Yearly Status Report - 2017-2018

Part A	

Data of the Institution

1. Name of the Institution	**KALIMPONG COLLEGE**
Name of the head of the Institution	**Dr RAJENDRA PRASAD DHAKAL**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**919474583930**
Mobile no.	**8370978773**
Registered Email	**principalkalimpongcollege@gmail.com**
Alternate Email	**anukampasubba@gmail.com**
Address	**RINKINPONG ROAD**
City/Town	**KALIMPONG**
State/UT	**West Bengal**
Pincode	**734301**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**MS ANUKAMPA SUBBA**
Phone no/Alternate Phone no.	**918370978773**
Mobile no.	**8370978773**
Registered Email	**anukampasubba@gmail.com**
Alternate Email	**principalkalimpongcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://kalimpongcollege.org.in/aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://kalimpongcollege.org.in/colegecalender.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**70.75**	**2007**	**10-Feb-2007**	**09-Feb-2012**
2	**B++**	**2.79**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**17-Aug-2011**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Committee Meeting	**04-Mar-2017**	**9**

	1	
IQAC Committee Meeting	05-May-2017 1	9
IQAC Committee Meeting	16-Mar-2018 1	9
IQAC Committee Meeting	01-Jun-2018 1	9
Campus Cleaning for Hygiene, Health and Environment Protection through NCC, NSS, Eco Club, Beautification, Health and Hygiene Committee	30-Jun-2018 365	9
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Review of previous NAAC assessment and planning for quality measures and activities for the next cycle of assessment. Emphasis on improving research activities for teachers. In view of future development and upgradation of the college, supporting the college in applying for funds to construct additional

infiltrastructure including an Auditoriumcumindoor games facility, additional classrooms, road leading to the college, car parking space.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
1. Responding to the need of the students for more sports activities, the Sports Committee was encouraged to explore additional means to provide opportunities for students to participate in outdoor games and sports. 2. IQAC planned to encourage teachers in research activities and publication in UGC enlisted journals and journals with Impact factor. 3.Kalimpong College applied for RUSA funds to develop necessary infrastructure for the college with long term planning for additional classrooms, a conference hall, teaching staff room and an auditorium.	. Selection trials were planned in Football, Volleyball, Table Tennis, Athletics, but could not be executed due to the 104day strike. Other activities had to be kept in abeyance due to the 104day strike. 2. Teachers continuedto participate in personal research and academic activities. Teachers participated in seminars, Professional Development Programmes like Orientation Programme and Refresher Courses. 3. The application is under process
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body of Kalimpong College	23-Jun-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2022**
Date of Submission	**07-Jun-2022**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Kalimpong College has been taking structured feedback from students as they have first-hand knowledge and experience of the ambience, and activities of the college. Questionnaires are given through which they give feedback on the handling of syllabus, curriculum and extracurricular activities of the college. According to the response given in the questionnaire and observations made by students, the college acts to make necessary changes. The Principal conveys the feedback for teaching and learning methods in the classroom to the teachers. Regarding extracurricular activities, the feedback is utilised to make necessary changes or consolidate good practices identified in the respective sectors. This year, student response had indicated the need to pay attention to sports. In fact, the college has been facing difficulties due to the lack of space for sports infrastructure. So, the Sports Committee planned trial runs and selection of students to participate in football,volleyball, table-tennis, and marathonoutside of the college campus at the Mela Ground and the usual running routes of the town. Due to the impediment caused by the 104-day strike, students could participate only in marathons. Two of the studentsNayan Tamang and Sabina Rai haveexcelled in Marathon participating at national and international levels. Feedback for subject related matters is also taken by teachers during classes. Any personal difficulties raised by individual students are addressed by teachers at the individual, departmental and institutional levels. Regarding other stakeholders in the college, the Principal and the College Office are in constant touch with the teaching fraternity. All matters relating to the college are discussed during staff meetings, Teachers' Council meetings, and Governing Body meetings. Problems are brainstormed at every level of administration, and solutions sought for in a spirit of cooperation and goodwill.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Nill
Parents	Nill

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Kalimpong College has been taking structured feedback from students as they have first-hand knowledge and experience of the ambience, and activities of the college. Questionnaires are given through which they give feedback on the handling of syllabus, curriculum and extracurricular activities of the college. According to the response given in the questionnaire and observations made by students, the college acts to make necessary changes. The Principal conveys the feedback for teaching and learning methods in the classroom to the teachers. Regarding extracurricular activities, the feedback is utilised to make necessary changes or consolidate good practices identified in the respective sectors. This year, student response had indicated the need to pay attention to sports. In fact, the college has been facing difficulties due to the lack of space for sports infrastructure. So, the Sports Committee planned trial runs and selection of students to participate in football,volleyball, table-tennis, and marathonoutside of the college campus at the Mela Ground and the usual running routes of the town. Due to the impediment caused by the 104-day strike, students could participate only in marathons. Two of the studentsNayan Tamang and Sabina Rai haveexcelled in Marathon participating at national and international levels. Feedback for subject related matters is also taken by teachers during classes. Any personal difficulties raised by individual students are addressed by teachers at the individual, departmental and institutional levels. Regarding other stakeholders in the college, the Principal and the College Office are in constant touch with the teaching fraternity. All matters relating to the college are discussed during staff meetings, Teachers' Council meetings, and Governing Body meetings. Problems are brainstormed at every level of administration, and solutions sought for in a spirit of cooperation and goodwill.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ECONOMICS	10	0	0
BA	ENGLISH	65	35	27
BA	GEOGRAPHY	28	15	7
BA	HISTORY	60	25	19
BA	NEPALI	60	25	21
BA	PHILOSOPHY	60	21	1
BA	POLITICAL SCIENCE	65	72	33
BCom	ACCOUNTANCY	65	50	40
BBA	BBA	40	12	9
BSc	BOTANY	14	10	6
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1910	0	52	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
52	20	55	5	2	0
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are mentored by teachers inside and outside the classrooms. Regarding issues related to subject matter, individual teachers respond to students' queries in and outside the classrooms. Students of the Departments, especially students taking Honours, are divided into groups in the order of their roll numbers. Each group is under the charge of one teacher who keeps track of them regarding their academic development as well as personal difficulties they might be going through. Advanced students are provided with extra reading materials and information relating to their interest and research. The weaker students are given remedial sessions to assist them in the comprehension of their subjects. Assistance of advanced students is taken to guide research and presentation of papers during student seminars in the departments. Besides this, teachers ensure that personal capacities of the students are allowed free play as far as practicable,by encouraging them to participate ina variety of departmental and institutional activities. Leadership skills, organisational skills, research skills,

community connection and service skills, sports and games, communication and presentation skills are all encouraged through NCC, NSS, Eco Club, Transcreations Club and through cultural and sports activities organized in the college, and in outreach programmes to the community. As far as practicable and necessary, teachers also try and support the academic activities and ventures of former students of departments, whoare in touch with teachers, even after they have graduatedfrom the college. Information regarding admissions to centres of higher learning, to coaching for services, employment opportunities are shared with the students constantly. Teachers are always available for personal counselling to the students. Discretion and confidentiality are ensured.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1910	52	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	36	14	1	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	1	15/07/2017	17/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

- The Departments conduct regular class tests, surprise tests, give assignments, subject related projects to the students. Teachers and students get feedback on subject comprehension and retention. - Annual students' departmental seminars conducted to facilitate research, presentation and articulation skills. - Students made to write movie and text reviews to evaluate critiquing and application skills. - Debates, panel discussions and quiz contests held to assess knowledge assimilation, reasoning and debating skills. -Student participation and response to such exercises helped teachers assess students' intellectual level and interest level in academic, social and political issues. -Sent-up test was conducted to evaluate readiness for year-end university examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Committee of the college prepared the Academic Calendar at the

beginning of the session in consonance with the University Calendar to facilitate systematic execution of the activities of the college. Dates are set for Orientation Programmes for new students, departmental students' seminars, Field trips for Science Departments, Geography, History. Industrial Visit of B.B.A. was also listed. Schedule for Campus cleaning programmes by NSS, NCC, Eco- Club, and Beautification, Health and Hygiene Committee is included. The calendar also includes Co- curricular activities like Sports and Cultural activities. Selection trial sessions for the college football and volleyball teams, table -tennis and athletics were included this year. The calendar includes Freshers' Welcome and GeetPratiyogita. Space was created for ongoing Extension service of Blood- Donation Camp by NCC in collaboration with Kalimpong District Hospital. Celebration of National, State and local events and holidays, Environment Day, World Yoga Day, KargilDiwas, Library Day, College Foundation Day, Constitution Day, NCC Day, World Aids Day, World Soil Day were also included in the calendar. Dates for NBU Examinations are not included in the college calendar as it is the prerogative of the university to set the dates. Class tests are conducted and monitored by the departments and individual teachers, so they are not included in the calendar. The college takes opportunities, whenever available, of guest speakers, spontaneously conducted events, staff get-togethers that are not recorded in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://kalimpongcollege.org.in/programoutcome.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BBA	BBA	MANAGEMENT	8	8	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://kalimpongcollege.org.in/sss.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date

NIL		NIL		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Athing K.P. TamsangLepcha Language and Literary Award 2017	Dr. D. C. Roy Department of Economics	MayelLyangLepcha Development Board	20/12/2017	LANGUAGE AND LITERATURE

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	GEOGRAPHY	1	0
National	POLITICAL SCIENCE	1	0
National	BOTANY	2	0
International	BOTANY	1	0
National	PHYSICS	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
GEOGRAPHY	1
HINDI	2
HISTORY	3
NEPALI	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	14	2	0	0
Presented papers	5	7	1	0
Resource persons	1	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation, Blood Grouping and MBI Test	NCC Kalimpong College in collaboration with Rotary Club of Kalimpong on World Aids Day, 1/12/2017	3	70
Community Service	NSS in collaboration with adopted village community	2	25

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swach Bharat	NCC	COLLEGE CLEANING	3	67
WORLD AIDS DAY	NSS	AWARENESS PROGRAMME	2	100
HERBAL HEALTH CARE	NSS	AWARENESS PROGRAMME	2	50
WORLD ENVIRONMENT DAY	NSS	OBSERVATION	2	150
INTERNATIONAL YOGA DAY	NSS NCC	OBSERVATION	3	80

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

[View File](#)

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18214	3359004	73	30360	18287	3389364
Reference Books	1167	780617	11	4025	1178	784642
Others(specify)	0	5900	0	0	0	5900

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	55	2	3	0	0	0	0	15	0
Added	0	0	0	0	0	0	0	0	0
Total	55	2	3	0	0	0	0	15	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

15 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	67500	0	101260

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Regarding the instruments in the laboratories associated with the Faculty of Science and Geography, the departments keep an inventory of all the instruments under their care. Damages are reported to the Principal. Applications of requisition of new instruments are given to the Principal by the Head of the specific Department/s. The College office then procures the necessary instruments for the departments. More expensive instruments for Science laboratories are generally bought when the college gets grants either through college fund, or other governmental agencies,and MLA fund. Regarding furniture and accessories for the Library too, Library Committee holds meetings to assess the requirements of the Library, and the Librarian places the same to the Principal. Regarding procurement of books, the librarian sends an annual general notice requesting teachers of each department to give a booklist. The book list is then sorted out, and books ordered according tonecessity, and funds available for the same. Computers in the office, laboratories, Computer Room, Department of B.B.A and the Library are in regular use. Repair and replacement are conducted whenever necessary. Departmental laptops are maintained by individual departments. Classrooms and washrooms are cleaned and maintained in good condition by regular cleaning staff of the college.Water pumps and tanks are also maintained and kept in working order. Audio systems are available in bigger class rooms for adequate sound augmentation necessary for larger number of students. The lab-attendant from Department of Chemistry doubles up as the electrician to monitor the electrical power supply and wiring, and have the college generator functional and on standby for emergencies. Kalimpong College does not have a sports complex as such. But the games room and common games court is maintained by the college. The Sports Committee keeps track of the accessories for indoor games.

https://kalimpongcollege.org.in/labInventory.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Waiver of Tuition fees	10	50000
Financial Support from Other Sources			
a) National	NIL	0	0

b)International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	NIL

No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	NIL	0	0	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	25	ALL	ALL	MORE THAN ONE	HIGHER EDUCATION

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter-ClassPanel Discussion 7/12/2017	Institutional	20
Sit and Draw Competition 8/12/2017	Institutional	15
GeetPratiyogita (cultural)13/2/2018	Institutional	50
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	International	Nill	Nill	Nill	NIL
Nill	NIL	National	Nill	Nill	Nill	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council/Students' Union in the college is elected after the University sends a circular for holding elections across all colleges under the University. After the election, the elected members are represented in various committees of the college. The General Secretary of the Student Council is an ex-officio member of the College Governing Body. So, the students are represented in the Administrative decisions of the college. In the event that the term of the Student Council (one-year term) gets over and elections are delayed, then the Principal takes in student members from various political parties along with representatives from NCC andsome other active and resourceful students identified by the college, and creates an especial committee to hold student activities and functions of the college. Student Secretaries of the various committees like Cultural Committee and Sports Committee etc.have very active roles to play in assembling students, organising events and assisting teacher convenors to guide and support students participating in events outside the college. For academic activities, advanced students assist teachers in disseminating information, reading materials organising and overseeing preparations for students' seminars.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Kalimpong College has a registered Alumni Association. The alumni association has installed a filtered drinking water system in the college which is functional and of great help to the college community.Some members of the Alumni Association have participated in various ways in the college However, at present they are dormant. There is a need to motivate enrolment in the Association and organise it more systematically in order to make it more active and their participation more effective in the college.

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The year 2017-2018 was a year of intense political activity in the region with a 105-day strike which hampered all co-curricular and extra-curricular activities in the college. As the college concentrated on actual classroom teaching and academic work with the students as soon as the strikes were lifted, there was little that could be done with the participation of alumni during this time.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Governing Body is the apex body in the management of the College. Kalimpong Collegehas adequate representation of teaching and non-teaching staff, a students' representative, two representatives from the Government, and two University nominees in the Governing Body of the College. The Principal is the Secretary of the Governing Body. Participation of the staff in the policy and implementation is ensured through various committees. The Principal is the ex officio chairperson of all committees. The IQAC and Teachers' Council coordinate the efforts of all the committees. The IQAC is formed according to the guidelines of the UGC where there are five members from teaching staff, two from Non- teaching staff, two from the GB, and two from the alumni. One of the senior teachers is the Coordinator of the IQAC. In the ambience of intense political disturbance and very limited access to the normal physical activities with the students, in theyear 2017-2018, decentralization and participative management were ensured through the limited committee activities that could be conducted. Teachers were encouraged to work more on research and writing.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Departments take up the responsibility of ensuring that the lessons of the pre-designed University syllabus are comprehensible to the students. Learning objectives of courses are clarified to the students at the outset, and lessons are planned and focused on fulfilling the objectives. Teaching tools and strategies are adjusted to the variety of learning ability of students in the classrooms. In order to make the curriculum balanced and not just subject-centred, teachers supplement

		teaching of texts with activities geared to making the learning process enjoyable and participative.
	Teaching and Learning	Lectures are supplemented by group activities in the classroom, student seminars, field visits, educational excursions and feedback from students through various tests, write-up, practical projects, extra-curricular activities to ensure comprehension of subjects. Text books are supplemented bysupplementary reading materials and audio-visual tools like power-point presentations, movies and music. Students are divided into groups in the department and mentored by teachers in charge of each group. Students are mentored on both academic and non-academic matters. Advanced students are given extra incentives to continue further studies, and those lagging behind in studies and facing personal difficulties are given remedial attention and personal counselling. Career counselling and guidance takes place in classrooms, and through invited talks and lectures by external agencies. All of these activities were continued during the year
	Examination and Evaluation	Regarding continuing evaluation and examination, the college ensured that classroom teaching,class tests, and remedial teaching sessions were conducted during the time available for physical interactions in the college and examinations conducted in time.
	Research and Development	The college encourages teachers to continue with research work and publication, Ph.D. and post-doctoral study. Teachers were also reminded to complete their stipulated orientation courses, refresher courses, short-term courses as well as faculty development/improvement programmes. Teachers in their turn, encouraged students to conduct independent research for student seminars. The college is planning to establish a Research Cell that will motivate and propel meaningful and enhanced research among teachers and students.
	Library, ICT and Physical Infrastructure / Instrumentation	The college has a three-storied library, well equipped with approximately 18,000 books including texts and reference books. It also has an e-library with INFLIBNET-NLIST. The

	library has three computers currently, with a plan to include more. The library has adequate reading space, both on the ground floor and first floor. There are plans to add more books, book racks and computers in the library to cater to students better.
Human Resource Management	Recommendation for recruitment of teachers in substantive posts is made by the College Service Commission, Government of West Bengal. The college is the recruiting authority for these posts. Kalimpong College is understaffed in both teaching and non-teaching sections at present. So, the college has employed part-time teachers. For major cleaning and repair work, the college hires people on contract to complete specific tasks. Besides all of these, committees work together to manage the work of the college. All committees have members from the teachings staff as well as non-teaching staff. Students also participate in keeping the campus clean.
Industry Interaction / Collaboration	At present field trips, excursions and industrial visits are conducted regularly for BBA, Science Departments, History and English. Discussions are on to have collaboration with industries to train and employ students graduating from the college.
Admission of Students	The college advertised for admission through electronic and print media, and also social media. Admission to the college was conducted online. All requirements for reservation of seats in Honours and Pass Course were fulfilled according to Government guidelines. Admission was conducted according to university guidelines and instructions.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	? Planning and Development: Admission to the college is conducted online. AISHE, BangaUcchaSiksha reports and all other reports necessary to be sent to the Government and the University are stored as soft copies and submitted online to the respective portals.
Student Admission and Support	? Student Admission and Support:Admission to Kalimpong College is online. All students generally fill

in their applications independently at home and at the internet cafes. They conduct fee transactions through the bank and submit the receipts in the college. This year, the college kept an open invitation for students to avail of assistance in the college itself for filling up the application form in the college.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION PROGRAMME	1	16/07/2017	22/07/2017	7
ORIENTATION	1	01/02/2018	28/02/2018	28

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Membership Fee is collected for Teachers' Council. It is used not	Non-teaching staff of the college also have created their separate	The college facilitates the process for students to get scholarships under

just for meeting the expenses of the council activities, but also for contributions as gifts during weddings of teaching staff members. Contributions are also given in the event of death in the families of the members. This kind of gesture isalso a part of the local cultural practice. The College also has aKalimpong College Employees' Co-operative Credit Society in which both teaching and non- teaching staff can take membership and get the benefit of loans for all kinds of personal requirements. The account of the society is linked to the Darjeeling District Central Cooperative Bank. The KCECCS has also sponsored the college feesof a few students in the past. Hence this is also a potential resource channel for student support if necessary.

contribution system. They have a fund collection through which they give a consolidated amount of fund to non-teaching staff when they retire from service. It is a one-time contribution of goodwill and appreciation for the retiree. Non-teaching staff can also take benefits from the Kalimpong College Employees' Cooperative Credit Society for loans when necessary if they are members of the same.

various schemes of the state government, and other sources whenever available.Full/half waiver/free-ship of tuition fees for some students whenever necessary. Individual teachers support financially challenged students whenever necessary. The college has a sick room and first-aid facility for students in case of medical emergencies. Doctors and medical personnel are invited from time to time to present awareness talks on health issues. Blood pressure check and blood group identification are conducted for students during blood donation camps. The college has an Internal Cell that looks after the grievances of the students, if any, with a view to speedy redressal of issues.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Kalimpong College has a Finance Committee and a Provident Fund Committee.TheFinance Committee keeps track of the income and expenditure of the college, and offers suggestions and cautionary advice on financial matters to the Principal. It works in tandem with the Governing Body of the college to verify and approve financial transactions. The Provident Fund Committee ensures that the provident fund of the staff is calculated accurately, and is on track. Internal Financial Audit: The college conducts a detailed internal financial audit annually. Documented record of financial transactions of the college are checked in detail, and a formal report given back to the college by the auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Discussions are underway for creation of a Parent-Teacher Association to assist the college in ensuring sustained engagement of students in academic exercises. Parents/ Guardian-Teacher meetings are conducted regularly by the BBA Department.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Application to RashtriyaUcchatarSiksha Abhiyan(RUSA) for grant to construct auditorium, classrooms, and staff room. 2. Effort to improve indoor game facilities and opportunities for outdoor sports for students. 3.Encouraging teachers in Research and Publication.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Number of Quality Initiatives undertaken during the year: Work was severely impeded by the political and social disturbance caused by the 104-day strike in the Darjeeling Hills. The situation was traumaticfor	05/05/2017	01/06/2017	31/05/2018	9

everyone. Work limped back to something r					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. The collegehas a rainwater-harvesting system that includes a tank to accommodate 1,50,000litres of water to cater to the needs of 2300 staff and students of the college. The system was constructed by Rotary Club of Kalimpong in collaboration with several Rotary Clubs of Scotland and Rotary International.The water tank fulfils the water requirement for all the laboratories, washrooms, and drinking water system of the college. 2. The college has agarden of medicinal plants, and a compost pit where organic leaf manure is generated to sustain greenery around the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NIL	NIL	Nill

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Freshers' Welcome and GeetPratiyogita	13/02/2018	13/02/2018	500

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
1.Department of Botany and Eco-club maintain a space at the entrance of the college where they plant flowers and other useful plants. 2.The Department of Botany with Eco-club have created a compost pit for generating leaf compost/manure to be utilised for maintaining greenery around the college. The compost pit is easily filled by fallen and decaying leaves and foliage pruned from areas of vegetation in the college campus. Hence the campus area is kept trimmed and tidy. 3.The NCC, NSS and Eco-Club take turns, and sometimes work together to clean the campus all the year round. 4.The college has been maintained as a No-smoking Zone, Tobacco-free Zone, and Plastic-freeZone. 5.The college does not have AC or room coolers.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
1.The College Library has been made accessible to the community. By taking permission from the office of the Principal, members of the local community can come and read books available in the library. By agreeing to the policies and rules of the institution, and payment of membership fee, members of the community and research scholars can also borrow books from the library, and have access to the e-library. Hence the College is offering extension service to the community through the College Library. 2. The college holds a singing competition every year. It is titled Geet Pratiyogita. At least 40 students get directly engaged from the Audition Rounds to the Grand Finale. Beyond that number, more students are engaged in organising and managing the show with cultural presentations other than the Geet Pratiyogita. Since the competition is tagged along with the Freshers' Welcome and Farewell Programme of outgoing students, the competition ensures student engagement and discipline even though the events have at least 500 hundred students participating at a time. A few participants in this contest have gone on to become successful professional singers and radio jockeys.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://kalimpongcollege.org.in/library.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words
The motto of Kalimpong College is 'Seek, And Ye Shall Find', and its goals are 'Quality Education, Access and Equality'. The mission of the institution emanates from the vision to seek ways to spread higher education in the Kalimpong region and beyond, and give access to it at a minimum cost, especially to stakeholders who are financially challenged, women, scheduled castes, scheduled tribes and minorities who are in large number in the college. The priority, therefore, is always to make quality higher education accessible to as many people as possible. Hence the college has, over the years, sought to upgrade itself through changing times, to overcomechallenges and meet the educational needs of the region. The region includes not only the Darjeeling Hills, but the plains of Dooars, the neighbouring state of Sikkim and the states of North-East India. It also includes the neighbouring countries of Bhutan and Nepal. Kalimpong college is the oldest co-ed college, having served the region for 55 years. It offers access to multiple streams of education. It has Arts, Science, Commerce, Bachelor of Business Administration (B.B.A), and IGNOU,all within the Campus. The college offers Honours in eleven subjects. Kalimpong College is the only college in the District of Kalimpong that has an IGNOU study centre which provides Master Degree courses in ten subjects. The

Department of BBA caters to the education and training of youth not only from the local community, but from the neighbouring state of Sikkim and beyond the national borders to thosefrom Bhutan and Nepal. The College has the largest open access academic library in Kalimpong District which is accessible for use of the community. It has good science labs, and aherbarium collection in the Botany department.

Provide the weblink of the institution
https://kalimpongcollege.org.in/

8.Future Plans of Actions for Next Academic Year

1. Improvement in teaching and learning with innovative measures: More attention needs to be paid to the students in order to motivate them to take an interest in studies and excel in it. A general apathetic attitude and diffidence among the students in general is a cause for concern. Teachers will spend more time on personal counselling and academic guidance, and on motivating students to participate in co-curricular and extra -curricular activities. More interesting, updated and competitive activities are to be introduced. 2. Continued focus on research for teachers: Teachers will be motivated to maintain their research work and publication along with active teaching in the classrooms. 3. Preparation for and implementation of the CBCS system: Since the University is introducing the CBCS system in the next academic session, and tentative syllabi is already circulating around, teachers are to be prepared with essential reading and planning for effective delivery of the courses. Library to be revamped with new texts and reference books to deal with the syllabi. Teachers to be trained to comprehend the semester, credit and grade system, and also work on subject combinations applicable for the CBCS system. 4. Improvement of sports and games facilities: Sports and games need attention. More activities need to be planned for the students and teachers so that college hours do not become sedentary and tedious. Facilities for recreation and maintenance of good health and wellness also to be in the agenda of the college. 5. Infrastructural development for better facilities to aid academic endeavors: The college has already applied for RUSA fund to develop infrastructure in view of expansion and upgradation of the college in the future. More classrooms need to be added. A spacious staff room for the teaching staff is the need of the hour. Also space for a conference room for holding seminar, and an auditorium so that the college will have its own space for student events and can curtail extra expenses over rented facilities.