

An
Academic Audit Report
Submitted to
Darjeeling Govt. College
By
The Academic Audit Team

Place: Darjeeling

Date: 04.10.2023



Principals
Officer-in-Charge
Darjeeling Govt. College

Academic Audit

Report

The Committee has duly scrutinized the report submitted by the College Authority. All supporting documents has been thoroughly checked and verified.


The Academic performance of Darjeeling Government College has been found satisfactory.

However, the Committee makes the following recommendations which may be taken up by the College Authority in time-bound manner:

1. The College may take steps to implement LMS in the office for overall record keeping of Academic and Administrative matters
2. The College may take steps to improve the research output form the Faculty members
3. The College may take immediate steps to renovate and construct new academic buildings for introduction of new subjects and upgradation of some Departments to PG level.

(Dr (Prof.) Donatus Kujur)
Principal, St. Joseph's College, Chairman


04/10/2023
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St. Joseph's College
P.O. North Point
Darjeeling-734104



(Dr (Prof.) Anuradha Rai)
Principal, South Field College, External Member

Principal
SOUTHFIELD COLLEGE
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(Dr Sherap Bhutia)
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IQAC CO-ORDINATOR
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(Dr Prantik Hazra)
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Introduction:

On the request of the Principal, the committee was duly constituted to conduct the academic audit of the Darjeeling Govt. College for the academic sessions 2018 to 2023.

The audit was conducted during the period 27.09.2023 to 04.09.2023 at Darjeeling Govt. College.

Areas of academic audit: The area of the academic audit consists of the following criteria:

1. Co-curricular Enhancements.
2. Faculty Resources.
3. Infrastructure.
4. Financial Resources and management.
5. Learning and teaching.
6. Extended curricular engagements.
7. Governance and administration.
8. Student's outcome.
9. Research and innovation outcomes.
10. Green initiatives.

Methodology:

The questionnaire on the above mentioned criteria for interactions were prepared. Based on the questionnaire the team members interacted with faculties, students, administration and alumni. The committee also verified with the documents of the office. The detailed reports are appended below:

1. The college has a clear and well-defined vision, mission, and goals?

Answer: Yes.

The College has a well set vision and mission. The College also has a well-defined perspective plan, where the definite goals have already been identified.

Vision of the College: Vision of the institution is to inculcate an urge for knowledge and enlightenment in the younger generation and to mould them intellectually competent, morally upright, socially committed and spiritually inspired persons, at the service of India and the world of today and tomorrow, by imparting holistic and personalized education. These can be summarized as:

1. to be a centre of excellence in thrust areas of the teaching and research
2. to equip our students to meet the nations demand
3. to expand academic co-operation by offering new specialisation
4. upgrading existing programmes to a wider spectrum of students and researchers
5. to attain distinction in providing cutting edge teaching-learning experience, intellectual freedom in order to become first choice of students and researchers



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6. to support and sustain the vision of founder members who paved the path of progress for socially and backward section of the society and also for women by liberating their shackled existence and by illuminating their future with the help of higher education
7. to encourage student enrolment from among weaker sections, even beyond the reservation limit
8. to establish a strong partnership between different universities and industry houses and
9. to explore suitably the resource persons for generating future resources.

Mission of the college: Mission of Darjeeling Government College is to emerge as a center for culture, knowledge, research, intellectual ferment; for critical thinking and analysis of whatever shapes and impacts human life; that influences thinking, planning and policy making on vital aspects of social life: religion, culture, society, politics, governance, education, health care; and engages in dialogues across the board. The mission of the College is as follows:

1. To advance knowledge for the benefit of the society, industry and environment
2. To train the next generation of graduates able to excel in either research or industrial or professional disciplines
3. We will behave the highest level of honesty, integrity and professionalism
4. Committed to the high-quality teaching and research
5. To encourage innovative approach for both teaching and research
6. Committed to the overall development our staff and students
7. Taking short-term valuable decisions consistent with our long-term objectives
8. Committed to a safe and sustainable work environment

Darjeeling Government College strives:

1. To increase female participation in the field of higher education as a part of the legacy of this town.
2. To make professional and higher education accessible to the weaker sections of society.
3. To develop knowledge of liberal arts, basic sciences, biological sciences, social sciences, physical education and other multi-disciplinary courses of modern relevance.
4. To ensure that our graduates become dependable human leaders with a strong sense of commitment to the poor, the disadvantaged and the needy.
5. To inculcate the habit of thinking for excellence in every process and undertaking; and, among many other things, it specializes in research with social relevance.
6. To promote analytical and empirical research and micro-studies in basic and social sciences, and humanities with special emphasis on the needs and problems of the allied areas.
7. To ensure accountability to the society and create accountability at all levels.
8. To build up a general environmental awareness and a community feeling for the locality at the micro level along with the current ecological consciousness on the global issues at the macro level.

The College has a well defined perspective plan which is uploaded in the college website.



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See: Annexure1: Perspective Plan 2018-2023

<http://www.darjeelinggovernmentcollege.com/vision-mission-of-the-college.html>

2. The vision, mission, and goals are well understood by the students, teachers and staff ?

Answer: Yes.

In the introductory awareness programmes of our newly admitted students, the vision, mission and goals of our College are well discussed. The vision and mission of the college is prominently displayed in the college website and in banners within the college campus.

See: Annexure1: Perspective Plan 2018-2023

3. The vision, mission, and goals are implemented effectively.

Answer: Yes. It is implemented in well-organized manner through strategic plans. The perspective plan serves as a guide to take developmental programmes and activates in the college. The proposals for funds are sent to the Government in accordance to the set goals laid down in the Perspective Plan.

See: Annexure1: Perspective Plan 2018-2023

4. The college has a proper organizational structure, roles and responsibilities, decision-making process, and reporting mechanism.

Answer: Yes.

Darjeeling Government College is a Government College fully run and funded by the Government of West Bengal in Higher Education Department. The College submits proposals for infrastructure and other developments to the Higher Education Department and subsequently the Government provides administrative approval and fund disbursement for various proposals submitted by the Government.

It is mandatory that the College submits Utilization Certificates and Budget regularly for funds and administrative approval for proposals.

The day to day running of the College is done by the several committees constituted by the Teachers' Council and other administrative committees.

E.g: Governing Body, IQAC, TC & sub committees and various administrative committees etc.

See: Annexure2: DGC College administration organogram.

Annexure3: Governing Body.

<http://www.darjeelinggovernmentcollege.com/committees.html>



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5. The college has a participatory and transparent governance system, involving the stakeholders, such as the management committee, the academic council, the faculty members, the students, the parents, and the alumni.

Answer: Yes.

The College being a Government College is run directly by the Higher Education Department. The College sends proposals and budgets to the Higher Education Department and after due scrutiny proposal are accorded administrative approval and on submission of Bills and vouchers the fund is disbursed by the Government of West Bengal. It is mandatory to submit UCs for all expenditures to the Government. The day to day functioning of the college is run by different sub-committees and administrative committees of the Teachers' Council. All purchase related matters are supervised by the Purchase committee. The College also conducts regular internal and external financial audit for the sake of financial transparency. The College is guided by the perspective plan that is prepared from time to time in consultation with all the stakeholders.

See: Annexure2: DGC College administration organogram.

Annexure3: Governing Body.

<http://www.darjeelinggovernmentcollege.com/committees.html>

6. The college has a sound and ethical management culture.

Answer: Yes. The college has anti-ragging cell, ICC, women grievance cell etc.

Darjeeling Government College has constituted Students Grievance Redressal (SGRC) Cell/Committee as per the guidelines set by the University Grants Commission (Redress of Grievances of Students) Regulations, 2019 Published vide Notification F.No. 14-4/2012(CPP-2), dated 6.5.2019 act 3391. It aims at effectively addressing and resolving grievances of the students. All students of DGC have equal access to the Grievance Redressal Committee to voice their concerns about academic matters, financial matters, health services, the library and other issues which comes under the ambit of the college. The college has a zero-tolerance policy for any form of grievance be it ragging or sexual harassment.

Objective:

- To redress the problems/grievances reported by the students in a judicious manner.
- To develop and maintain a conducive educational atmosphere in the college to uphold the dignity of the students.
- To help the students to express their genuine grievance without any inhibition and also give suggestions to improve the academic ambience of the college.

The college has a well-defined vision and mission well displayed in the website and college campus.

Active NCC and NSS units also work to inculcate high values system in the students of the College.

See: Annexure: 4a, 4b & 4c.



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7. The college follows the relevant rules and regulations of the government, the university, and the accreditation bodies.

Answer: Yes. As a government college all service rules are followed as per West Bengal Service rules (W. B. S. R.). All academic rules and regulations followed as per the guideline of University of North Bengal.

See: <http://www.wbdmd.gov.in/writereaddata/NW791176.pdf>

<http://wbdmd.gov.in/writereaddata/NW626154.pdf>

9. The college has a prudent and efficient financial management system

Answer: Yes

E-governance area	<p>All admission process occurs through centralized online portal.</p> <p>All the monetary transactions occur through WBIFMS Portal.</p> <p>All Purchases are carried out through proper tender process as per WBSR.</p> <p>Computer and other electronic gazettes are purchased through GEM.</p> <p>As a Government institute we follow the e-governance as directed by the Government of West Bengal.</p>
Planning and Development	<p>The College makes a strategic planning from time to time. The College being a Government Institution does not have the liberty to generate funds on their own or seek funds from outside government sources. However, taking opinion from all stake holders the college prepares proposals from time to time and send it to Higher Education Department for sanction of funds. The Government College in Higher Education Department Sanctions Administrative approval and sanctions funds on the merit of the Projects submitted. (See the Audited report) is maintaining a database of email id and contact numbers for all teaching/ non-teaching staff/ students. e-service is there for providing information including notice to all stakeholders.</p> <p>See http://www.darjeelinggovernmentcollege.com/iqac.html</p>
Administration	<p>Administration run on the principle of decentralization.</p> <p>Administration provides relevant information to all the stakeholders.</p> <p>Regular exercise of e-tendering process through Govt. portal Regular</p>



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	<p>exercise of PFMS portal to upload expenditure related to Govt. Fund.</p> <p>See: Annexure 2: DGC College administration organogram.</p> <p>http://www.darjeelinggovernmentcollege.com/committees.html</p>
Finance and Accounts	<p>Accounts are fully digitalized. All funds including Salary grants are received from the Govt. and disbursed through HRMS portal of the Finance Department, Government of West Bengal.</p> <p>The income and expenditure of the College is regularly audited both internally and externally.</p> <p>See: Annexure 5: Audit certificates</p>
Admission & Support	<p>Online admission process for 1st semester UG & PG students. From this year centralized online admission process has been started for UG courses.</p> <p>See: http://www.darjeelinggovernmentcollege.com/admission.html</p> <p>https://wbcap.in</p>
Examination	Following the system designed by the North Bengal University.

10. The college maintains proper and accurate records of its income and expenditure, assets and liabilities, grants and loans, fees and scholarships, etc

Answer: Yes.

Accounts are fully digitalized. Funds are received from the Govt. through HRMS portal. Hard copies are also maintained in the college office. The income and expenditure of the College is regularly audited both internally and externally.

See: Annexure 5: Audit certificates

11. The college has a regular and timely audit of its accounts

Answer: Yes.

College accounts are regularly audited by Govt. Auditors from A. G. Bengal, Kolkata, West Bengal.

The College also conducts internal audit annually.

See: Annexure 5: Audit certificates

12. The college complies with the financial norms and standards of the government, the university, and the accreditation bodies

Answer: Yes.



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As a government college all financial rules and norms are followed as per the G. Os issued by the Finance Department, West Bengal from time to time. The College is bound to follow all the rules and regulations mandatorily.

See: Annexure 5: Audit certificates

13. The college has a transparent and accountable financial reporting system

Answer: Yes. College has to submit the Utilization Certificate (UC) to the Govt. for all funds released by the Higher Education Department, West Bengal.

See: Annexure 5: Audit certificates

Annexure 13: AG Bengal Audit Report

14. The college discloses and publishes its financial statements and audit reports to the stakeholders and the public

Answer: Yes.

As a govt. institute we have to submit the all financial statements and audit reports to the Govt. from time to time. As it is a Government College, the College is answerable to the H.E.Dept. It is mandatory for the College to submit UCs for all funds received from the Government.

The College has RTI facility with its designated SPIO and Appellate Authority within the College.

The College conducts external and internal audit of income and expenditure from time to time. The Audit reports are well displayed on the College website.

See: Annexure 5: Audit certificates

Annexure 6: AG Bengal Audit Report

15. The college has a relevant and updated curriculum

Answer: Yes,

In case of UG courses the curriculum is designed by the North Bengal University.

But in case of PG courses in Botany and Zoology the respective Departments prepare the Curriculum as per the BOS guidelines. The curriculum of PG courses in Nepali and English are prepared by the University. Add-on courses are also provided by all the departments, allowing the students to go beyond their curriculum and empower them with the fundamental knowledge of area of Specialization.

All the syllabus and curriculum are available in the college website.

See: <http://www.darjeelinggovernmentcollege.com/add-on-courses.html>

16. The college aligns with the learning outcomes, assessment criteria, and accreditation standards.



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Answer: Yes.

The Departments run in the College have well delineated PO, PSO and CO for all courses taught in the College. There is smooth feedback system from the students regarding the academic and other issues in the College.

The assessment of the students are done through internal exams and semester-end University exams..

The College complies with the rules and regulations of Accrediation bodies like NAAC, NIRF, AISHE,etc.

See: Annexure 7: Attainment of CO and PO.

17. The college has a quality and innovative teaching and learning process

Answer: Yes.

The performance of the students is monitored by the concerned departments as well as the Teachers council meeting and taking necessary steps. ICT, Smart Classroom, Practicals, Excursions and Study Tour are some of the teaching learning methods used in the college. Students are also assessed through Assignments, projects, student seminars. Online tutorial classes. etc.

See: Annexure: 8a & 8b.

18. The college uses appropriate and effective methods, tools, and resources, such as ICT, e-learning, virtual labs, etc.

Answer: Yes.

The College has smart classrooms and ICT enabled classrooms. Many of the classrooms have overhead projector. Students can use internet through the WIFI which is available to all students, teachers and non-teaching staff of the College. The College Central library has subscribed INFLIBNET to make quality online material, research articles and books available to the teachers and students of the College.

See: Annexure: 8a & 8b.

19. The college has a fair and reliable examination and evaluation system

Answer: Yes.

The examination system in the College is run as per the rules and routines of the North Bengal University.

However, the College conducts internal class tests to periodically monitor the academic progress of the Students.

20. The college provides timely and constructive feedback to the students

Answer: Yes.



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All departments conduct class tests as per the schedule in the Academic Calendar of the College. The students are given feedback regarding their performance and suggested remedies.

See: Annexure: 9a, 9b, 9c, 9d & 9e.

21. The college has a conducive and supportive academic environment

Answer: Yes.

The college has adequate number of classrooms with overhead projectors. The College has a state of the art seminar room for conducting national and international level seminars. The library is equipped with over 1 lakh books as well as all Honours departments have high quality seminar libraries. All the departments offer different add-on courses for the skill enhancement of the students. The Science Departments are equipped with modern laboratories with adequate number of necessary instruments. The College also has a high quality gymnasium for physical and mental development of the students. The College also boasts of a beautiful green campus. The College is also ragging free campus and has a proper mechanism to address grievances.

See: Annexure: 10a, 10 b, 10c, 10d & 10e.

22. The college offers academic support programs, such as remedial classes, bridge courses, guidance for NET/SET and competitive examinations

Answer: Yes.

The College conducts a number of Add-on courses for professional development of the students. The Writers Club, Photography club, Anti-Trafficking club make the students aware about their talents, skills and social responsibilities regularly. The weaker students are given both offline and online academic support by the departments. The PG departments hold regular counseling for their advanced students regarding NET/SET and other competitive exams. The College also houses the local chapter of Satyendranath Tagore Civil Services Study Centre to offer coaching to students on UPSC and WBCS examinations at very nominal rates.

See: <http://www.darjeelinggovernmentcollege.com/skill-development-program.html>

<http://www.darjeelinggovernmentcollege.com/library.html>

23. The college has a robust and vibrant research and development culture,

Answer: Yes.

Some faculties of the College are engaged in active research and some of them have also got approval from Universities to supervise the doctoral students. The Departments of Botany and Zoology have DBT Boost Programme for advancement of research work. The College also has Innovation and Incubation centre for transfer of knowledge from the college to the society at large.

See: Annexure 11a, 11b, 11c.




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24. The college encourages and supports the faculty members and students to undertake quality and relevant research

Answer: Yes.

College authority organized seminar, workshops and conference on regular basis to encourage the students for higher order thinking of research.

Faculty members participate FIP as well as RC programmes as per requirement. NOC certificates are issued to the faculty members for perusing Ph.D work.

See: Annexure 12a, 12b.

<http://www.darjeelinggovernmentcollege.com/publication.html>

<http://www.darjeelinggovernmentcollege.com/research-project.html>

25. The college has an adequate and advanced research facilities and resources, such as laboratories, equipment, library, journals, databases, and funding

Answer: Yes.

The Post Graduate Department of Botany and Zoology have well setup Laboratories for Environmental Biology, Parasitology, Cytogenetics and Biochemistry etc.

Instruments like Systronics Water and Soil Testing Kits, BOD incubator, kjeldahl apparatus for total nitrogen estimation, Soxhlet apparatus, Bomb Calorimeter, Gel doc, Spectrophotometer, PCR, Rotary evaporator, Cooling Centrifuge, Chromatography and Electrophoresis(Agarose Gel, SDS PAGE) apparatus, Orbital Shaking Incubator, Deep Freezer (-20°C) and Phase Contrast, Confocal and Fluorescence Microscopes are available in the department. All the chemicals, primers, dyes and stains required to run the above said instruments are also available. There is also WS-GP2 Advanced Automatic Weather Station System installed at the college premises to collect meteorological data throughout the year.

Departments of Physics and Chemistry also have well-equipped laboratories including some sophisticated instruments like Oscilloscope, Function Generator, Spectrometers, LASER diffraction experiment apparatus etc.

The Central Library subscribes to INFLIBNET through which the students and teachers can access quality journals and e-books. The faculty and students can also access the database of Sodhganga and E-pathshala in the Central Library.

See: <http://www.darjeelinggovernmentcollege.com/library.html>

26. The college has a significant and impactful research output and achievement, such as publications, patents, awards, and grants

Answer: Yes.

Many of the Faculty memebtrs are engaged in high quality research work in their resoective fields. The College has three significant projects in the last five years. One of the teachers also received Fulbright



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Scholarship for post-doctoral research in the US. It is properly displayed in our web site in the publication section.

See: <http://www.darjeelinggovernmentcollege.com/publication.html>

<http://www.darjeelinggovernmentcollege.com/research-project.html>

27. The college promotes and disseminates them to the academic and industrial communities, and the society at large.

Answer: Yes.

The College has Innovation and Incubation cell through which knowledge transfer takes place from the campus labs to immediate society for economic empowerment of local youth. The programme to preserve rare orchids conducted by the Botany Department is the first successful endeavour of the College.

Different seminar, webinar, awareness Programme, hands on training, add on courses are organized regularly by different departments to encourage and promote the students.

See: <http://www.darjeelinggovernmentcollege.com/add-on-courses.html>

<http://www.darjeelinggovernmentcollege.com/seminar-workshops.html>

28. The college has a clear and ethical research policy and guidelines

Answer: The college follows the ethical research policy and guidelines of the North Bengal University (NBU) under which this college is affiliated.

See: Annexure 13

29. The college follows the research norms and standards of the government, the university, and the accreditation bodies

Answer: The college follows the research norms and standards of the North Bengal University (NBU) under which this college is affiliated.

See: Annexure 13

30. The college has a competent and qualified human resource,

Answer: Yes

The Institution is a Government College where the faculty are appointed by the Government of West Bengal on recommendation from West Bengal Public Service Commission in accordance with UGC rules and regulations.

See: Annexure 14

31. The college trains, motivates, and retains the faculty members and staff in a fair and transparent manner.



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Answer: Yes.

The Institution is a Government College where the faculty are appointed by the Government of West Bengal on recommendation from West Bengal Public Service Commission in accordance with UGC rules and regulations. The faculty is encouraged to update themselves following necessary Government rules and regulations.

See: Annexure 12

32. The college has a comprehensive and effective performance appraisal and feedback system,

Answer: Yes.

College collects the feedback from teachers as well as student on a regular basis and takes the necessary steps. All teachers have to mandatorily fill Daily Appraisal Report. They also have to submit Self Appraisal Report annually to the Higher Education Department.

See: Annexure-9a, 9b, 9c, 9d & 9e.

33. The college recognizes and rewards the human resource for their contribution and achievement.

Answer: Yes.

The College is a Government College. Promotion and incentives to the teachers for their research output is given as per Government rules framed in accordance with UGC guidelines.

See: <http://www.darjeelinggovernmentcollege.com/awards-recognition.html>

34. The college has a harmonious and respectful human resource relation.

Answer: Yes.

The College has a very healthy teacher student relationship. The staff club of the college, where every teacher is a member, organizes picnics and get together from time to time to build better interpersonal relationship amongst the teachers of the College. The Teacher Council is the body of the teachers that also acts as a forum to hear the complaints and grievances of the teachers and solves them through mutual discussion. The College has a robust ICC to address any complaint regarding sexual harassment complaints. The College is a safe and secure place for all the staff and students.

See: <http://www.darjeelinggovernmentcollege.com/internal-complaints-committee.html>

35. Whether it provides a safe and healthy working environment.

Answer: Yes.

The college has anti-ragging cell, Anti Sexual Harassment Committee, surprise visiting team for hostels and ICC, etc. All these initiatives aim to provide a safe and healthy environment in the College and the hostels. Seminars and workshops are arranged from time to time for gender sensitisation and raising awareness regarding menstrual health of the girl students. The College has separate common room for girls and boys. The college also has toilets for boys and girls. There is a sanitary pad vending machine



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and incinerator to ensure health of the girl students during the menstrual cycle. The college also has arrangements for safe drinking water in all the floors and buildings.

See: <http://www.darjeelinggovernmentcollege.com/internal-complaints-committee.html>

36. The college has a grievance redressal and conflict resolution mechanism

Answer: Yes.

The college has anti-ragging cell and women grievance cell, Anti Sexual Harassment Committee, ICC and surprise visiting team for hostels etc. the grievances submitted by the student and staff is checked regularly. There is a well-defined mechanism to resolve any grievance that is submitted in the grievance cell box at the entry of the College. The grievance cell regularly make the students aware to lodge complaints fearlessly if required. However, no grievance has yet been submitted in the last five years.

See: <http://www.darjeelinggovernmentcollege.com/internal-complaints-committee.html>

37. The college follows the human resource norms and standards of the government, the university, and the accreditation bodies.

Answer: Yes.

All the faculty members are appointed by Government of West Bengal in Higher Education Department on recommendations from the Public Service Commission, West Bengal maintaining the all norms and regulations set up by the UGC and Higher Education Department, Govt. of West Bengal.

See: <http://www.darjeelinggovernmentcollege.com/anti-sexual-harassment-committee.php>

<http://www.darjeelinggovernmentcollege.com/students-grievance-cell.html>

<http://www.darjeelinggovernmentcollege.com/anti-ragging-cell.html>

38. The college has a diverse and inclusive student body,

Answer: Yes.

Students come in this institute from plains and hills as well as different communities with multicultural and multilingual societies. All are treated equally by the college authority. The College maintains the reservation policy strictly as per Government of West Bengal rules and regulations. The College also has ramp and toilets for specially-abled students.

See: <http://www.darjeelinggovernmentcollege.com/gender-sensitization-cell.html>

39. The college admits, enrolls, and retains the students in a fair and transparent manner.

Answer: Yes.

The entire admission process is in online mode and therefore it is fair and transparent.

See: <http://www.darjeelinggovernmentcollege.com/admission.html>



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40. The college has a holistic and student-centric approach,

Answer: Yes.

The students are the primary stakeholders in the college. The college ensures timely commencement of classes on regular basis. The College also has a state of the art gymnasium for physical and mental needs of the students. The College has cheap store with subsidized xerox facilities , canteen and indoor games facilities. The College has a computr centre where the students can use the devices free of cost. The whole campus is WIFI enabled. The students can also access e-journals through INFLIBNET in the library. Several Add-on courses and skill development programmes are conducted to raise the employability of the students. The Writers Club functions as a platform for the students to showcase their talents and skills. The College has photography club, Youth Against Trafficking Club for raising the social and environment awareness of the students. The students are always encouragfed to participate in cultural and sports activities. The NSS and NCC units work tirelessly to raise the awareness of the students regarding the society at large to increase their social commitment.

See: <http://www.darjeelinggovernmentcollege.com/clubs.html>

<http://www.darjeelinggovernmentcollege.com/ncc.html>

<http://www.darjeelinggovernmentcollege.com/nss.html>

41. The college caters to the academic, personal, and professional development of the students.

Answer: Yes.

The College is committed to the academic, personal and professional development of the students

Many classrooms of the college are ICT enabled. The college ensures that classes take regularly in the college on daily basis. There is scope for online and offline tutorial classes for weaker students. The college library offers access to databases like e-pathshala, Sodhganga and Jstor through the INFLIBNET facility in the College.

The College also conducts several Add-on Courses and skill building courses to enhance the employability of the students.

Different seminars, programmms organized by NSS and NCC. and talks by experts from different fields enrich the students in holistic manner.

Every year Orientation program for new students are held to explain the values of gender equality and equity. The college has an active Gender Sensitization Cell Committee, Anti-Sexual Harassment Cell and Internal complaints committee. Gender sensitization awareness programs and Seminars are held regularly every year. The institute conducts regular awareness programs, competitions, workshops, and lectures, etc. which cover various gender-sensitive issues like gender equity, sexual harassment, and the importance of education for female child, maintain personal hygiene, save girl child, etc., and also provide awareness about various legal rights of men and women. Students are encouraged and provided ample opportunity to participate in extracurricular and extensions programs. The college every year celebrates International Women's day. Gender awareness program are conducted on this occasion. The college also observes the Mother's Day, World Menstrual Health and Hygiene Day. The NSS and NCC Unit of the college regularly organizes awareness program on menstrual hygiene, good touch and bad



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touch, Human trafficking, Gender Discrimination, domestic Violence etc, within the campus and outside the campus in nearby local schools and locality.

See: Annexure 15

<http://www.darjeelinggovernmentcollege.com/awards-recognition.html>

42. The college has a vibrant and dynamic student life,

Answer: Yes.

The College offers the students an exciting campus life. The green campus is a relief to the students. The canteen and cheap store in the College offer affordable products to the college. The gymnasium and sports facilities are aimed at improving the physical health of the students. The College is completely ragging free. The computer centre with internet offers access to the students to the world of knowledge that they can explore. The College holds cultural activities for entertainment of the students. The fresher's welcome and farewells are the times when students get the opportunity to feel free from academic pressures. The Writers' Club makes every attempt to showcase the talents of the students in Arts that increase the confidence level of the students of the College. The Writers club also organizes session for mental health counseling. The excursions and study tours organised by several departments make learning fun for the students. The NCC and NSS activities are organized to raise the moral, ethical standards of the students and make them responsible to the society.

See: <http://www.darjeelinggovernmentcollege.com/clubs.html>

<http://www.darjeelinggovernmentcollege.com/ncc.html>

<http://www.darjeelinggovernmentcollege.com/nss.html>

<http://www.darjeelinggovernmentcollege.com/awards-recognition.html>

43. The college has various co-curricular and extra-curricular activities, such as sports, cultural, social, and community service programs.

Answer: Yes.

Different cultural, social, and community service programs and sports are organized on a regular basis.

See: Annexure 16

<http://www.darjeelinggovernmentcollege.com/clubs.html>

<http://www.darjeelinggovernmentcollege.com/ncc.html>

<http://www.darjeelinggovernmentcollege.com/nss.html>

<http://www.darjeelinggovernmentcollege.com/awards-recognition.html>




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44. The college has a responsive and empathetic student support system,

Answer: Yes.

An effective student feedback system is followed by the college authority. The College also holds seminars, talks and awareness programmes to make the students aware of the available scholarships. The College is a ragging free campus and has well-defined mechanism to redress any grievance regarding sexual harassment. The College ensures that students with special needs can attend the classes without any barrier. Programmes are arranged at regular intervals to make the students aware of gender issues.

See: <http://www.darjeelinggovernmentcollege.com/seminar-workshops.html>

<http://www.darjeelinggovernmentcollege.com/anti-sexual-harassment-committee.php>

<http://www.darjeelinggovernmentcollege.com/anti-ragging-cell.html>

<http://www.darjeelinggovernmentcollege.com/students-grievance-cell.html>

45. The college provides various student welfare services, such as counseling, mentoring, career guidance, placement,

Answer: Yes.

The College has in place various schemes for students' welfare. The students can avail scholarship through various scholarship schemes of the Government of West Bengal. Including Swami Vivekananda Merit –cum-Means Scholarship, Kanyashree III, Aikyashree and other schemes. The College also organizes various awareness programmes and seminars for the students for their awareness of professional skills. The College conducts various Add-on Courses to make the students more employable. Though the College occasionally takes attempts to facilitate placement of students, it has not met great success till date.

See: <http://www.darjeelinggovernmentcollege.com/students-counseling-and-placement-cell.html>

<http://www.darjeelinggovernmentcollege.com/scholarship-schemes.html>

<http://www.darjeelinggovernmentcollege.com/sc-st-obc-minority-cell.html>

46. The college has adequate and modern infrastructure and facilities

Answer: Yes.

Many of the classrooms have overhead projectors. The Library is automated through KOHA. The College has a State-of-the Art Seminar room. The Auditorium of the College has all the modern facilities. The Laboratories, especially in the Departments of Zoology and Botany have adequate modern instruments. The College has a computer centre, where the students can use the devices free of cost for their educational purpose. All the Departments of the College have WIFI facilities. The College has also installed Sanitary pad vending machine and incinerator to the girl students.



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See: <http://www.darjeelinggovernmentcollege.com/infrastructure.html>

<http://www.darjeelinggovernmentcollege.com/sanitary-napkin-vending-machine.html>

<http://www.darjeelinggovernmentcollege.com/library.html>

47. The college meets the needs and expectations of the stakeholders.

Answer: Yes.

The College draws the Perspective Plan periodically after consultation with all stakeholders. Mechanism to take feedback form students and teachers is in place. The Departments meet the parents of the students regularly to take feedback about the college. The Alumni Association also gives advice to the College from time to time. It has been found that the College enjoys a high degree of trust from all the stakeholders. This is proved primarily by the Demand ratio for most of the subjects taught at the UG and PG level in the College.

See: Annexure 1

48. The college has a proper and regular maintenance and upgradation of its infrastructure and facilities

Answer: Yes.

The College being a Government College is maintained completely by the Government of West Bengal. The College regularly submits proposals to the Government to upgrade its infrastructure. Subject to availability of funds and compliance with all the financial rules administrative approval and subsequent funds are disbursed to the College. For day to day running of the College, Government provides contingency funds besides salary of all the teaching and non-teaching staff.

See: <http://www.darjeelinggovernmentcollege.com/infrastructure.html>

49. The college utilizes infrastructure and facilities, optimally and efficiently.

Answer: Yes.

See: Annexure 10a, 10b, 10c, 10d, 10e.

50. The college has a sustainable and eco-friendly infrastructure and facilities,

Answer: Yes.

The college has a green and energy audit team that work on a regular basis. Only LED lights are used in the college premises. NSS team of the college also organizes electronic waste collection Programme as well as tree plantation programmes. The College has adequate infrastructure for rain water harvesting. The College encourages the students and staff to the core values of protecting the environment and ecology of the region.

See: <http://www.darjeelinggovernmentcollege.com/green-audit-report.html>




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51. The college adopts and implements various green initiatives, such as energy conservation, waste management, water harvesting, etc.

Answer: Yes.

The college has a green and energy audit team that work in a regular basis. Only LED lights are used in the college premises. NSS team of the college also organize electronic waste collection Programme as well as tree plantation programmes. The waste is disposed of by the Darjeeling Municipality. As a Government College, the institution has to abide by the waste managements and disposal rules of the local municipality. The College has adequate facility for rain water harvesting.

See: <http://www.darjeelinggovernmentcollege.com/green-audit-report.html>

52. The college has a secure and accessible infrastructure and facilities

Answer: Yes.

The College has adequate number of classrooms with ICT facilities. The College library is automated through KOHA software. The library regularly subscribes to INFLIBNET to make reputed journals and e-books available to the students and faculty. The College has a Computer Centre where the students can access the devices free of cost. All the Departments of the College have WIFI facility for the faculty and students. The College also has a canteen and cheap store for the students.

See: <http://www.darjeelinggovernmentcollege.com/infrastructure.html>

53. The college follows the infrastructure and facilities norms and standards of the government, the university, and the accreditation bodies

Answer: Yes.

The College being a Government College has to follow the rules framed by the Government mandatorily.

See: <http://www.darjeelinggovernmentcollege.com/infrastructure.html>

54. The college has a clear vision, mission and objectives that are communicated to all stakeholders.

Answer: Yes.

The vision and Mission of the College is well-defined and displayed on the College Website and banners in the College. All departments have well structures PO, PSO and CO for all the courses taught in the College. The documents are prominently displayed on the website and the students are made aware of them through orientation course held by the Departments at the beginning each semester/session.

See: Annexure 1

<http://www.darjeelinggovernmentcollege.com/vision-mission-of-the-college.html>

55. The college has a well-defined academic calendar and follows it strictly.

Answer: Yes.



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The academic calendars are prepared as per the North Bengal University and are followed strictly.

The Academic Calendar is hosted on the Website for all stakeholders to see.

See: <http://www.darjeelinggovernmentcollege.com/syllabus.html>

<http://www.darjeelinggovernmentcollege.com/academic-calender.html>

56. The college has a transparent and participatory governance structure that involves faculty, staff, students and external experts.

Answer: Yes.

The income and expenditure of the College is regularly audited both internally and externally. The feedback is collected for the students on regular basis. The Admission process of the College is done completely online since 2015 for the sake of transparency. There are various academic and administrative committees where faculty members, staff, students and external experts actively participate to maintain transparency and accountability in the College.

See: Annexure 5: Audit certificates

57. The college has a dynamic and relevant curriculum that is updated regularly and meets the needs of the society and the industry.

Answer: Yes.

In case of UG courses the curriculum design by the North Bengal University.

But in case of PG courses (Autonomous) the concerned Board of Studies update the syllabus regularly.

See: <http://www.darjeelinggovernmentcollege.com/syllabus.html>

<http://www.darjeelinggovernmentcollege.com/academic-calender.html>

58. The college has a robust and fair examination system that ensures quality and integrity of assessment and evaluation.

Answer: Yes.

The examinations of the College are conducted by the Examination sub-committee constituted by the Teachers' Council. The examination is conducted in a very free and fair manner as per the instructions and routines sent by the affiliating University.

59. The college has a qualified and competent faculty who are engaged in teaching, research and extension activities.

Answer: Yes.

The teachers are appointed by the Government of West Bengal in Higher Education Department on the recommendation of West Bengal Public Service as per UGC guidelines. The teachers of the College belong to WBES/WBSES cadre. The promotion and incentives are also accorded as per Government of West Bengal Rules by the Higher Education Department. The college does not have any role to play in




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recruitment or promotion of the faculty in the college.

See: Annexure 14

<http://www.darjeelinggovernmentcollege.com/publication.html>

<http://www.darjeelinggovernmentcollege.com/research-project.html>

60. The college has adequate and well-maintained infrastructure and learning resources that facilitate effective teaching and learning.

Answer: Yes,

All the science departments have sufficient laboratory equipments, chemicals and reference books. All Departments have computers, Printers and scanners. All departments have access to classrooms with overhead projector. The Library is automated through KOHA software. All Departments have WIFI enabled internet for faculty and students. The college has a State of the Art Seminar Room. The College regularly subscribes to INFLIBNET. All Departments have Seminar Library with rich collection of books.

See: <http://www.darjeelinggovernmentcollege.com/infrastructure.html>

61. The college has a vibrant and inclusive student community that participates in various academic, co-curricular and extracurricular activities.

Answer: Yes.

Students regularly participate various cultural, sports, awareness programmes, NSS, NCC etc. The numerous awards won by the students of the college in cultural and sporting events at University, State and National level is a testimony to the thriving student community of the College. Students actively participate in NCC and NSS activities. Some of the students in NCC regularly participate in the Republic Day March at the National Capital. NSS units participate in Youth events at State and National levels. The Students also enjoy the campus life in the Canteen common rooms, playground and Gymnasium.

See: <http://www.darjeelinggovernmentcollege.com/physical-education-sports.html>

<http://www.darjeelinggovernmentcollege.com/ncc.html>

<http://www.darjeelinggovernmentcollege.com/nss.html>

<http://www.darjeelinggovernmentcollege.com/skill-development-program.html>

<http://www.darjeelinggovernmentcollege.com/add-on-courses.html>

62. The college has a proactive and supportive alumni association that contributes to the development and welfare of the institution.

Answer: Yes.

The College has a registered Alumni Association actively connected to the various activities in the




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College. Alumni associations keep alumni connected to their alma mater and each other, and they provide valuable resources and networking opportunities. Alumni networks can be a valuable resource for both current and former students. For current students, alumni networks can provide mentorship and guidance. For former students, alumni networks can provide a way to stay connected to the school and other alumni. Alumni networks can also be a way to give back to the school by providing advice and mentorship to current students. Alumni association is best at keeping the students who have passed out from the institution connected to each other and to the institution itself. The Association gives the opportunity to give something back to the alma mater from whom we have received our education.

See: Annexure: 17a, 17b & 17c.

<http://www.darjeelinggovernmentcollege.com/alumni.html>


63. The college has a functional and effective internal quality assurance cell (IQAC) that monitors and enhances the quality of education and services.

Answer: Yes.

All the academic activities including career advancement schemes of the teachers are monitored by the IQAC cell. The IQAC also prepares Perspective Plan for the College after consulting all stakeholders. IQAC coordinates all the development activities of the college by holding regular meetings with the stakeholders. The Future planning is also a priority of that cell.

See: Annexure: 18a, 18b, 18c, 18d, 18e.

Audit Team:

Sl. No.	Name	Designation	Signature
1.	Dr (Prof.) Donatus Kujur	Principal, St. Joseph's College, Chairman	 4/10/2023
2.	Dr (Prof.) Anuradha Rai	Principal, South Field College, External Member	
3.	Dr Sherap Bhutia	IQAC, Darjeeling Govt. College, Member	
4.	Dr Prantik Hazra	Assistant Professor, Member	




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