



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes	
• Phone no./Alternate phone no.	919474583930	
• Mobile No:	8370978773	
• Registered e-mail	principalkalimpingcollege@gmail.com	
• Alternate e-mail	anukampasubba@gmail.com	
• Address	RINKINPONG ROAD	
• City/Town	KALIMPONG	
• State/UT	WEST BENGAL	
• Pin Code	734301	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	NORTH BENGAL UNIVERSITY				
• Name of the IQAC Coordinator	MS ANUKAMPA SUBBA				
• Phone No.	918370978773				
• Alternate phone No.	8370978773				
• Mobile	9832404747				
• IQAC e-mail address	anukampasubba@gmail.com				
• Alternate e-mail address	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 Web link:	https://kalimpongcollege.org.in/collegecalendar.php				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.75	2007	10/02/2007	09/02/2012
Cycle 2	B++	2.79	2016	05/11/2016	04/11/2021
6. Date of Establishment of IQAC			17/08/2011		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>*Initiated and assisted in organising twelve online webinars, and five online invited lectures. *Kept track of Online Classes through the routine created for online classes *Working with the Admission Committee and Examination Committee to make those processes student-friendly.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
<p>1. Shifting of focus to online teaching and holding webinars. Improvement on teaching and learning. 2. Teachers encouraged to attend seminars and professional-development courses Orientation Programme and Refresher Courses. 3. Continuation of implementation of RUSA.</p>	<p>1. The College bought the Google Meet platform for hosting webinars. Ten webinars and six invited lectures were conducted through the Google Meet platform. 2. Teachers attended maximum number of webinars. Teachers attended twenty-five professional development courses during the year. 3. More equipment and furniture were bought.</p>
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body Kalimpong College	26/06/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	07/06/2022

15. Multidisciplinary / interdisciplinary

The College is running multidisciplinary courses in 17 subjects, in which 12 courses have Honours. Humanities (Arts), Pure Sciences, Commerce and BBA are the main streams in Kalimpong College.

16. Academic bank of credits (ABC):

The curriculum of different departments of our college have been designed by the University. The basic objectives of education at the undergraduate level is holistic in nature where the scope of specific outcome cannot be ascertain. Even then, the honours students are guided mainly for higher education and thereby they get training for clearing NET/SET exams. The programme students acquire intellectual skills to face the complex situation of their life. The compulsory environmental course helps and enriches the students to acquire different environmental life and value based skills which can impart in different strata of the society.

The career counseling cell of the college with the aid of different professional agencies guides, motivates and trains the students for cracking different competitive based examination. The BBA department of the college makes an opportunity for the students to get different types of jobs both in-campus and out campus selection. Although, the college do not have any vocational courses but the different departments take necessary steps in placing the students for different life-based skills.

The language and literature departments provide training and skills for report writing, enactment of drama, editing, publishing, journalism, creative writing, translation work, etc which may lead the students to opt the professional careers in near future. The department of Botany, facilitates skills in the areas like, Tissue culture, Floriculture, Mushroom cultivation, Making of organic manure and fertiliser techniques., Ethno-botany, Traditional Medical practices, Industrial Microbiology, etc. The department of Zoology

trends the students in the fields of Apiculture, Sericulture, Agrarian Pisciculture, Medical diagnostic techniques, etc. The students of Geography department acquire skills in QGIS, Global mapping/ ERDAS, GIS, Meteorological instruments, leveling and surveying of land, Disaster Management, Urban planning, etc. The physics student acquire skills in operating different electrical and electronic gadgets like, digital and analog multi-meter, and physical measuring instruments like, Screw gauge, travelling microscope, etc.

The Commerce and BBA departments provides opportunities in the fields of tracking share market, Stock market, Share broker, Financial market, Tax practitioner, Accounting work, Data entry operating work, Audit and Account service, Investment Planner, etc.

17.Skill development:

New skill oriented courses have not yet been introduced in the college. Currently two courses on Travel and Tourism Management and Communicative English are available in the BBA department. In other programmes, through skill enhancement courses (SEC), skill related to every subject is enhanced.

The language and literature departments provide training and skills for report writing, enactment of drama, editing, publishing, journalism, creative writing, translation work, etc., which train the students to opt for professional careers in the future. The department of Botany facilitates skills in areas like tissue culture, floriculture, mushroom cultivation, making of organic manure and fertiliser techniques, ethno-botany, traditional medical practices, industrial microbiology, etc. Students in the Department of Zoology are trained in apiculture, sericulture, agrarian pisciculture, medical diagnostic techniques, and other fields. The students of the Geography department acquire skills in QGIS, Global Mapping/ERDAS, GIS, meteorological instruments, levelling and surveying of land, Disaster Management, Urban Planning, etc. The physics student acquires skills in operating different electrical and electronic gadgets like digital and analogue multi-meters and physical measuring instruments like screw gauge, travelling microscope, etc.

The Commerce and BBA departments provide opportunities in the fields of tracking share markets, stock markets, share brokers, financial markets, tax practitioners, accounting work, data entry, operating

work, audit and account service, investment planning, etc.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college has degree courses in Hindi, and Nepali languages. There is a provision for teaching in Bengali, Hindi, Nepali and Tibetan.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The curriculum of different departments of our college has been designed by the university. The basic objectives of education at the undergraduate level are holistic in nature, where the scope of a specific outcome cannot be ascertained. Even then, the honours students are guided mainly for higher education, and thereby, they get training for clearing NET/SET exams. In the program course, students acquire knowledge of various subjects, intellectual skills, and language and communication skills, to face the challenges of professional world. The compulsory environmental course (EVS) helps students to acquire various environmental and value-based skills which can be applied in various areas of human life.

The career counselling cell of the college with the aid of different professional agencies, guides, motivates, and trains the students to crack several competitive examinations. The BBA department of the college provides an opportunity for the students to get different types of jobs. The BBA department also offers certificate courses in Communicative English, and Travel and Tourism Management. Although the college does not offer vocational courses, departments take the necessary steps to educate students in various life skills.

The language and literature departments provide training and skills for report writing, enactment of drama, editing, publishing, journalism, creative writing, translation work, etc., which train the students to opt for professional careers in the future. The department of Botany facilitates skills in areas like tissue culture, floriculture, mushroom cultivation, making of organic manure and fertiliser techniques, ethno-botany, traditional medical practices, industrial microbiology, etc. Students in the Department of Zoology are trained in apiculture, sericulture, agrarian pisciculture, medical diagnostic techniques, and other fields. The students of the Geography department acquire skills in QGIS, Global Mapping/ERDAS, GIS, meteorological instruments, levelling and surveying of land, Disaster Management, Urban Planning, etc. The physics student acquires skills in operating different electrical and electronic gadgets like digital and analogue multi-meters and physical measuring instruments like screw gauge, travelling

microscope, etc.

The Commerce and BBA departments provide opportunities in the fields of tracking share markets, stock markets, share brokers, financial markets, tax practitioners, accounting work, data entry, operating work, audit and account service, investment planning, etc.

The college library disseminates information regarding intellectual property rights (IPR), open educational resources (OER), and research and development. The College Librarian takes classes to disseminate the knowledge to uplift the values of research ethics and writing by providing awareness about plagiarism while writing assignments and research articles.

Enrolling in NCC, NSS, sports and related activities may assist interested and eligible students getting placements in different military and paramilitary forces.

20.Distance education/online education:

Kalimpong College provides distance learning programmes through IGNOU study center since June 2013. The study center number of IGNOU Kalimpong College is 45019. The IGNOU study center of Kalimpong college currently has master degree programmes in 10 subjects. Besides Masters degree the center is running Post-Graduate diploma programmes in 9 subjects/fields, one diploma programme and one Bachelors degree programme. There are five staff engaged in the study center out of which two are teachers and three are non-teaching staff. Altogether 1796 students from various programmes have benefited form January 2014 to January 2022 sessions.

Extended Profile

1.Programme

1.1 17

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1665

Number of students during the year

File Description	Documents
Data Template	View File

2.2 450

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 387

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 69

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 50

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1665
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	450
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	387
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	69
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	50
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	9562008
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kalimpong College disseminates curriculum delivery through the college website, academic calendar, students' orientation programmes, and the college Facebook page. New students are oriented to the college, its mission and values. The students are given the syllabus and objectives and outcomes of courses are explained to the students at the beginning of each academic session. Teachers ensure implementation of the curriculum through the departmental plans and teaching plans of individual teachers. Almost all departments have a mini library each where they keep extra supplementary books that the students can borrow and read. The curriculum is then implemented through various activities of the college.

During the Covid-19 Lockdown that started from 26th March, 2020, classes and examinations went online. Students were forced to learn how to scan papers, make PDFs and use email to upload their assignments and answer scripts online. Teachers and students

learned to use the Google and ZOOM platforms for online classes and submission of assignments and test papers on Google Classrooms. Technology was put to great use as the alternative source of communication. Reading materials, free books, teaching materials were sent to the students through WhatsApp, through voice messages.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 were 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 was included. The calendar also included Co- curricular activities like Sports and Cultural activities. The calendar included Freshers' Welcome and GeetPratigyogita. 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, Kargil Diwas, 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. Class tests are conducted and monitored by the departments and individual teachers, so they are not included in the calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kalimpongcollege.org.in/colegecalendar.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

During the orientation to the college, new students are introduced to the values and ethics of the college. Mutual respect for teachers, non-teaching staff and students are explained and emphasized. Ragging is forbidden. Though the college does not have uniform for students except for the BBA course, college dress code and decency are spelled out to the students and implemented in the college.

The college has gender equality and equity. Equal opportunity is given to boys and girls to participate in all activities of the college including sports and games. In NCC the college has a mixed battalion with equal number of boys and girls. In matters of

discipline and protection, girls and boys are given equal value.

The college ensures an environment free from racial discrimination, religious bias, discriminations based on gender, economic status and educational background. Healthy and harmonious relationship is pursued actively by both staff and students of the college.

The college also maintains greenery around the campus. Besides regular clean-up by the cleaning staff of the college, teachers and students participate actively through NCC, NSS, Eco-club, and the Beautification, Health and Hygiene Committee to maintain a clean and green campus.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://kalimpongcollege.org.in/sss.php

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of sanctioned seats during the year

1126

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

226

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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 those 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 in a variety of departmental and institutional activities. Leadership skills, organizing 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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1665	69

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Research skills, communication and presentation skills are encouraged and developed through students' seminars and assignments, and through Transcreations Club activities. Community connection and service skills, leadership skills, organizing skills, skills in sports and games, are all encouraged through NCC, NSS, Eco Club, and through cultural and sports activities organized in the college, and in outreach programmes to the community.

Students are taken on field visits, study tours, educational excursions. These outings outside the campus are highly beneficial for the students. They learn only about matters relating to the subjects, but also get exposure to a variety of real-life situations. Students participate in selection of places for travel, organizing the tour itinerary and vehicles for travel, food and other refreshments. They learn planning, budgeting, organizing, being prepared for all kinds of emergencies and change of plans, and adjusting to situations while on the go. They learn to work in teams, resolve differences, solve problems, and generally be more resourceful and responsible.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Science laboratories in the college have computers and projectors that are used in classes for supplementing lectures with audio visual content. For students of Humanities section, teachers show movies and documentaries in the media room. There is a computer lab with nine computers for students of the BBA Department. The library is also equipped with desktop computers that are used by teachers and students to access NLIST-INFLIBNET and other online resources.

During the Covid-19 pandemic, all aspects of teaching went online. Classes were taken online and teachers found it easier to use power-point presentations even for big classes. Using laptops, tablets and cellphones, multiple tasks could be conducted and made visible and audible for students. Besides actual classes, extra reading materials, reference notes and weblinks could be sent via WhatsApp. Youtube could be accessed and links sent for movies and documentaries related to the lessons at hand.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

514

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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 are conducted to facilitate research, presentation and articulation skills.

•Debates, panel discussions and quiz contests are held to assess knowledge assimilation, reasoning and debating skills. Student participation and response to such exercises help teachers assess students' intellectual and interest level in academic, social and political issues.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Since the introduction of the CBCS system in 2018, internal assignments, projects and tests are conducted instead of full-fledged internal examinations. Students' queries, if any, regarding these internal assessments are addressed as soon as they are raised by the students. Teachers and the college authorities are open to student feed-back. Departments, however, have not received any serious questions so far regarding internal evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers are aware of the Objectives and Outcomes of the various programmes offered by the college. These issues are discussed in teachers' meetings and in the classrooms by teachers of every department. Students are oriented to each course and texts by individual teachers in the classrooms. The Objectives and Outcomes of the courses taught in each department is stated and uploaded in the website of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kalimpongcollege.org.in/programoutcome.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme and Course outcomes are evaluated and discussed by the college during Teachers' Council meetings and in Departmental Meetings. Remedial measures are discussed and implemented wherever issues of gaps in communication and comprehension are identified. Structured student feedback, student seminars and group discussions also reveal progress made by students, or the lack of it. All information thus received are utilized in planning techniques and strategies for improved course transactions in the classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

380

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://kalimpongcollege.org.in/ssss.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are conducted by students through NCC, NSS, and eco-club. The NCC conducts and participates in blood donation. The Kalimpong District Hospital appreciates such drives and donations from the College every year. NSS has adopted a village—Chhibo Busty, and conducts outreach programmes like donation of books and equipment for recreational activities for the students of the village. They also plan to organize legal awareness camps and workshops in the village. The Eco- club under the guidance of the Botany Department cleans the local freshwater spring and plants saplings around the catchment area for its protection and sustenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Kalimpong College has class a good number of classrooms, but infrastructural development is necessary as some of the classrooms are inadequate in size, and need to be shifted to other locations. With the grant of RUSA funds in 2018, a new building is being constructed. It will house many more classrooms and release space for storerooms and games room and other facilities. An auditorium, and a new staff room for teachers is also under construction above the administrative building. Departments under the Faculty of Science and Geography have functional laboratories, computers and projectors. The BBA Department has its own Computer room. Computers are available for teachers to work on, and every department has also been given a laptop each. There are computers in the Library too. There is scope for more computers to be added in the library to cater to the needs for increased use of technological support in academic activities and research.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Kalimpong College has adequate physical and mental space for cultural activities. Students are taught to respect and celebrate the variety of cultures of the region. They are encouraged to participate in all forms of performative arts like singing, dances, arts and photography, etc. During Freshers' Welcome, Farewell programme, Teachers' Day celebrations, they are given the opportunity to showcase their talents and knowledge. Such activities are conducted on a grand scale involving a large number of students. The college hall does not have adequate space to host large gatherings, so these events are held at the Town Hall which has to be hired for the purpose.

The college has space for indoor games like Table Tennis, Carrom and chess. But it does not have adequate space for outdoor games.

For football and other sports like marathon, badminton, volleyball etc. the college depends on shared public spaces and venues borrowed for holding tournaments. A multi-purpose auditorium is in the master plan of the college. Lack of adequate funds has put the whole project on hold. Yoga Day is celebrated in the space inside the building under construction through the RUSA fund. But that space will get converted to a conference room necessary for the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8812847

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The automation process of the College Library is in process. The college library is using SOUL 2.0 software for automation process. Data entry work for OPAC is completed for 12 subjects. English, Hindi, and Nepali subjects book detail are yet to enter into the system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

12

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college updates its IT facilities whenever required. All computers are repaired and kept in working condition. They are also replaced with new ones when they are beyond repair. The college has Wi-Fi in the administrative building, the BBA Department and the Library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9562008

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Regarding damages to the instruments in the laboratories associated with the Faculty of Science and Geography, they 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 through the UGC, or other agencies and organisations.

Regarding furniture and accessories for the Library too, the same procedure of the laboratories is followed by the Librarian. 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 when necessary, 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. Audio systems are available in bigger class rooms.

Kalimpong College does not have a sports complex as such. But the games room and common courtyard is maintained by the college. The Sports Committee keeps track of the accessories for indoor games.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

300

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

48

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 college takes in student members from various parties along with representatives from NCC and some 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 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governing Body is the apex body in the management of the College. Kalimpong College has 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.

Participation of the staff in the policy and implementation is ensured through various committees. The IQAC and Teachers' Council coordinate the efforts of all the committees. The IQAC is formed according to the old 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has not been able to introduce a formal and complete MIS yet. Much of the record work, though computerised, is not connected centrally. Though the work currently being done is working, the MIS system needs to be introduced for efficiency and efficacy of the data management system, and the authenticity and reliability of data for processing, and for taking strategic policy decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. 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 subjects are clarified to the students at the outset, and lessons are planned and focused on introducing the scope and content of the subjects in the initial year to be followed by deeper exploration and practical application by the time they are ready to leave the college. 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

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is the apex body in the management of the College. Kalimpong College has 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 college follows service rules and policies of the State government and the University. The College Service Commission recommends teachers for the college. But the governing Body is the appointing authority for teaching and non-teaching staff of the college.

The IQAC is formed according to the guidelines of the UGC. It plans for and looks after the quality benchmarks of the college.

The Faculty of Commerce have their classes in the morning hours with a Teacher-in-Charge of the section. Two other major sections,

IGNOU and BBA, also function independently. The IGNOU Study Centre is managed by a Coordinator and an Assistant Coordinator who are Teachers of the college, and two support staff. BBA is managed by a teacher Coordinator, and an office staff. The College Library is managed by the Librarian and a few support staff.

All Departments are managed by their respective Heads of the Departments. There are many Committees led by a Convenor. Convenors are appointed by the Principal in consultation with the Secretary, Teachers' Council, and senior teachers.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

In addition to the Teachers' Council Fund, sustained through Membership Fees and the Kalimpong College Employees' Cooperative Credit Society fund, the Teachers' Council started a Staff Benevolent Fund this year. This fund will provide financial assistance to both Teaching and Non-teaching staff members, or to

one of the immediate family members of the staff especially for medical needs. The total amount is currently fixed at Rs. 30.000 in which the grant will pay half, and the College will pay half the amount. This is a type of matching grant which has been approved by the Governing Body of the College. It is to be a one-time grant for each staff, and will be given whenever it is required. Forty-two Teachers in Substantive Posts and twenty-one SACT teachers are enrolled to this fund.

Non-teaching staff of the college also have created their separate 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.

In addition to these funds, fifteen Non-teaching staff have also been enrolled in the newly created Staff Benevolent Fund. They will receive the same benefits as the Teaching Staff of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teachers have to undergo a performance appraisal inspection through the CAS (Career Advancement Scheme) for promotion to the next level in their teaching career. The inspection calculates the quality of teachers, their continuous evolution and advancement in their field of research, and their resourcefulness, ability and contribution in the process of educating young minds in the institution. This is a procedure adopted by the University according to UGC regulations. Inside the institution too, students' feedback is taken seriously by the administration, teaching and non-teaching staff. Reformation and necessary changes are made to meet the needs and demands of the students. Steps are also taken to rectify mistakes, strengthen weak areas, supplement classroom teaching with activities. There is no systematic performance appraisal system, however, for non-teaching staff. All anomalies and disfunctions in the behavior and conduct of staff are brought to the notice of the Principal, and dealt with at a personal level through counselling and advice. If the situation goes out of hand or there are matters of dispute, the Governing Body deals with the issues through appropriate and legal procedures wherever necessary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Financial Audit: Kalimpong College has a Finance Committee and a Provident Fund Committee. The Finance 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. The college conducts a detailed 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.18

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Kalimpong College generates its funds primarily from students' fees, though it is not very high. Since UGC has stopped giving funds to colleges, there has not been many other sources for funds. The college has received small individual funds for

scholarships to students. The college has received a major fund of two crores from RUSA for construction of a new building, repair of old ones, buying of lab equipment, computers and books. The BBA course generates small fund for the college. has stopped for its a Finance Committee and a Provident Fund Committee. The Finance Committee keeps track of the income and expenditure of the college, and offers suggestions and 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. All financial and other resources are sustained and maintained efficiently by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC played a significant role in ensuring that the process of education continued as smoothly as possible during the pandemic times by initiating and encouraging systematic online classes and webinars. The College bought a Google Suite platform for hosting webinars and online classes. Twelve webinars and five invited lectures were conducted under the guidance of the IQAC. Teachers were also encouraged to complete their professional development courses, and attend webinars. Teachers attended twenty-nine professional courses and more than a hundred webinars altogether during 2020-2021. Construction of the building housing new classrooms continued during pandemic times too, though at a slow pace. More equipment, books and furniture were also bought. In addition to these, college activities were conducted online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Kalimpong College reviews the teaching-learning process, structures and methodologies annually. Student results and student feedback are discussed at the year-end Teachers' Council meeting. Areas manifesting incremental improvements are identified and methodologies of operation that are effective are continued and replicated further. Areas of weak performance are identified, and measures taken to resolve issues, change strategies and methodologies, introduce and experiment with new ones for more effective teaching-learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Kalimpong College has always endeavoured to ensure gender equality in the college. During the orientation sessions with new students, the vision and values of the college are explained clearly to the students. The values include gender equality, and mutual respect for everyone. Teachers take Orientation sessions with boys and girls jointly, and also separately, explaining, clarifying and emphasizing issues of equality and mutual respect. The college maintains an Internal Complaint Cell that responds to complaints about ragging, sexual and any other forms of harassment in the college. Close circuit cameras have been installed in the common spaces of the college. The College ensures that all students are protected and treated fairly.

File Description	Documents
Annual gender sensitization action plan	nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-

D. Any 1 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

I. Solid Waste Management: To reduce waste at the institute, students and staff are educated on proper waste management practices through timely lectures, displaying slogan boards in the campus. Waste is collected daily from various sources and kept in dry and wet waste red and green waste bins respectively. Waste materials like plastics are collected weekly by the volunteers of Eco-Club, NSS, NCC and Hygiene and Health Committee and handed over to the local municipal vehicle. Efforts are taken to produce compost manure from the Canteen solid waste, paper, leaves and stubbles and it is efficiently run by the Eco-Club. The manure is used for the maintenance of the herbal garden as well as for the trees.

II. Liquid Waste Management: The waste water mixed with chemicals from laboratories passes through concealed pipe line into soak pit and recycled water is used for watering trees and in toilets. All waste water lines from toilets etc., are connected with municipal drainage mains.

IV. E-Waste: It is collected and stored in the store room. Old monitors and CPUs are repaired by our technicians and they are reused.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Kalimpong College students are from diverse background. They come from different socio-cultural, ethno-religious groups. So it is very important for the authority to maintain cordiality among its students as well as the staffs. Students are taught to maintain the secular atmosphere of the college. In the beginning of each

semester orientation programmes are held where emphasis is given for ethical values, gender sensitization, communal harmony. In its long history of 60 years the college can boast an excellent record of gender equality. The gender barrier is minimal.

Students are engaged in programmes like college cleaning on a regular basis. Their participation in such programmes help to inculcate a sense of belonging and also to make them aware of clean environment. As the campus is located in the midst of woods they are expected to respect and conserve these green surroundings.

The students are expected to treat each members of the staff and their fellow students with courtesy both in and outside the college. This has helped to develop a strong bond among the staff members and the students.

Like the students the staff members of the college too are from diverse background. A cordial relationship among its staff is the best aspect of the college. Among the staff a unique endeavor of creating benevolent fund with their own contribution to provide financial aid in case of life-threatening health issues to the members of the staff, or a close member of his/her family, has been put in practice.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College sensitizes the students and staff to the constitutional obligations through classroom teaching, and through the curricular and extra-curricular activities. Rights and responsibilities of citizens are discussed in classrooms. Values of patriotism and pride in the country are encouraged. Independence Day is celebrated in the college with flag-hoisting, parade of NCC, and participation of teaching and non-teaching staff and students. Constitution Day is also observed in the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Academic Committee of the college prepares 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. Besides regular activities of the college, the calendar also includes celebration of National, State and local events and holidays, Environment Day, World Yoga Day, Kargil Diwas, Library Day, College Foundation Day, Constitution Day, NCC Day, World Aids Day, World Soil Day etc. Republic Day usually falls during the winter-break for hill colleges, but Independence Day is celebrated with flag-hoisting in the

institution and march past by the NCC. Staff and NCC students gather in the college, and after the ceremony, the NCC leave for the general celebration in the town. Independence Day is celebrated as the biggest festival in Kalimpong. Teachers' Day is celebrated on 5th September. Holidays for religious festivals are slotted in the calendar in consonance with the State Government holiday list and the University list.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. The College Central Library has been made accessible to the community. Taking prior permission from the Office of the Principal, members of the local community can come and read here. 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.

2. Departments of Commerce and English continue to order books for students of the Department at the beginning of each session.

3. Teachers from the Department of Botany initiated online mentoring for students. Dr. Saran Kumar Gupta is actively involved in helping students to prepare for CSIR-NET, GATE, DBT-JRF, ICAR-NET, ICMR and Ph.D. entrance examinations. He has also counselled all students of the Faculty of Science on how to crack competitive Exams after graduating with a Bachelor's degree. Dr. Mst Momtaj Begum has also been similarly engaged. During the pandemic she has also coached students of classes I-X from economically weaker sections of the society. Dr. Jaishree Pradhan, Head of the Department of Botany, has been involved in establishment of tissue culture Laboratory and offering consultancy services at Shanti Kunj Nursery, Kalimpong till date. Along with

Dr.PranayBantawa, Senior teacher in the department, she has been teaching tissue culture to the students of the department.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 its vision to offer quality higher education in the region which includes not only the Darjeeling Hills, but the Doars, the neighbouring state of Sikkim and the states of North-East India, and also the neighbouring countries of Bhutan and Nepal. It gives access to Higher Education at a minimum cost, especially to stakeholders who are financially challenged, women, scheduled castes, scheduled tribes and minorities.

Kalimpong college is the oldest co-ed college, having served the region for 58 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 12 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, a self-financing course, also offers two additional certificate courses—Communicative English, and Travel and Tourism Management.

The College has the largest open access academic library in Kalimpong which is accessible for use of the community.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Kalimpong College disseminates curriculum delivery through the college website, academic calendar, students' orientation programmes, and the college Facebook page. New students are oriented to the college, its mission and values. The students are given the syllabus and objectives and outcomes of courses are explained to the students at the beginning of each academic session. Teachers ensure implementation of the curriculum through the departmental plans and teaching plans of individual teachers. Almost all departments have a mini library each where they keep extra supplementary books that the students can borrow and read. The curriculum is then implemented through various activities of the college.

During the Covid-19 Lockdown that started from 26th March, 2020, classes and examinations went online. Students were forced to learn how to scan papers, make PDFs and use email to upload their assignments and answer scripts online. Teachers and students learned to use the Google and ZOOM platforms for online classes and submission of assignments and test papers on Google Classrooms. Technology was put to great use as the alternative source of communication. Reading materials, free books, teaching materials were sent to the students through WhatsApp, through voice messages.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 were 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 was included. The calendar also included Co- curricular activities like Sports and Cultural activities. The calendar included 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. Class tests are conducted and monitored by the departments and individual teachers, so they are not included in the calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kalimpongcollege.org.in/colegecalendar.php

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

During the orientation to the college, new students are introduced to the values and ethics of the college. Mutual respect for teachers, non-teaching staff and students are explained and emphasized. Ragging is forbidden. Though the college does not have uniform for students except for the BBA course, college dress code and decency are spelled out to the students and implemented in the college.

The college has gender equality and equity. Equal opportunity is given to boys and girls to participate in all activities of the college including sports and games. In NCC the college has a mixed battalion with equal number of boys and girls. In matters of discipline and protection, girls and boys are given equal value.

The college ensures an environment free from racial discrimination, religious bias, discriminations based on gender, economic status and educational background. Healthy and harmonious relationship is pursued actively by both staff and students of the college.

The college also maintains greenery around the campus. Besides regular clean-up by the cleaning staff of the college, teachers and students participate actively through NCC, NSS, Eco-club, and the Beautification, Health and Hygiene Committee to maintain a clean and green campus.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://kalimpongcollege.org.in/sss.php
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
1126	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,	

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

226

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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 those 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 in a variety of departmental and institutional activities. Leadership skills, organizing 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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1665	69

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Research skills, communication and presentation skills are encouraged and developed through students' seminars and assignments, and through Transcreations Club activities. Community connection and service skills, leadership skills, organizing skills, skills in sports and games, are all encouraged through NCC, NSS, Eco Club, and through cultural and sports activities organized in the college, and in outreach programmes to the community.

Students are taken on field visits, study tours, educational excursions. These outings outside the campus are highly beneficial for the students. They learn only about matters relating to the subjects, but also get exposure to a variety of real-life situations. Students participate in selection of places for travel, organizing the tour itinerary and vehicles for travel, food and other refreshments. They learn planning, budgeting, organizing, being prepared for all kinds of emergencies and change of plans, and adjusting to situations while on the go. They learn to work in teams, resolve differences, solve problems, and generally be more resourceful and responsible.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Science laboratories in the college have computers and projectors that are used in classes for supplementing lectures with audio visual content. For students of Humanities section, teachers show movies and documentaries in the media room. There is a computer lab with nine computers for students of the BBA Department. The library is also equipped with desktop computers that are used by teachers and students to access NLIST-INFLIBNET and other online resources.

During the Covid-19 pandemic, all aspects of teaching went online. Classes were taken online and teachers found it easier to use power-point presentations even for big classes. Using laptops, tablets and cellphones, multiple tasks could be conducted and made visible and audible for students. Besides actual classes, extra reading materials, reference notes and weblinks could be sent via WhatsApp. Youtube could be accessed and links sent for movies and documentaries related to the lessons at hand.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

69

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

514

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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 are conducted to facilitate research, presentation and articulation skills.

•Debates, panel discussions and quiz contests are held to assess knowledge assimilation, reasoning and debating skills. Student participation and response to such exercises help teachers assess students' intellectual and interest level in academic, social and political issues.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Since the introduction of the CBCS system in 2018, internal assignments, projects and tests are conducted instead of full-fledged internal examinations. Students' queries, if any, regarding these internal assessments are addressed as soon as they are raised by the students. Teachers and the college authorities are open to student feed-back. Departments, however, have not received any serious questions so far regarding internal evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers are aware of the Objectives and Outcomes of the various programmes offered by the college. These issues are discussed in teachers' meetings and in the classrooms by teachers of every department. Students are oriented to each course and texts by individual teachers in the classrooms. The Objectives and Outcomes of the courses taught in each department is stated and uploaded in the website of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kalimpongcollege.org.in/programoutcome.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme and Course outcomes are evaluated and discussed by the college during Teachers' Council meetings and in Departmental Meetings. Remedial measures are discussed and implemented wherever issues of gaps in communication and comprehension are identified. Structured student feedback, student seminars and group discussions also reveal progress made by students, or the lack of it. All information thus received are utilized in planning techniques and strategies for improved course transactions in the classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

380

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://kalimpongcollege.org.in/ssss.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are conducted by students through NCC, NSS, and eco-club. The NCC conducts and participates in blood donation. The Kalimpong District Hospital appreciates such drives and donations from the College every year. NSS has adopted a village—Chhibo Busty, and conducts outreach programmes like donation of books and equipment for recreational activities for the students of the village. They also plan to organize legal awareness camps and workshops in the village. The Eco- club under the guidance of the Botany Department cleans the local freshwater spring and plants saplings around the catchment area for its protection and

sustenance .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the

year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Kalimpong College has class a good number of classrooms, but infrastructural development is necessary as some of the classrooms are inadequate in size, and need to be shifted to other locations. With the grant of RUSA funds in 2018, a new building is being constructed. It will house many more classrooms and release space for storerooms and games room and other facilities. An auditorium, and a new staff room for teachers is also under construction above the administrative building. Departments under the Faculty of Science and Geography have functional laboratories, computers and projectors. The BBA Department has its own Computer room. Computers are available for teachers to work on, and every department has also been given a laptop each. There are computers in the Library too. There is scope for more computers to be added in the library to cater to the needs for increased use of technological support in academic activities and research.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Kalimpong College has adequate physical and mental space for

cultural activities. Students are taught to respect and celebrate the variety of cultures of the region. They are encouraged to participate in all forms of performative arts like singing, dances, arts and photography, etc. During Freshers' Welcome, Farewell programme, Teachers' Day celebrations, they are given the opportunity to showcase their talents and knowledge. Such activities are conducted on a grand scale involving a large number of students. The college hall does not have adequate space to host large gatherings, so these events are held at the Town Hall which has to be hired for the purpose.

The college has space for indoor games like Table Tennis, Carrom and chess. But it does not have adequate space for outdoor games. For football and other sports like marathons, badminton, volleyball etc. the college depends on shared public spaces and venues borrowed for holding tournaments. A multi-purpose auditorium is in the master plan of the college. Lack of adequate funds has put the whole project on hold. Yoga Day is celebrated in the space inside the building under construction through the RUSA fund. But that space will get converted to a conference room necessary for the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8812847

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The automation process of the College Library is in process. The college library is using SOUL 2.0 software for automation process. Data entry work for OPAC is completed for 12 subjects. English, Hindi, and Nepali subjects book detail are yet to enter into the system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above
--	------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

12

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college updates its IT facilities whenever required. All computers are repaired and kept in working condition. They are also replaced with new ones when they are beyond repair. The college has Wi-Fi in the administrative building, the BBA Department and the Library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9562008

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Regarding damages to the instruments in the laboratories associated with the Faculty of Science and Geography, they 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 through the UGC, or other agencies and organisations.

Regarding furniture and accessories for the Library too, the same procedure of the laboratories is followed by the Librarian. 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 when necessary, 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. Audio systems are available in bigger class rooms.

Kalimpong College does not have a sports complex as such. But the games room and common courtyard is maintained by the college. The Sports Committee keeps track of the accessories for indoor games.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

300

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

48

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 college

takes in student members from various parties along with representatives from NCC and some 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 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governing Body is the apex body in the management of the College. KalimpongCollegehas 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.

Participation of the staff in the policy and implementation is ensured through various committees. The IQAC and Teachers' Council coordinate the efforts of all the committees. The IQAC is formed according to the old 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College has not been able to introduce a formal and complete MIS yet. Much of the record work, though computerised, is not connected centrally. Though the work currently being done is working, the MIS system needs to be introduced for efficiency and efficacy of the data management system, and the authenticity and reliability of data for processing, and for taking strategic policy decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. 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 subjects are clarified to the students at the outset, and lessons are planned and focused on introducing the scope and content of the subjects in the initial year to be followed by deeper exploration and practical application by the time they are ready to leave the college. 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

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is the apex body in the management of the College. Kalimpong College has 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 college follows service rules and policies of the State government and the University. The College Service Commission recommends teachers for the college. But the governing Body is the appointing authority for teaching and non-teaching staff of the college.

The IQAC is formed according to the guidelines of the UGC. It plans for and looks after the quality benchmarks of the college.

The Faculty of Commerce have their classes in the morning hours with a Teacher-in-Charge of the section. Two other major sections, IGNOU and BBA, also function independently. The IGNOU Study Centre is managed by a Coordinator and an Assistant Coordinator who are Teachers of the college, and two support staff. BBA is managed by a teacher Coordinator, and an office staff. The College Library is managed by the Librarian and a few support staff.

All Departments are managed by their respective Heads of the Departments. There are many Committees led by a Convenor. Convenors are appointed by the Principal in consultation with the Secretary, Teachers' Council, and senior teachers.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

In addition to the Teachers' Council Fund, sustained through Membership Fees and the Kalimpong College Employees' Cooperative Credit Society fund, the Teachers' Council started a Staff Benevolent Fund this year. This fund will provide financial assistance to both Teaching and Non-teaching staff members, or to one of the immediate family members of the staff especially for medical needs. The total amount is currently fixed at Rs. 30,000 in which the grant will pay half, and the College will pay half the amount. This is a type of matching grant which has been approved by the Governing Body of the College. It is to be a one-time grant for each staff, and will be given whenever it is required. Forty-two Teachers in Substantive Posts and twenty-one SACT teachers are enrolled to this fund.

Non-teaching staff of the college also have created their

separate 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.

In addition to these funds, fifteen Non-teaching staff have also been enrolled in the newly created Staff Benevolent Fund. They will receive the same benefits as the Teaching Staff of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teachers have to undergo a performance appraisal inspection through the CAS (Career Advancement Scheme) for promotion to the next level in their teaching career. The inspection

calculates the quality of teachers, their continuous evolution and advancement in their field of research, and their resourcefulness, ability and contribution in the process of educating young minds in the institution. This is a procedure adopted by the University according to UGC regulations. Inside the institution too, students' feedback is taken seriously by the administration, teaching and non-teaching staff.

Reformation and necessary changes are made to meet the needs and demands of the students. Steps are also taken to rectify mistakes, strengthen weak areas, supplement classroom teaching with activities. There is no systematic performance appraisal system, however, for non-teaching staff. All anomalies and disfunctions in the behavior and conduct of staff are brought to the notice of the Principal, and dealt with at a personal level through counselling and advice. If the situation goes out of hand or there are matters of dispute, the Governing Body deals with the issues through appropriate and legal procedures wherever necessary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Financial Audit: Kalimpong College has a Finance Committee and a Provident Fund Committee. The Finance 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. The college conducts a detailed 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.18

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Kalimpong College generates its funds primarily from students' fees, though it is not very high. Since UGC has stopped giving funds to colleges, there has not been many other sources for funds. The college has received small individual funds for scholarships to students. The college has received a major fund of two crores from RUSA for construction of a new building, repair of old ones, buying of lab equipment, computers and books. The BBA course generates small fund for the college. has stopped for its a Finance Committee and a Provident Fund Committee. The Finance Committee keeps track of the income and expenditure of the college, and offers suggestions and 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. All financial and other resources are sustained and maintained efficiently by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC played a significant role in ensuring that the process of education continued as smoothly as possible during the pandemic times by initiating and encouraging systematic online classes and webinars. The College bought a Google Suite platform for hosting webinars and online classes. Twelve webinars and five invited lectures were conducted under the guidance of the IQAC. Teachers were also encouraged to complete their professional development courses, and attend webinars. Teachers attended twenty-nine professional courses and more than a hundred webinars altogether during 2020-2021. Construction of the building housing new classrooms continued during pandemic times too, though at a slow pace. More equipment, books and furniture were also bought. In addition to these, college activities were conducted online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Kalimpong College reviews the teaching-learning process, structures and methodologies annually. Student results and student feedback are discussed at the year-end Teachers' Council meeting. Areas manifesting incremental improvements are identified and methodologies of operation that are effective are continued and replicated further. Areas of weak performance are identified, and measures taken to resolve issues, change

strategies and methodologies, introduce and experiment with new ones for more effective teaching-learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Kalimpong College has always endeavoured to ensure gender equality in the college. During the orientation sessions with new students, the vision and values of the college are explained clearly to the students. The values include gender

equality, and mutual respect for everyone. Teachers take Orientation sessions with boys and girls jointly, and also separately, explaining, clarifying and emphasizing issues of equality and mutual respect. The college maintains an Internal Complaint Cell that responds to complaints about ragging, sexual and any other forms of harassment in the college. Close circuit cameras have been installed in the common spaces of the college. The College ensures that all students are protected and treated fairly.

File Description	Documents
Annual gender sensitization action plan	nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

I. Solid Waste Management: To reduce waste at the institute, students and staff are educated on proper waste management practices through timely lectures, displaying slogan boards in the campus. Waste is collected daily from various sources and kept in dry and wet waste red and green waste bins respectively. Waste materials like plastics are collected weekly by the volunteers of Eco-Club, NSS, NCC and Hygiene and Health

Committee and handed over to the local municipal vehicle. Efforts are taken to produce compost manure from the Canteen solid waste, paper, leaves and stubbles and it is efficiently run by the Eco-Club. The manure is used for the maintenance of the herbal garden as well as for the trees.

II. Liquid Waste Management: The waste water mixed with chemicals from laboratories passes through concealed pipe line into soak pit and recycled water is used for watering trees and in toilets. All waste water lines from toilets etc., are connected with municipal drainage mains.

IV. E-Waste: It is collected and stored in the store room. Old monitors and CPUs are repaired by our technicians and they are reused.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. Restricted entry of automobiles

- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

D. Any 1 of the above

reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File
<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>	
<p>Kalimpong College students are from diverse background. They come from different socio-cultural, ethno-religious groups. So it is very important for the authority to maintain cordiality among its students as well as the staffs. Students are taught to maintain the secular atmosphere of the college. In the beginning of each semester orientation programmes are held where emphasis is given for ethical values, gender sensitization, communal harmony. In its long history of 60 years the college can boast an excellent record of gender equality. The gender barrier is minimal.</p> <p>Students are engaged in programmes like college cleaning on a regular basis. Their participation in such programmes help to inculcate a sense of belonging and also to make them aware of clean environment. As the campus is located in the midst of woods they are expected to respect and conserve these green surroundings.</p> <p>The students are expected to treat each members of the staff and their fellow students with courtesy both in and outside the college. This has helped to develop a strong bond among the staff members and the students.</p> <p>Like the students the staff members of the college too are from diverse background. A cordial relationship among its staff is the best aspect of the college. Among the staff a unique endeavor of creating benevolent fund with their own contribution to provide financial aid in case of life-</p>	

threatening health issues to the members of the staff, or a close member of his/her family, has been put in practice.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College sensitizes the students and staff to the constitutional obligations through classroom teaching, and through the curricular and extra-curricular activities. Rights and responsibilities of citizens are discussed in classrooms. Values of patriotism and pride in the country are encouraged. Independence Day is celebrated in the college with flag-hoisting, parade of NCC, and participation of teaching and non-teaching staff and students. Constitution Day is also observed in the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Academic Committee of the college prepares 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. Besides regular activities of the college, the calendar also includes celebration of National, State and local events and holidays, Environment Day, World Yoga Day, Kargil Diwas, Library Day, College Foundation Day, Constitution Day, NCC Day, World Aids Day, World Soil Day etc. Republic Day usually falls during the winter- break for hill colleges, but Independence Day is celebrated with flag-hoisting in the institution and march past by the NCC. Staff and NCC students gather in the college, and after the ceremony, the NCC leave for the general celebration in the town. Independence Day is celebrated as the biggest festival in Kalimpong. Teachers' Day is celebrated on 5th September. Holidays for religious festivals are slotted in the calendar in consonance with the State Government holiday list and the University list.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. The College Central Library has been made accessible to the community. Taking prior permission from the Office of the Principal, members of the local community can come and read here. 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.

2. Departments of Commerce and English continue to order books for students of the Department at the beginning of each session.

3. Teachers from the Department of Botany initiated online mentoring for students. Dr. Saran Kumar Gupta is actively involved in helping students to prepare for CSIR-NET, GATE, DBT-JRF, ICAR-NET, ICMR and Ph.D. entrance examinations. He has also counselled all students of the Faculty of Science on how to crack competitive Exams after graduating with a Bachelor's degree. Dr. Mst Momtaj Begum has also been similarly engaged. During the pandemic she has also coached students of classes I-X from economically weaker sections of the society. Dr. Jaishree Pradhan, Head of the Department of Botany, has been involved in establishment of tissue culture Laboratory and offering consultancy services at Shanti Kunj Nursery, Kalimpong till date. Along with Dr. Pranay Bantawa, Senior teacher in the department, she has been teaching tissue culture to the students of the department.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 its vision to offer quality higher education in the region which includes not only the Darjeeling Hills, but the Doars, the neighbouring state of

Sikkim and the states of North-East India, and also the neighbouring countries of Bhutan and Nepal. It gives access to Higher Education at a minimum cost, especially to stakeholders who are financially challenged, women, scheduled castes, scheduled tribes and minorities.

Kalimpong college is the oldest co-ed college, having served the region for 58 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 12 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, a self-financing course, also offers two additional certificate courses—Communicative English, and Travel and Tourism Management.

The College has the largest open access academic library in Kalimpong which is accessible for use of the community.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Continuous and rigorous effort on improving the academic level of students through new strategies for teaching and mentoring. Group mentoring to continue. Special measures to be taken for educating advanced and weak students.
2. Documentation of all activities for continuous feedback and making policy decisions for improvement of the academic level of the college.
3. Personal Counselling for students, with teachers being alert to mental health issues among students.
4. Explore possibilities for more scholarships for students from both Government and private agencies
5. Emphasis on Hygiene and Health. Awareness on Menstrual Hygiene and installation of a vending machine for sanitary pads for girl students.
6. Continuous support to teachers and Librarian for pursuing

- research, development, and career enhancement programmes.
7. Explore possibilities for securing major and minor research projects from various industries and agencies.
 8. Training and development programme for Non-teaching staff.
 9. Approach the DPI, Govt. of West Bengal, for filling up of vacant posts of Non-teaching staff.
 10. Maintenance of greenery around the campus.
 11. Waste management in collaboration with Kalimpong Municipality.
 12. Timely completion of the RUSA project with construction and repairing of classrooms.