



# Kalipada Ghosh Tarai Mahavidyalaya

*Bagdogra, District: Darjeeling*

*West Bengal (India)*

*PIN-734014*

**Annual Quality Assurance Report**

**2017-18**

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. 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%202017-18.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 <sup>st</sup> Cycle	<b>B</b>	<b>73</b>	2005	2011
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30/11/2006

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

2017-18

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 2015-16 submitted to NAAC on 30-01-2019 (DD/MM/YYYY)
- iv. AQAR 2016-17 submitted to NAAC on 30-01-2019 (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="09*"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
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="14"/>
2.10 No. of IQAC meetings held:	<b>4</b>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="8"/> Faculty <input type="text" value="4"/>

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

- Plastics: Sources, uses, side effects and remedial.
- Inspiring thoughts of Swami Vivekananda.

2.14 Significant Activities and contributions made by IQAC

- **Academic Calendar:** Academic Calendar has been prepared for the academic session 2017-18.
- **Admission:** Online admission system has been upgraded and implemented. 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 1<sup>st</sup> 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 2017-2018 successfully uploaded & Certificate received.
Innovative processes adopted in Teaching & learning	<ul style="list-style-type: none"> <li>• Modern ICT based teaching aids used e.g. PowerPoint Presentation, Video Lectures.</li> <li>• Virtual classroom developed.</li> <li>• Special Lectures from resource persons.</li> <li>• Tutorial and remedial classes arranged.</li> </ul>
Advance Lecture schedule, teaching plans	Teaching plan and study materials distributed.
Increase the no. of class rooms	<ul style="list-style-type: none"> <li>• Still inadequate. But architectural plan and budget estimate done for construction of truss over new building completed.</li> </ul>
Collection of feedback from students and alumni	Feedback collected and analysed. And appropriate steps taken wherever possible.
Community Service	NCC/NSS activities: <ul style="list-style-type: none"> <li>• Blood donation camp and free health check-up camp</li> <li>• Tree plantation, Book distribution among the under privileged.</li> <li>• Monthly Swachh Bharat Abhijan</li> <li>• Anti Tobacco Day celebration and awareness</li> <li>• Seminar on HIV (AIDS) and Thalassemia and Nutrition</li> <li>• Drug Abuse and Illicit Trafficking Campaign and Social awareness Rally</li> <li>• 7 Days special Camp at Surjya Nagar Village</li> </ul>

\* 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 2017-18 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	-	-	-	-
<b>Total</b>	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
40	19	06	-	15

2.2 No. of permanent faculty with Ph.D.

15
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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
-	2	-	-	-	-	-	-	-	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

22	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	5	-
Presented papers	4	4	2
Resource Persons	-	-	-

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

<ul style="list-style-type: none"> <li>• Group discussions &amp; Interactive Sessions</li> <li>• Power point presentations by Teachers &amp; Students</li> <li>• Students Seminar &amp; Departmental Quiz</li> <li>• Field surveys by students</li> <li>• Audio-visual classes</li> <li>• Educational and cultural tour</li> <li>• Regular internal assessment</li> <li>• Remedial classes</li> <li>• Special Lecture by eminent academicians</li> <li>• Viva-voce and Mock Test</li> <li>• Youth Parliament</li> </ul>
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2.7 Total No. of actual teaching days during this academic year

182
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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

-	-	08
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2.10 Average percentage of attendance of students

<b>75%</b>
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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	58	-	5.17	58.62	-	-
Bengali Honours	70	-	-	84.29	-	-
English Honours	19	-	-	63.16	-	-
Geography Honours	35	-	25.71	68.57	-	-
Hindi Honours	43	-	2.33	81.40	-	-
History Honours	59	-	-	66.10	-	-
Management Honours	3	-	-	66.67	-	-
Nepali Honours	7	-	-	100.00	-	-
Political Science Honours	26	-	-	76.92	-	-
Sociology	13	-	7.69	76.92	-	-
B.A. General	635	-	-	1.42	-	36.22
B.Com. General	78	-	-	29.49	-	24.36
B.Sc. General	15	-	13.33	60.00	-	13.33

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.
- The Teacher-in-Charge of the college regularly interacts with the students and the faculty members to get feedback and to give suggestions.
- Various committees have been formed to monitor different activities and programmes in the institution for effective implementation of the plan to achieve excellence.
- IQAC monitors the department regarding the completion of syllabus within the academic calendar.
- IQAC encourages and suggests the departments to organize seminars, workshops etc.

- 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	2
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.	4
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	17	4	-	-
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	-	-	-	-
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	9	7	-
Non-Peer Review Journals	-	3	-
e-Journals	3	2	-
Conference proceedings	-	2	-

#### 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

4

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

50

National level

35

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

3

International level

-

3.25 No. of Extension activities organized

University forum

College forum

NCC

4

NSS

1

Any other

4

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

- Drug Abuse and Illicit Trafficking Campaign
- Swachh Bharat Abhiyan
- Tree Plantation Programme
- Anti-Tobacco Day
- Social Awareness Rally
- Blood Donation Camp
- Campus Cleaning Programme
- 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)	-	-	-	-
Others ( Room including Common Room, 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 Online Admission Management software.
- Upgraded Seating Plan creation/generation software.
- All examination related activities are computerized. Question paper printing, preparation of notices etc.
- Payroll Management software has been implemented to support teaching and nonteaching staff and administrative works.
- UGC-NRC (Network Resource Centre) continued functioning with three computers. The centre aims at providing support to the faculty in academic and research activity and support to the users.
- Creation of cataloguing (bibliographic) database with help of Windows version of CDS/ ISIS. And provide searching facility of bibliographic details from book database.
- Developed a Library web portal for the enrichment of the students as well as the faculty members of the college by providing web based information and knowledge. This web portal is very easy to access and extremely student/ user friendly and having its ten different modules can be accessed round the clock by the students who come from remote areas.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13220	2626224	205	147406	13425	2773630
Reference Books	2921		202		3123	
e-Books	3135000+ e-ShodhSindhu Consortium from NLIST	-	Renewed	-	3135000+ e-ShodhSindhu Consortium from NLIST	-
Journals	12	61255	Renewed	4725	12	65980
e-Journals	6000+	-	Renewed	-	6000+	-
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	43	-	12	-	-	9	29	5
Added	1	-	-	-	-	-	-	1
Total	44	-	12	-	-	9	29	6

#### 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"> <li>• Training of Non-Teaching Staff for HRMS salary system and GST implementation training provided by Government.</li> <li>• Training to faculty members for efficient use of ICT.</li> <li>• SMS service in use for delivering information to the students &amp; staff members of the college.</li> <li>• Training of Non-Teaching Staff for online verification of data related to different scholarships.</li> </ul>
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4.6 Amount spent on maintenance in lakhs :

i) ICT	0.2059
ii) Campus Infrastructure and facilities	1.73383
iii) Equipments	0.5798
iv) Others	47.48047
<b>Total :</b>	50.0000

## 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
4015	-	-	-

(b) No. of students outside the state

10

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1641	40.87		2374	59.13

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged*	Total	General	SC	ST	OBC	Physically Challenged*	Total
1742	1733	511	436	15	4422	1639	1568	419	389	13	4015

\*Physically Challenged students are already counted in their respective category. So it is not added to aggregate.

Demand ratio **2.07 : 1**

Dropout % **17.59**

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

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

## 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	43	72,630
Financial support from government	2615	17742300
Financial support from other sources	19	128000
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:

- i. Lack of department wise proper computer laboratory
- ii. Inadequate facilities in girls common room
- iii. Lack of Gymnasium and fitness equipments

## 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.
- 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

- Introduction of ICT based facilities in classes.
- Use of virtual class room.
- Remedial classes.
- Regular Internal assessment
- Departmental Quiz & Student seminar
- Field Work for 3<sup>rd</sup> 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 different required equipments and chemicals for Physics, Chemistry and Geography Laboratories.
- ICT based facilities in classes using portable projectors and smooth running of two smart classrooms.

### 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.
- 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.
- 1st year admission made through e-counselling.
- All the payments related to admission are made online.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

300000.00

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

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.
- Training and awareness program about new CBCS curriculum of the affiliating university.

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.

Modern ICT based class room, use of power point projector, virtual class room, seminar room.

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.

**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 class rooms:** Still inadequate. But architectural plan and budget estimate done for construction of truss over new building completed.

**Community Service:** NSS activities: Blood donation camp, free health checkups. Tree plantation, book distribution among the under privileged students. Seminar on Thalassaemia 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.
- 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 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 in Communicative English and Computer Skill.
- Inter disciplinary approach to learning and teaching.
- Encouraging faculties to take up as Ph.D. supervisor in the affiliating university.

**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 truss over new building to make provision for eight class rooms.
- Construction of truss over old building for multipurpose hall.
- Opening of new honours program in Philosophy and Mathematics.
- Opening of short terms career oriented courses.
- Updating and developing new online admission system to implement CBCS curriculum introduced by the university.
- To make provision for developing computer lab.

Name : *Dr. John Breakmas Tirkey*

*John B Tirkey*  
29.01.2019

*Signature of the Coordinator, IQAC*

Coordinator  
IQAC  
Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling

Name: *Dr. Minakshi Chakraborty*

*Chakraborty*  
29.01.2019

*Signature of the Chairperson, IQAC*

PRINCIPAL  
Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra

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## KALIPADA GHOSH TARAI MAHAVIDYALAYA

Bagdogra, Dist. – Darjeeling (West Bengal)

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Academic Calendar for the Session 2017-2018

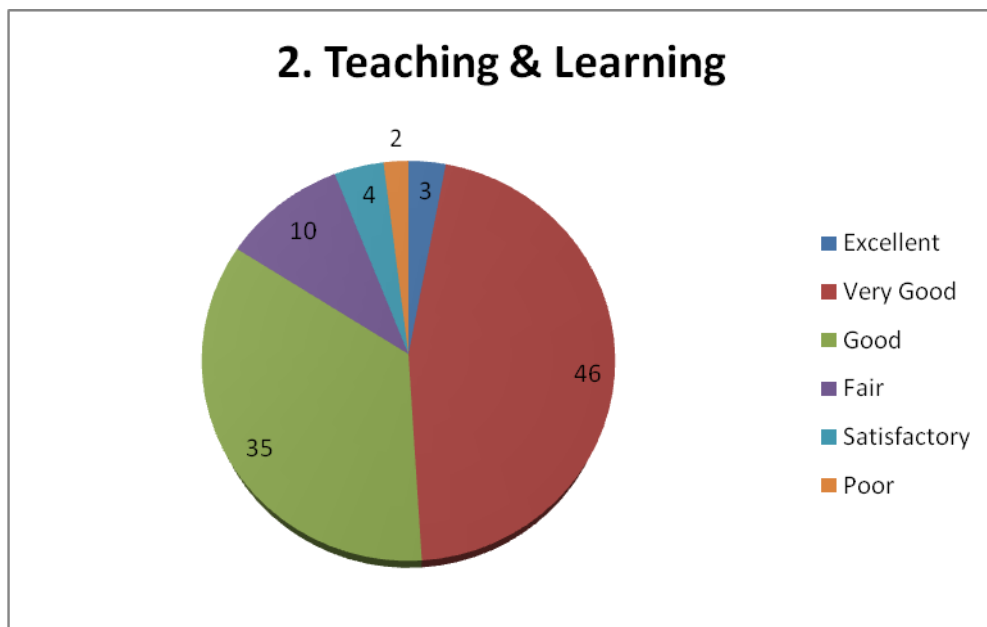
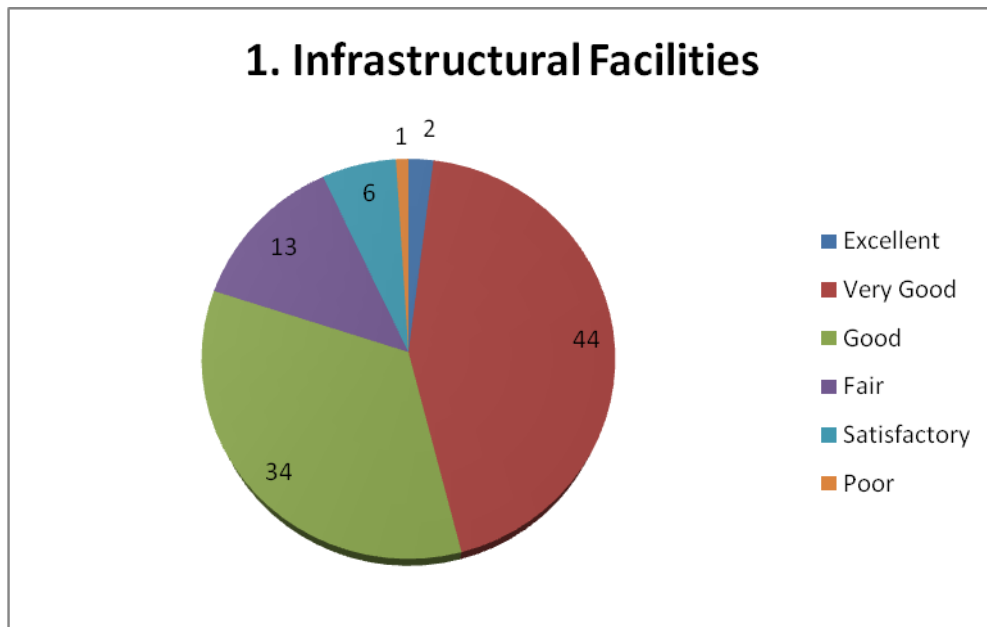
Month/Yr	Day(s) of the Month	Particulars
Jul, 2017	13	Bhanu Jayanti
	2, 9, 16, 23, 30	Sunday
	20	2 <sup>nd</sup> & 3 <sup>rd</sup> Year Honours & General Classes begin
	30	1 <sup>st</sup> Year Honours & General Classes begin
	1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31	<b>Class</b>
Aug, 2017	14	Janmastami
	15	Independence Day
	6, 13, 20, 27	Sunday
	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31	<b>Class</b>
	5	Orientation Programme (B.A. Honours 1 <sup>st</sup> Yr)
	6	Orientation Programme (B.Com./B.Sc. Hons & Gen 1 <sup>st</sup> Yr)
	8	Orientation Programme (General 1 <sup>st</sup> Yr)
	12	Waste Management Programme
Sep, 2017	1, 4, 5	1 <sup>st</sup> Unit Test (Part-I, II, III Hons)
	2	Id-Uz-Zoha
	19	Mahalaya
	26-31	Puja Vacation
	3, 10, 17, 24	Sunday
	1, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 20, 21, 22, 23, 25	<b>Class</b>
Oct, 2017	2	Birthday of Gandhiji
	1-23	Puja Vacation
	24, 25, 26, 27, 28, 30	Departmental Seminars
	1, 8, 15, 22, 29	Sunday
	24, 25, 26, 27, 28, 30, 31	<b>Class</b>
Nov, 2017	4	Birthday of Gurunanak
	5, 12, 19, 26	Sunday
	25, 27, 28, 29, 30	2 <sup>nd</sup> Unit Test (Part I, II, III Hons), Submission of Assignment/Projects
	1, 2, 3, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30	<b>Class</b>
Dec, 2017	1, 4	Environmental Awareness Programme
	18	Water conservation & recycling
	2	Fateha Duaz Daham
	11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23	Field visit & Extension work (Part-III, Deptt. of



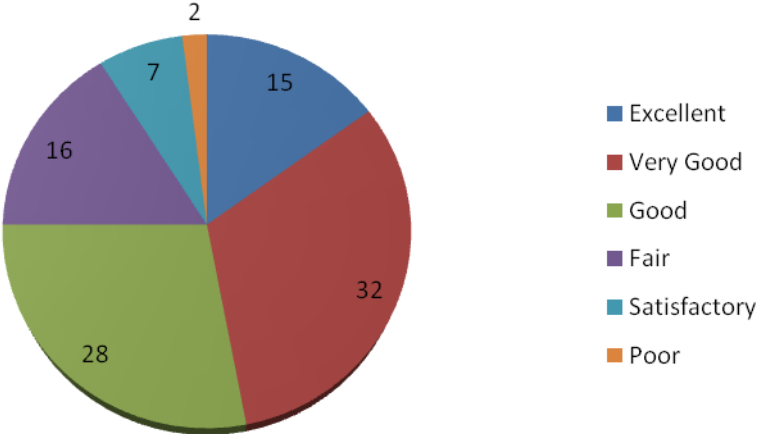
		Sociology)
	25	Christmas Day
	26-31	Winter Recess
	3, 10, 17, 24, 31	Sunday
	1, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23	<b>Class</b>
<b>Jan, 2018</b>	1	New Year's Day
	2, 3, 4, 5, 6, 8, 9, 10	Annual Selection Exam (Hons & General)
	12	Birthday of Swami Vivekananda
	22	Shree Panchami
	23	Birthday of Netaji
	26	Republic day
	7, 14, 21, 28	Sunday
	2, 3, 4, 5, 6, 8, 9, 10, 11, 13, 15, 16, 17, 18, 19, 20, 24, 25, 27, 29, 30, 31	<b>Class</b>
<b>Feb, 2018</b>	14	Shivaratri
	6, 7, 8, 9, 10, 12, 13	Departmental Seminar
	4, 11, 18, 25	Sunday
	1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28	<b>Class</b>
<b>Mar, 2017</b>	1	Dol Jatra
	2	Holi
	30	Good Friday
	4, 11, 18, 25	Sunday
	3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 31	<b>Class</b>
<b>Apr, 2017</b>	14	Birthday of Dr. B.R. Ambedkar
	15	Bengali New Year's Day
	30	Buddha Purnima
	17-30	Summer recess
	1, 8, 15, 22, 29	Sunday
	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 16	<b>Class</b>
<b>May, 2018</b>	1	May Day
	9	Birthday of Rabindranath Tagore
	1-31	Summer Recess
	6, 13, 20, 27	Sunday
	2, 3, 4, 5, 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31	<b>University Exams</b>
<b>Jun, 2018</b>	16	Id-UI-Fitre
	3, 10, 17, 24	Sunday
	1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30	University Exams & 1 <sup>st</sup> Yr. Admission Process

**Feedback analysis of students on –**

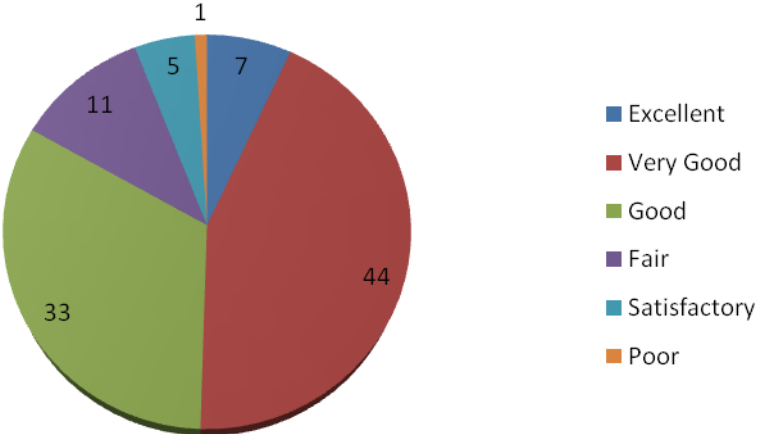
1. Infrastructural Facilities, 2. Teaching & Learning, 3. Extension Activities,  
4. Student Support System



### 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 = 43
- Total financial support availed for the above = Rs. 72,630.00

**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.