

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: KALIMPONG COLLEGE

Name of the Affiliating University: North Bengal University

Year of Report: 2016-2017

Section A: Plan of action chalked out by the IQAC in the beginning of the years towards quality enhancement (Separate sheet attached)

The IQAC has chalked out the following plans for the current year:

1. GTA sanctioned parking and canteen and boundary wall
2. Construction of roof top and open halls
3. Construction of Staff room with ICT facilities
4. To experiment open book exams to encourage learning habits.
5. To divide students into sub groups and to oversee them a teacher leader like that of a proctor.

Section B: Details in respect of the following (Separate Sheet Attached.)

1. Activities reflecting the goals and objectives of the college:

Kalimpong College was accredited by NAAC in 2007 with 'B' Grade and the second cycle in 2016 with 'B++' Grade with CGPA 2.79.

The goal of Kalimpong College is 'Quality education, access and equality'. In order to achieve the goal of quality education, the college has taken initiatives in providing the latest technological apparatus to the faculty and students. In this endeavor smart class room with smart board, free internet access, white and green board, INFLIBNET, LCD projector, OPH and other ICT facilities have been provided for the stakeholders. In order to achieve the goal of access to education for the financially underprivileged students the college has arranged free ship, half free ship, scholarship, distribution of books and study materials to them. The online admission procedure fulfills the goal of equality to all sections of students without discriminating caste, creed, religion, geographical distance, etc.

The basic objectives of the college are:

i). To spread higher education to the stakeholders belonging to below poverty line groups, women, schedule caste, schedule tribe and minorities with minimum cost possible.

ii). To achieve excellence along with the goals of excess and equity.

2. ***New Academic Programmes Initiated (UG and PG):***

No new academic programmes got initiated during this financial year.

3. ***Innovations in Curricular Design and Transactions:***

Kalimpong College is affiliated under North Bengal University. The college has to abide by the curriculum designed by the university. The curriculum are framed by the Board of Studies of respective disciplines which have to be approved by the Under Graduate Council and finally by the Executive Council of the North Bengal University. However, at times some teachers take active participation in framing the syllabi of the degree level as members of the Board and Under Graduate Council and the Court. There are instances when our institution has brought to the notice of the Vice Chancellor the problems faced by the faculty members and the students relating to the curriculum.

4. ***Interdisciplinary Programmes started:***

No new interdisciplinary programmes got initiated during the financial year.

5. ***Examination Reforms Implemented:***

The college is one of the home centers of the UG students of North Bengal University, and the examinations are conducted as per the rule, regulations and guidance of the North Bengal University. Among the internal examinations in the form of open book system, frequent class tests, unit test, sent-up test, especial test for weaker students, the open book system is the newly introduced system in the arena of examinations for the financial year.

6. ***Candidates Qualified: NET/SET/GET:***

In the year 2016-2017, three candidates qualified NET.

7. ***Initiatives Towards Faculty Development Programmes:***

Different initiatives have been undertaken for faculty development for the financial year:

In the year 2016-2017, one teacher got enrolled and completed Ph.D. Course Work and two teachers attended the Staff Training program.

8. ***Total Numbers of Seminars/Workshops Conducted:***

No Seminars/Workshops Conducted was conducted in this year.

9. ***Research Projects- a. Ongoing and b. Completed:***

No Ongoing/Completed Research Projects were in this financial year.

10. ***Patents Generated, if any:***

No patents have been generated by the institution during this financial year.

11. ***New Collaborative Research Programmes:***

No new collaborative research programmes got initiated by the institution for the current financial year.

12. ***Research Grants Received from Various Agencies:***

No Research Grants were received in this financial year.

13. ***Details of Research Scholars:***

For the current financial year no scholars were working for carrying out research programmes under any faculty of the college. But some of the faculty members were carrying out research of their own for their PhD programmes.

14. ***Citation Index of Faculty Members and Impact Factors:***

No citation index of the faculty members and impact factors were available for the current financial year.

15. ***Honours/Awards to the Faculty: National and International:***

No Honours/Awards were received by the Faculty in the year 2016-2017.

16. ***Internal Resources Generated:***

The college has few avenues for collecting internal resources. However, from the self-financing study centres some amounts are collected.

For this financial year 2016-2017, a sum of Rs 6,93,000 has been collected as internal resource.

17. Details of Departments getting Assistance/Recognition under SAP, COSIST/ (ASSIST)/DST, FIST, and Other Programmes:

No such assistance/recognition has been availed by any of the faculty members during this financial year.

18. Community Services:

Community services in the forms of tree plantation, blood donation, anti-drug awareness programme, Swachha Bharat, Yoga day, etc. were carried out by the members of NSS, NCC, ECO Club of the college.

19. Teachers and Officers Newly Recruited:

No new Teachers and Officers were recruited in this financial year.

20. Teaching-Non-teaching Staff Ratio:

For the current financial year, the teaching-non-teaching ratio of the college is:

3.1:1 in the year of 2016-2017.

21. Improvement in the Library Services:

During the current financial year, no improvement in the library services was taken place in the institution.

22. New Books/Journal Subscribed and their Values:

For the financial year 2016-2017, a sum of Rs 3,440 was spent to buy 2 new journals in the library.

23. Courses in which Student Assessment of Teachers are Introduced and the Action Taken on Student Feedback:

Assessment by the students in UG course has been carried out for the current year in the departments such as Economics, English, Geography, History, Nepali, Philosophy, Political Science, Hindi, Sociology, Botany, mathematics, Zoology, Chemistry, Physics, B.Com.

IQAC analyses the assessment of the students and conducts staff meeting to discuss the major issues or complains without disclosing the name of particular faculty/staff. The Principal may call a teacher if feedback report needs to be discussed with him or her.

24. *Feedback from Stakeholders:*

Each year the college collects feedback in a specified format from the stakeholders of BA, B.Sc., B.Com and BBA (Both Honours and General courses).

25. *Unit Cost of Education:*

The cost of education per student in the college was Rs 29,348 per annum in the year 2016-2017.

26. *Computerisation of Administration and the Process of Admission and Examination Results, Issue of Certificate:*

Office of the Principal is totally computerized with internet, Wi-Fi, fax, Xerox, printer. Online admission process is followed according to the rules and regulations of the Department of Higher Education, W.B. The examination is conducted by the North Bengal University and the result is also published by them. There is a system of viewing the examination result online in the College campus. Filling up of the forms for BA, B.Sc., B.Com and BBA examination and distribution of admit cards are totally on e-mode. The students enjoy online access regarding their admission and examination. Certificate to the students are issued by the University and the same are distributed to the students by the College.

27. *Increase in the Infrastructural Facilities:*

- a. GTA sanctioned parking and canteen and boundary wall is under construction
- b. Construction of roof top and open halls is completed
- c. Construction of Staff room with ICT facilities is under constructions.

28. *Technology Up-gradation:*

For the financial year the following technological up-gradation took place in the institution:

- i. Wi-Fi- 2016-2017 year

29. *Computer and Internet Access and Training to Teachers, Non-teaching Staff and Students:*

Computer trained and qualified teachers provide training to teachers, non-teaching staff and students whenever necessary. Internet facility is accessible to all the teaching, office staff and the students and the ICT facilities are readily available to teachers in particular.

30. ***Financial Aids to Students:***

College provides financial help to students in the following manners –

- a) Free ship
- b) Half Free ship
- c) Other Financial assistance

31. ***Activities and Support from the Alumni Association:***

NIL

32. ***Activities and Support from the Parent-Teacher Association:***

The Principal and the teachers met the parents/guardians of the stakeholders regularly and discussed the issues relating to performance and improvement of the concerned students, especially academically weaker students.

33. ***Health Services:***

There is no provision of routine health care service system in the institution, but each year the Zoology department conducts Blood Grouping, Blood pressure Check-up, Colour-blindness check-up for the students and the staff. The college has a sick room with two beds and first-aid facilities. In case of emergency, the trained NCC and NSS students extend their help in carrying the sick/patient to the hospital/clinic. The female teachers organized interactive discussion session on hygiene and proper sanitation with female students.

34. ***Performance in Sports:***

The college was semi-finalist in Inter-College Volley-ball (Men's) Competition organized by North Bengal University in 2016-2017.

35. ***Incentives to Outstanding Sportsperson:***

The college bears the cost of registration fee, purchase of sports equipments, materials, TA and DA to all participating students and staff. The winners are felicitated with trophy and certificate either individually or in group as the case may be during large gathering, particularly

on the Fresher's Welcome Programme. The outstanding sports personalities enjoy the facilities like free ship, half free ship and some token money. The loss of classes of the participating students is compensated by taking additional classes by the concerned subject teachers. The participating sports students get relaxation in counting attendance, unit test, class test, sent up test, etc.

36. ***Students Achievements and Awards:***

NIL

37. ***Activities of the Guidance and Counseling Unit:***

The counseling unit of the college conducted Career Counseling program in collaboration with different agencies such as Bank personnel's, Army officers, Police personnel's, LIC personnel's, and company officials particularly after the completion of third year examination in each year.

38. ***Placement Services Provided to Students:***

Occasional placement services/guidance was provided to the students in general and to the BBA students in particular.

39. ***Development Programmes for Non-teaching Staff:***

Time to time some computer oriented programmes were organized for the up-gradation of knowledge of the non-teaching staff of the college. They also attended different meetings, workshops, conferences regarding introduction of on-line admission, filling up of forms, distribution of admit cards and certificates, etc. organized by the University of North Bengal.

40. ***Good Practices of the Institution:***

Geet Protiyogita, Departmental Student's Seminar, Student Excursion, Group Discussion, Environmental Survey and Programme, Tree Plantation, Cleaning of College Premise, Anti-Drug Consciousness Programme, Blood Donation Camp, Yoga, etc. are some of the good practices carried out by the institution for the stakeholders every year.

41. ***Linkages Developed with National/International, Academic/Research Bodies:***

Nil