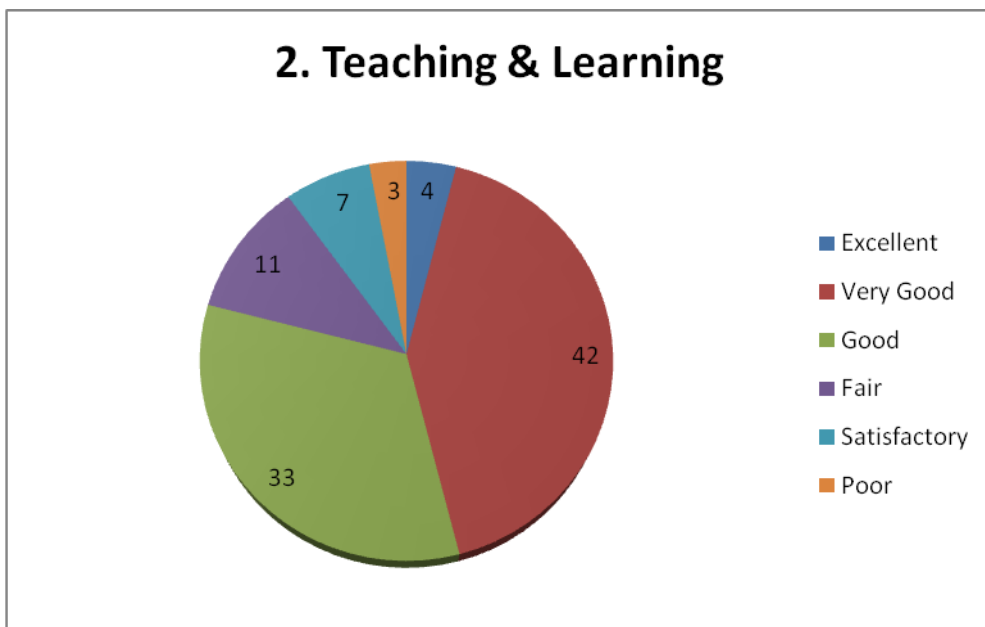
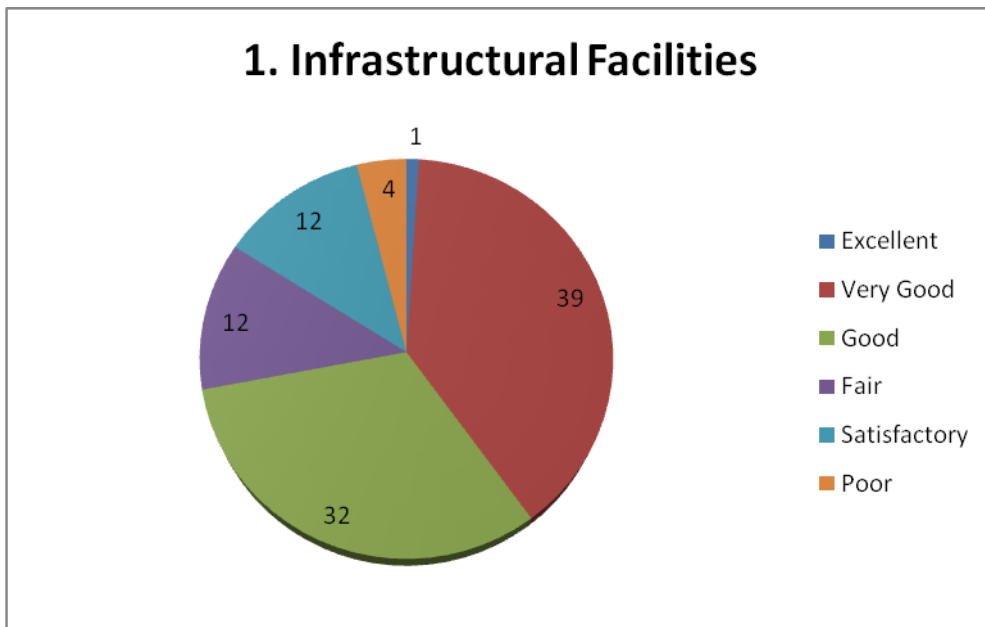
Academic Calendar for the Session 2015-2016

Month/Yr	Day(s)	Particulars
Jul, 2015	13	Bhanu Jayanti
	18	Id-UI-Fitre
	5, 12, 19, 26	Sunday
	6, 7, 8, 9, 10, 11, 14, 15, 16, 17, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31	Class
	6	2 nd & 3 rd Year Honours & General Classes begin
	27	1 st Year Honours & General Classes begin
Aug, 2015	15	Independence Day
	2, 9, 16, 23, 30	Sunday
	1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31	Class
	5	Orientation Programme (B.A. 1 st Yr Hons)
	6	Orientation Programme (B.Com. 1 st Yr Hons & General)
	7	Orientation Programme (B.A./B.Sc 1 st Yr General)
Sep, 2015	5	Janmastami
	25	Id-Uz-Zoha
	6, 13, 20, 27	Sunday
	1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 26, 28, 29, 30	Class
	10, 11, 12, 14, 15, 16, 17	1 st Unit Test for Honours (Part I, II, III)
Oct, 2015	2	Birthday of Gandhiji
	12	Mahalaya
	19-31	Puja Vacation
	4, 11, 18, 25	Sunday
	1, 3, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17	Class
Nov, 2015	25	Birthday of Gurunanak
	1-15	Puja Vacation
	22, 29	Sunday
	16, 17, 18, 19, 20, 21, 23, 24, 26, 27, 28, 30	Class
	16, 17, 18, 19, 20, 21, 23	Departmental Seminar
	24, 26, 27, 28, 30	2 nd Unit Test for Honours (Part I, II, III), Submission of Assignment/Projects

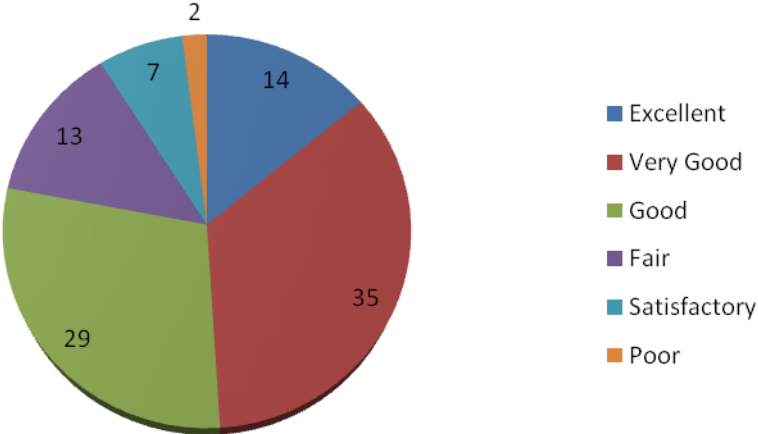
Dec, 2015	24	Fateha Duaz Daham
	25	Christmas Day
	26-31	Winter Recess
	6, 13, 20, 27	Sunday
	1, 2, 3, 4, 5	Student Seminar for Hons
	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23	Career Counseling/ Departmental Field / Extension work (Part III Sociology Hons & Geography Hons)
Jan, 2016	1	New Year's Day
	12	Birthday of Swami Vivekananda
	23	Birthday of Netaji
	26	Republic day
	3, 10, 17, 24, 31	Sunday
	2, 4, 5, 6, 7, 8, 9, 11, 13, 14, 15, 16, 18, 19, 20, 21, 22, 25, 27, 28, 29, 30	Class
	5, 6, 7, 8, 9, 11, 13, 14, 15, 16	Annual Test for Honours & General
Feb, 2016	13	Shree Panchami
	7, 14, 21, 28	Sunday
	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29	Class
	9	Annual Sports
Mar, 2016	23	Dol Jatra
	24	Holi
	25	Good Friday
	6, 13, 20, 27	Sunday
	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 26, 28, 29, 30, 31	Class
	2, 3, 4, 5, 6, 7, 8	NSS special Camp
Apr, 2016	14	Birthday of Dr. B.R. Ambedkar & Bengali New Year's Day
	17-30	Summer recess
	3, 10, 17, 24	Sunday
	1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16	Class / Study Leave / University Final Exams
May, 2016	1-31	University Exams & Summer Recess
Jun, 2016	1-30	University Exams & 1 st Yr. Admission Process

Feedback analysis of students on –

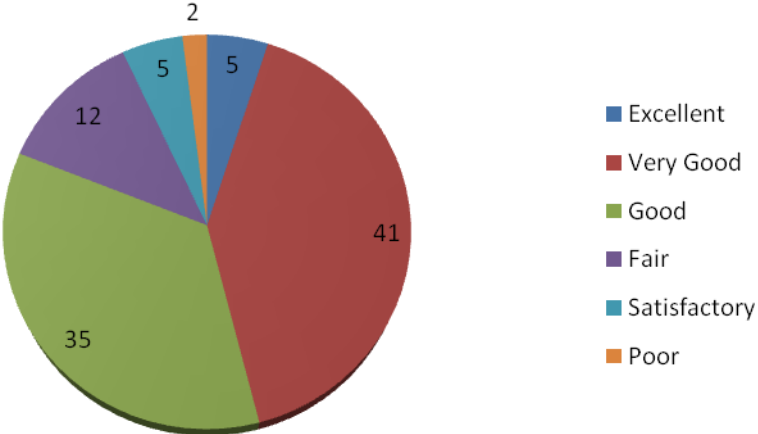
- 1. Infrastructural Facilities, 2. Teaching & Learning, 3. Extension Activities,
- 4. Student Support System



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 = 28
- Total financial support availed for the above = Rs. 39,560.00

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.