



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>DARJEELING GOVERNMENT COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Projwal Chandra Lama</b>	
• Designation	<b>Principal (in charge)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03542254316</b>	
• Mobile no	<b>9832375255</b>	
• Registered e-mail	<b>dgc.principal@gmail.com</b>	
• Alternate e-mail	<b>projlama@gmail.com</b>	
• Address	<b>Lebong Cart Road, Darjeeling-734101</b>	
• City/Town	<b>Darjeeling</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>734101</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>CONSTITUENT</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr. Willie Henry				
• Phone No.	03542254316				
• Alternate phone No.	03542254316				
• Mobile	9434131480				
• IQAC e-mail address	iqacdgc1948@gmail.com				
• Alternate Email address	dgc.principal@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/aqar-2019-20.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/aqar-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/academic-calander-2020-2021.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/academic-calander-2020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.13	2018	26/09/2018	25/09/2023
<b>6.Date of Establishment of IQAC</b>			20/09/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>06</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>a.Continuous student evaluation through online unit tests. b. Feedback from students on online classes during the pandemic. c. On the suggestion of IQAC, the Poor-aid fund was successfully used to give financial support to some students who were facing economic distress during the covid-lockdown. c. A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.2021 to 17.06.2021. d. A number of workshops/seminars/webinars were conducted during the academic year of 2020-21 by various departments with the constant support and guidance of the IQAC.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Discussion on the number of seats during admission in the new academic session.	Number of seats increased to accommodate more students in the new academic session.
Internal Evaluation of students proposed.	Internal Evaluation of the students had taken place in the form of Internal tests, assignments, and class seminars.
Proposal to encourage faculty members to take up online OP, RC, workshops, short-term courses, and seminars for the purpose of CAS. Proposal to keep a record of all such courses undertaken by faculty members by the respective Department Heads.	Faculty members participated enthusiastically in the online OP,RC, workshops, Short-term course and seminars for the purpose of CAS. Department Heads kept of all the activities and courses undertaken by the faculty members of respective Departments.
Proposal to ask for student feedback about the online classes undertaken during the lockdown.	H.O.D.s of all the Departments took feedback from students successfully.
Proposal to use the Poor-aid fund to help the financially weak students who were facing difficulties during the Pandemic time.	Poor-aid fund was successfully used to give financial support to some students who were facing economic distress.
Discussion to conduct an online internal test to assess the students' performance during the lockdown.	Online UG & PG internal tests were conducted in the month of March 2021.
Proposal to conduct online Remedial classes for students.	A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.21 to 17.06.21.
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	22/11/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	20/01/2022

**15. Multidisciplinary / interdisciplinary**

The college/institution focuses on holistic and multidisciplinary education which will develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. This type of multidisciplinary and interdisciplinary program shall be in the long term the approach of all undergraduate and post-graduate programs. The Institution in its preparedness for NEP plans to focus more on departments like Languages, Literature, Music, Philosophy, Art, Cultural and social activities, Mathematics, Statistics, Pure and Applied Science, ICT-based learning, Sports, Translation and Interpretation, and other such subjects needed for a multidisciplinary, stimulating to holistic grooming of a student. The Institution plans to form a 'light but tight' regulatory system which will help to move towards a multidisciplinary concept of education. Finally, students will be given opportunities for an internship with local industries, businesses, craftspeople, etc, so that they may actively engage with the practical side of their learning and finally improve their employability.

**16. Academic bank of credits (ABC):**

NA

**17. Skill development:**

Darjeeling Government College concentrates on skill enhancements that facilitate and empower students to acquire expertise and competence. The institution facilitates Skill Development training programs for UG and PG students under the guidance of the Career Counseling Cell. NSS and NCC as well as clubs like Photography Club, Literary Society, Music, Art, and Computer Application Training program operate for the holistic development of the students. Each and every department of this institution ensures that students enhance their creativity as well as provides value education to students to inculcate in them ethical values.

During this period the college could not conduct offline programs but was able to impart training through NIELIT National Institute of Electronics & Information Technology where online training was given on computers, soft skills, web design, graphic design, etc.

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

The integration of the Indian Knowledge System in our courses is an important step in preserving the cultural and linguistic diversity of India. The School of Languages and Literature at Darjeeling Government College is one of the most reputed ones. Courses like LCC and AECC in the syllabus have given opportunities to students to take up Indian Languages. Darjeeling Government College boasts of contributing to the literary fields, especially Nepali Literature. Faculty members are also encouraged to usurp Indian languages to benefit the students.

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

The institution ensures that the academic standards are maintained as well as prepares the students to appear for competitive examinations of the state, center as well as private sectors. Focussing on outcome-based Education, the Institution monitors continual quality improvement by maintaining academic standards in all spheres. The Institute caters towards fulfilling the requirement of the curriculum. Issues in teaching and learning are taken care of like continuous formative assessment and mapping the curriculum and updating regularly to align with the latest knowledge requirements and to meet specified learning outcomes so that by the end of the educational experience, each student should achieve the goal. The faculty members are directed to offer motivational classes for the holistic development of the students. Many students have been successful in clearing these exams and have also got placements in different companies.

**20.Distance education/online education:**

Darjeeling Government College does not offer distance education directly, but there is a study centre of IGNOU in our college. This has been a great boon for many students who wish to continue their education while living in the area. The centre has been a great success, with a good number of students enrolled in various courses. The centre has also provided a platform for students to interact with each other and form meaningful connections. with the help of this centre, students can now access quality education without leaving their homes. This has been a great achievement for our college and a great contribution to the hill area.

As far as online education is concerned, during the covid-19 lockdown, we have to move our classes online. This has been a difficult transition, but it has allowed our students to continue their education without interruption. Online education has provided students the tools and resources to stay on track with their studies, while also providing a safe and flexible learning environment. The move to online education has also enabled us to reach more students and provide them with more personalised learning experiences. While online education has its challenges, it has been a valuable resource for students during the Covid-19 lockdown.

Our IQAC had made a comprehensive set of recommendations in the Governing body for promoting online education in the recent case of epidemics in order to ensure preparedness whenever and where ever possible. A dedicated unit for this purpose has been encouraged and developed.

### Extended Profile

#### 1.Programme

1.1	22
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	2906
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1007
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	803
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	114
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	124
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	50
Total number of Classrooms and Seminar halls	
4.2	300000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
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

Darjeeling Government College has several departments out of which



English, Nepali, Botany and Zoology runs Post Graduate Program. Both the PG and UG programs follow semester system. The College follows curriculum as approved by University of North Bengal and to ensure the effective curriculum delivery the following processes are followed religiously:

- Lesson Planning: Entire curriculum delivery is planned on semester basis. The semester plan is further divided into monthly planning and monthly planning is again subdivided into weekly planning.
- Teaching/Learning Activities (Methodologies): Active lectures, demonstrations, practical classes, interaction, group discussions, visual aids, power point presentations, etc. are some of the methods used here and teaching aids are prepared as per the methodologies used.

Regarding online classes in 2020-2021 one committee was formed for discussing the approach and procedure to look after the methods of conducting online classes and evaluation. Prof. Prajjawal Pradhan (H.O.D. , Commerce Department) was the convener of the committee. Online classes were conducted through video conferencing app Google Meet , Microsoft Teams. Department of Mathematics opted the procedure of uploading pre-recorded lecture on Youtube channel created by the dept. named DGC MATH . Assignments for the students had been uploaded in Google classroom .

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://efaidnbmninnibpcajpcglclefindmkaj/http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf">chrome-extension://efaidnbmninnibpcajpcglclefindmkaj/http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf</a>

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

Darjeeling Government College, Darjeeling is affiliated with the University of North Bengal. The Academic Calendar Committee of the College consults with the HoDs regarding their programs for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the Teachers Council, after due consultation with the IQAC and Principal. The calendar outlines the internal examination

scheduleto be followed by all Departments including the dates available to the students as 'Study Leave'. This process enables the Departments to avoid any clashes between or among different subject combinations available as per the CBCS. As per the teaching plans which are discussed and passed at the Departmental meetings, each teacher schedules and conducts their own Internal Evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.darjeelinggovernmentcollege.com/notice.php">http://www.darjeelinggovernmentcollege.com/notice.php</a>

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## 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**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 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)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

58

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

Darjeeling Government College's curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that helps in this endeavour.

1. **Gender Sensitivity:** Gender-related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counselling services are provided through a Counselling Cell.

2. **Environment and Sustainability:** A compulsory core course on Environment studies is included in all UG programmes. Environment awareness camps, seminars, workshops, guest lectures, industry visits and field excursions are organized. Environment Day, Earth Day and Water Day are annually celebrated. Darjeeling Government College accords great importance to research in inter-disciplinary areas focused on renewable energy, environmental pollution, agriculture, education and healthcare.

3. Human values are included in the UG course of Philosophy as part of ethics, peace education and value education. Environment/sustainability is addressed in core, SEC and GE courses in Botany, Geography, Zoology, Economics, Physics, and Chemistry.

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.	<a href="#">View File</a>

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

83

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.darjeelinggovernmentcollege.com/student.php">http://www.darjeelinggovernmentcollege.com/student.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	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	<a href="http://www.darjeelinggovernmentcollege.com/student.php">http://www.darjeelinggovernmentcollege.com/student.php</a>

## 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 students admitted during the year

784

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

1250

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

The college undertakes online 'Profile Mapping' of students after admission. Their academic, social and intellectual background are

mapped and assessed. The competence levels of students are evaluated on the basis of their academic performances in examination as well as their communication in class. It is a continuous and steady process that our teachers go through every year. The students identified as advanced learners are provided access to advanced e-books and e-resources from NLIST on the recommendation of departmental faculty. They are encouraged to make online presentations in students' seminar, participate in relevant seminars and workshops. The library is well stocked with books on career guidance and preparation for entrance and competitive examinations. Departmental faculty encourages the advanced learners to access those books.

Mentor-mentee interaction enables identifying the causes of their problems and caters to their needs. Academic problems are discussed in online and offline classes and suggestions are made after evaluating internal assessments. Specific library and laboratory assignments are given to slow learners by some of our departments so as to gain an in-depth knowledge and inculcate problem solving ability. Complimentary books are shared by departmental faculty among slow learners

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/academics.php">http://www.darjeelinggovernmentcollege.com/academics.php</a>
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
2906	114

File Description	Documents
Any additional information	No File Uploaded

## 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

Darjeeling Government College adopts various methods to enhance their learning experiences. Some of the endeavours undertaken are:

Students of language departments actively participate in several cultural programmes (e.g. Birth and death anniversary of great poets) viewed through links shared on college website. Students are encouraged to contribute in students' magazine to hone and showcase their writing skills. Students contribute in newsletters published by Library. Students of Journalism & Mass Communication publish monthly newspaper, which is available now in online version in the college website. Students regularly participate in various co-curricular and outreach programmes like distribution of ration and sanitiser amongst underprivileged community natural disaster . Students are encouraged to enrol in certificate courses introduced by the college on Computer Applications, Web designing.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/academics.php">http://www.darjeelinggovernmentcollege.com/academics.php</a>

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

The College has a Wi-Fi Enabled campus. The college has ICT enabled Classrooms having Laptops and Projectors which helps in the e-learning process and smartboards using IRIS software. The college has an Automated Library with &NLIST for all ensuring accessibility to e-resources. The college has well equipped Computer Laboratories in Physics, Mathematics and well-equipped science laboratories. The Geographylaboratory is updated with new software21st century GIS Professional 2012. Softwares like Origin, Python, GNU Plot, C, C++, JAVA SDK, DEV C++, UNIX (UBUNTU), WAMPP, XAMPP, PYCHARM, MS Excel, SCI LAB, ORIGIN, are used by different departments. Students are encouraged to prepare presentations, assignments, project and field reports using MSWord, MS Power point, MS Excel, and other ICT tools. Teachers have been taking lectures online on Cisco Webex during the pandemic through Darjeeling Government College Live Digital Classroom, uploaded video lectures and practical lessons onDarjeeling Government College channel of YouTube, share reading materials, e-books through college Learning Management System (LMS). Teachers also use ICT routinely like teaching plan through LMS, record keeping of daily academic and administrative work and leave request in online mode through Online Teachers' E-diary.



File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

114

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

114

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

46

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)	<a href="#">View File</a>

### 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

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Darjeeling Government College strives to ensure transparent and fair internal assessment. Under University CBCS system (w.e.f. 2018), 35% of marks are awarded through internal evaluation for non-practical based subjects, out of which, 10% marks is allotted for attendance, 10% for internal assessment exam (IA) and 15% is allotted for tutorial examination. For practical based subjects, apart from marks allotted for attendance (10%) and InternalAssessment (10%), 30% marks is allotted for practical examination. Under directions of UG Board of Studies, some subjects had specially designed online practical project oriented practical assignments for evaluation during pandemic. Under direction PG Board of Studies, during 2020-21, Internal assessment was done by PG departmental teachers including guiding students to make online presentations. Some departments also arranged class tests for evaluating the students' progress via google forms. Due to pandemic situation, face-to-face internal assessment or class test could not be held except odd semester (Semester 2) during November-December 2021. However, the entire examination system was switched to online mode via Darjeeling

Government College Examination Portal where question papers for internal, tutorial, final theory and practical papers were uploaded, answer scripts submitted by students, acknowledgement of submission received, scripts downloaded and evaluated by teachers within stipulated time frame.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/academics.php">http://www.darjeelinggovernmentcollege.com/academics.php</a>

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

The college has separate Examination Committees for each of the six semesters, which are entrusted with conducting the internal and university examinations and ensuring redressal of any exam related grievances. The answer scripts of internal class tests and assignments are shared with students, and in case corrections in the total of marks or assessment of answers are identified by students, are immediately addressed by the faculty members. The attendance record, which is part of the internal examination, is notified to students on a monthly basis. Adequate concession is given in attendance of students on medical grounds and for participation in extracurricular activities. If a student is not able to appear for examination due to medical reason, internal examination is conducted for that student as per norms, provided that he/she submits application with proper documents. In case of university level end-semester examination, any grievance of students is communicated by the college to the University authority. If a student is dissatisfied with his/her marks, he/she can apply for review of his/her answer script as and when required by the University after paying the prescribed fee. The University provides the photocopy of answer sheets to students against Right to Information Act.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Darjeeling Government College offers 22 programmes in UG and PG. There are 18 undergraduate programmes and 4 post graduate programmes. The college explicitly states all the programme and course outcomes, displays them on college website. The curriculum of all the programmes is framed by the University of North Bengal.

The outline of the program outcomes is mentioned in the Orientation Programme for the newly admitted students on the day of commencement of an academic session.

The students are encouraged to ask questions and are imbued in critical thinking so as to enable them to understand and analyse contemporary societal, environmental and cultural problems. We continuously try to enhance their communication skills to allow them to exchange thoughts and information effectively.

Students are encouraged to work in team so that their group participation in various departmental, cultural and extension activities can develop leadership qualities in them. In this process they also learn to embrace plurality, respect others' views, mediate in disagreements, while maintaining professional and life ethics.

Students are made aware to be responsible towards maintaining sustainability in our environment and natural resources so as not to jeopardise the resources available to future generations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

**Direct ways to evaluate course outcomes:**

**In adherence to the stipulations of University of North Bengal,**

apart from the end-semester examinations, Darjeeling Government College conducts internal examination consisting of attendance , internal assessment (IA) and tutorial examination ( for non-practical based subjects)/Practical examination ( for practical based subjects).

In addition, Darjeeling Government College also conducts continuous internal evaluation through discussions, class tests, project-based assignments, which helps updating the course outcomes and provides opportunities to students for improvement.

Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively.

Academically weak students are identified, departments arrange remedial classes for them whereas students who receive highest marks in the University examination are awarded, motivating others to perform well.

Indirect ways to evaluate course outcomes:

The learning outcomes to students are ascertained by their progression to higher education and placements, Enrolment in Master degree (M.A/MSc., MCA, MBA) after completion of their graduation; enrolment for Ph. D programme or as Project Assistant.

Success in NET, GATE, GRE, IELTS and other competitive examinations conducted by State or Central government. The Placement Cell arranges for campus recruitments.

Successful completion of internships and off-campus placements testify their learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf</a>

**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****803**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>

**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)**

<http://www.darjeelinggovernmentcollege.com/userfiles/file/student-satisfaction-survey-report-2020-2021.pdf>

**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)****448000**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NA</a>

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Darjeeling Government College provides an active environment for the promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. The institute frequently arranges awareness programs, workshops, seminars, and guest lectures on academics and career counseling programs. Students are provided opportunities to directly interact in their field. The institute arranges seminars, webinars' and workshops which are motivated students in higher education. Apart from traditional classroom learning, the many departments engage in various academic and social activities throughout the year for the intellectual development of our students. Some Student-centric activities are given below:

- **Field Study/Excursion:** A field study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing.
- **Student Seminars:** The Student seminars are organized where the papers are presented by students on contemporary topics to enrich their learning experience.
- **Summer Internship Program:** The NSS Swachh Bharat Summer Internship is organized for NSS students.
- **Project methods:** The project work stimulate students' interest in the subject and provide the student an opportunity for freedom of thought and the free exchange of different views.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

06

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00



File Description	Documents
URL to the research page on HEI website	<a href="http://www.darjeelinggovernmentcollege.com/index.php">http://www.darjeelinggovernmentcollege.com/index.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

06

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Due to the outbreak of Covid 19 pandemic and consequent lockdown, no offline activities could be conducted during this session of

2020-2021. Few online activities were done.

The gender sensitization cell committee organized an online seminar to speak with the M.A. students of Nepali and English Departments on the topic of Human Trafficking awareness. The teachers involved informed their students about the seminar via Whatsapp groups and the students attended the seminar on October 5th, 2020.

Our NCC cadets arranged an online Tree Plantation Drive which was conducted in the month of July 2020, wherein all cadets were encouraged to plant trees in their respective areas and share the photos of the same on social media. In the same academic year, they organized an online "Fit India Campaign" which was conducted in June 2021 as a part of Azadi ka Amrit Mahotsav where the cadets uploaded their running/jogging photos and videos.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

05

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - 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

#### 3.4.3.1 - 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

03

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 during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

03

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)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

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	No File Uploaded

## 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.

The institute offers 18 Undergraduate programs and 4 Postgraduate programs, Namely Botany, Zoology, Nepali, and English. The institute holds the student strength in academic session 2020-22 with 2906. The classes of Arts and Science streams are held in the morning session, while the Commerce begins in the day session to ensure the adequacy of classrooms.

There are 50 classrooms in total, of which 5 are with Information and communication technology (smart class) facilities, that includes the Department of Zoology, Botany, English, and Geography, Further the institute has 4 Seminar Halls, out of which 1 is with ICT enabled i.e. Late Lalita Rai Ahmed Central Seminar Hall, and 3 are without ICT. There is a total of 24 laboratories that are well equipped, among which 6 are in the Physics Department, 7 in Botany, 3 in Chemistry, 5 in Zoology, 2 in Microbiology, and 1 in Geography. The institute has 60 computers available for academic purposes, out of which 30 are in working condition. All departments have the facilities of computers and printers which are used for official as well as for academic purposes. The central library has a collection of 89456 and all departments have their seminar library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/">http://www.darjeelinggovernmentcollege.com/</a>

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

The institute organizes cultural programs, which are supervised by the committee. The students are also encouraged to participate in different activities. Events like Fresher's welcome, Farewell program, Foundation Day, Teacher's Day, Inter College Sports and Cultural Competitions, etc, students are given an opportunity to participate and showcase their skills and talents. Though the institute does not have Cultural activity center, but for events Auditorium space is used for the same purpose.

The institute has games and sports facilities as well as a committee for the same to organize sports activities systematically. The institute has one playground which is used for multipurpose activities and also has a Gymnasium space which holds an area of 50'x20'= 1000 sq. ft, and the space can be used by approximately 145 students, established in the year 2016. The Gymnasium center is used by both female and male students at different timing. Annual sports are also organized every year by the college. The institute has two NCC and NSS units. NCC have the strength of 54 students yearly and NSS enrolled 200 students per year. Yoga Day is celebrated and actively participated by the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

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

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

300000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The institute does have a library, which covers an area of 100'x35' and further, it has a two-storied and is expanded into two blocks. The infrastructure is in a state of development. The library does not use Integrated Library Management System, however, the college has decided to use ILMS software, and the software which the college is going apply for is KOHA, which will also implement DSpace for the institutional repository. As of now, there is no detail of Automation, version, and year of automation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NA</a>

**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** **E. None 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)	<a href="#">View File</a>

**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)**

00

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)	<a href="#">View File</a>

**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**

00

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

### 4.3 - IT Infrastructure

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

The institute has one broadband connection running at the office of the principal with 30-50 MBPS with the scheme of monthly unlimited data. The broadband connection that is used in the institute is Broadband. The broadband connection is Wi/Fi enabled in the office and office of the principal. All the departments are equipped with computers and printers. Further, some of the departments are equipped with LCD projector facilities. The regular maintenance and upgradation of computers and related accessories is done by the local vendor as and when required. The website of the institute is regularly updated to provide necessary notification of the admission, examination events, feedback, etc in regard to this, the institute has formed a committee known as the College website maintenance committee for the smooth functioning of the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS



File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

300000

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)	<a href="#">View File</a>

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.

The department heads of the institute and the concerned committees applies with the proper justification and budget to the Principal for the purchase and maintenance of the academic facilities like computers, laboratory equipment, books, contingencies, conducting seminars, etc. Further, the requisition will be approved by the principal and forwarded to the purchase committee to ensure the purchases are in accordance with the Government guidelines. The library is headed by Librarian for proposes the purchase and maintenance of the library resources which is also approved by the principal with consultation with the Heads of Departments. However, due to inadequate manpower in the Library and the librarian, the library could not function smoothly. As for now the college seminar library which is looked after by the departments is enabled to access. For any maintenance of the physical, academic, and support facilities, committees are formed to advance better results. Since the institute comes under the state Government, the construction and

maintenance-related works of all buildings, electrical appliances, and other physical infrastructure are done by the P.W.D Government of West Bengal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## 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

437

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)	<a href="#">View File</a>

#### 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

33

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)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**35**

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

**35**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

17

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

03

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

06

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

**NA. The college does not have a student council.**

File Description	Documents
Paste link for additional information	<a href="#">N.A</a>
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**

10

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

The year 2020-21 was unexpected and the countrywide lockdown due to the pandemic covid -19 kept all of the alumni members inside the houses. The Association did have an online meeting on 15th January 2021 as a general online meet amongst the members. The meeting was brief and did not discussed any significant topics. Only the alumni members within the College were present in the meet.

No significant programmes were conducted during this year.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/alumni.php">http://www.darjeelinggovernmentcollege.com/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 visions of the institution is to achieve the centre of excellence in areas of teaching and encourage and provide support to students belonging to socially and economically backward section of the society and women for their progress and development. Apart from academic excellence, the institution aims to providing better health and hygiene facilities in the college premise. In this ground, during the period 2020-21, two important developments have been made in the institution with the co-operation of teaching and non-teaching staff. Firstly, distribution of water pipelines in various department of the college. Secondly, installation of vending machines in the college premise. This has enables students to have access to sanitary pad during the college hours. In order to dispose-off the sanitary pad, incinerator is installed in the girls'

washroom.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/about-the-college.php">http://www.darjeelinggovernmentcollege.com/about-the-college.php</a>
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 institution believes in the practices of decentralization and participative management. Such practices have its own significance in management. The institution has the Governing Body comprising of President, the Secretary etc. However, the institution being the government college act in accordance in tune with the government order regarding the decisions concerning the governance of the institution. The Internal Quality Assurance Cell (IQAC) helps in coordinating with different curriculum activities in the institution. It helps and provide support and guidance to teaching faculty in their Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the strategic plan of the college, upgradation of the Central Library of the institution is initiated.



File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/the-college.php">http://www.darjeelinggovernmentcollege.com/the-college.php</a>
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 Department of Higher Education, West Bengal is the highest decision-making authority of the institution, followed by the Director of Public Instructions. Internally, the head of the institution through Teachers' Council meeting formed various committee for every academic calender year for effective and efficient functioning of college activities. There are 16 departments in the college that include nine Arts & Humanities departments, Commerce department, and six Science departments. Each head of the departments under the guidance and supervision of the head of the institution and along with cooperation of the other teaching and non-teaching members (if any) of their respective department perform different departmental activities. The non-teaching staffs of the college under the guidance of the Principal of the college perform the office work.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
Link to Organogram of the institution webpage	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
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**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

**Maternity Leave for six months, Paternal leave for one month, Child Care Leave, Health Schemes, Loan facility from the Provident Fund.**

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**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**

**NA**

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)	<a href="#">View File</a>

**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**

NA

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)	<a href="#">View File</a>

### 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

20

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

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

In case of teaching staff, the institution assess the performance through Career Advancement Scheme (CAS). With regard to the performance assessment of the non-teaching staff, it is the head of the institution who take charge of their activities as per the

government order.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
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

Audit is conducted by the Principal Accountant General (A&E), West Bengal, Indian Audit and Account Department.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
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)

NA

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)	<a href="#">View File</a>

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

The institutional strategies for mobilization of funds are approved by the Higher Education Department, GoWB. As per the optimal utilization of college resources, apart from use of classroom for academic teaching and learning purpose, the college infrastructure is also used for conduct of various state government and central government competitive examinations and during the time of election as well.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/infrastructure.php">http://www.darjeelinggovernmentcollege.com/infrastructure.php</a>
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

Continuous student evaluation through online unit tests.

b. Feedback from students on online classes during the pandemic.

c. On the suggestion of IQAC, the Poor-aid fund was successfully used to give financial support to some students who were facing economic distress during the covid-lockdown.

c. A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.2021 to 17.06.2021.

d. A number of workshops/seminars/webinars were conducted during the academic year of 2020-21 by various departments with the constant support and guidance of the IQAC.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/iqac1.php">http://www.darjeelinggovernmentcollege.com/iqac1.php</a>
Upload any additional information	<a href="#">View File</a>

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

The two examples of institutional reviews and implementation of teaching learning process facilitated by the IQAC are as follows:

I. Due to the lockdown, the institution adopted the online mode of classes under the guidance and supervision of the affiliating University. Internal Assessment was conducted by the respective departments of the institution through online mode. The grade or marks of the internal assessment of students were submitted to the Examination Committee by the respective Head of the Department which is then submitted to the Controller of Examination Branch of the Affiliating University.

II. Teachers adopted different online mode of teaching during the lockdown period such as google meet, google classroom, Webex etc. All the teachers of the 16 departments maintained the Daily Performance Report of the number of classes(Theory, Remedial and Practical).

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/iqac1.php">http://www.darjeelinggovernmentcollege.com/iqac1.php</a>
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	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Apart from academic pursuit Darjeeling Government College regularly takes initiatives through seminars and awareness programs to promote Gender Equality and Equity. The college conducts regularly every year Orientation programs for new Student to explain the values, vision and mission of the institution. Among the values and mission of the institution, Gender Equality and Equity are given substantial importance. The college through Gender Sensitization Cell Committee and Anti- Sexual Harassment Cell Committee actively functions for the promotion of Gender Equality and Equity. CCTV surveillance system has been installed in the common spaces of the college. The College ensures that all students are protected and treated fairly. The college has undertaken the following initiatives in this regard, although this year, 2020-2021 awareness programs and Seminars were not held due to COVID Protocol and Lockdown.

Online awareness program on Human Trafficking awareness was held on 05/10/2020 for M.A. Students of English and Nepali by Gender Sensitization Cell Committee. Webinar on Gender related issues is conducted by different departments/ committees.

- The college every year celebrates International Women's day and Mothers Day (this year it was not held due to COVID Protocol and Lockdown).
- The college also have a common room for female Students

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2019-2020-&amp;-2020-2021.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2019-2020-&amp;-2020-2021.pdf</a>
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	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**1. Solid Waste Management-** The College is committed to minimize waste. The idea of "consume less to handle lesser waste" is the motto with which College handles its waste problem. Awareness programmes are the major means to make the Students and staffs aware regarding waste management and practices. The Botany Department and NSS Unit maintains a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus. The College also has taken initiative for segregation of degradable and non- degradable waste. The NSS every year makes plastic Bricks from the plastic pet bottle collected in and around the campus.

**2. Liquid Waste Management:** The waste water mixed with chemicals from laboratories passes through concealed pipe line into soak pit. All waste water lines from toilets and drains etc., are connected with municipal drainage system.



3. E-waste Management - E-waste generated in the campus is very less in quantity. Awareness programs regarding E-waste Management are conducted regularly. The E-waste and defective item from computer laboratory are stored properly.

This year, 2020-2021 waste management programs were not held due to COVID Protocol and Lockdown. The amount of waste generated in the campus was very less.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	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** C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All 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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 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**

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>

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).

For the last seventy five years of its existence the college stands as a symbol of Religious and cultural harmony and Tolerance. Religious and cultural harmony while preserving the diversity is one of its main hallmarks. The college has never witnessed any events that are sectarian. The multicultural, multi ethno - religious and varied socio-economic stakeholders of this institution have created a unique culture of mutual respect and tolerance. Orientation program for the newly admitted students are held every year to explain the values, vision and mission of the institution. Among the values and mission of the institution tolerance and harmony towards cultural, religious, cultural, regional, linguistic, communal, socioeconomic and other diversities are given substantial importance. Different cultural programmes are organized on occasions such as Fresher's Welcome, International Women's Day, Teachers Day, and Farewell etc. Cultural dances, Songs, Poems recitation. The uniqueness of this institution is palpable during cultural and extracurricular activities where students and staffs from diverse background participate together without any differences. The college promotes linguistic diversity; Nepali, English, Hindi and Bengali are spoken in the campus. The teachers and the students communicate in these languages. Students can write examination in these languages.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Darjeeling Government College is always dedicated to promote and take initiative regarding sensitization of students and employees of the institution to the constitutional obligations, values, rights, duties and responsibilities as a dutiful citizen. The College sensitizes the students and staff to the constitutional obligations through classroom teaching, and through the curricular and extra-curricular activities. Various National days like Independence Day and Republic Day are celebrated with zeal. On the occasion of such National days, film and documentary are screened regarding the freedom struggle. Constitution Day is also observed in the college. The college participates in various competitions like Youth Parliaments, essay competitions and quiz centered on our Constitution, freedom struggle and democracy. The college also organized Electoral Literacy programs in collaboration with the government administration to educate the new voters. Some of the NCC students are selected to participate in the Republic Day celebration Parade at Delhi on 26th of January. On the occasion of Gandhi Jayanti, seminars / talks are organized to inculcate the Spirit and value of Non-Violence, Tolerance, Nationalism and Patriotism. The NCC Unit of the college organizes the celebration of Yoga day through awareness programmes and Yoga classes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
Any other relevant information	<a href="#">NA</a>

**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** C. Any 2 of the above

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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The Institution celebrates, organizes and observes various national and international commemorative days, events and festivals. The college organizes events to inculcate universal humanitarian values and cultivate the spirit of patriotism, tolerance and harmony. The NCC and NSS Unit of the college assist to conduct and organize these programs. Independence Day and Republic Day are celebrated in the college. The NCC and NSS unit of the college organizes the function. The celebration starts with the hoisting of the National Flag and singing of National Anthem by the Teachers and the Students. On the occasion of Gandhi Jayanti, seminars / talks are organized to inculcate the Sprit and value of Non-Violence, Tolerance, Nationalism and Patriotism. Constitution Day is observed by highlighting the importance of constitution and the ideals that have been reflected in the constitution of India. Cultural program is organized on occasions of Teachers Day. Cultural dances, Songs, Poems recitation and literary talks are organized on 'Bhasa Diwas' and Bhanu Jayanti celebration. Talks, seminars and awareness programs are organized on occasions such as International Women's Day, World Environment Day etc. The NSS Unit of the college observes the World Aids Day though awareness programs. Holidays for religious festivals are scheduled in the calendar in accordance to the holiday list published by the Government of West Bengal. This year, 2020-2021 programs, events and celebrations, were not organized due

to COVID Protocol and Lockdown.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

The college has a rainwater-harvesting system that includes a steel water tank of around 20,000 litres and around 20 plastic Sintex tanks which can store around 40,000 litres of harvested rain water which cater to the needs of around 3000 students and staffs of the college. Apart from this Rain water harvesting the college is supplied with a stable water connection provided by Municipality. The water collected from the roof of the college building is stored in these tanks and are supplied to laboratories, washrooms/ Toilets, Canteen and even to water plants and flowers.

b. The Botany Department and NSS Unit maintains a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus.

c. The college also has taken initiative for segregation of degradable and non- degradable waste.

d. The Organic waste from College Canteen is collected for making vermicompost.

e. The college also have taken initiative to minimise energy consumption with the use of LED lightening bulbs, tubes etc. and usage of low energy consumption appliances.

f. The college also takes initiatives to Reuse, Recycle and minimise goods and items which will minimise impact on environment and promotes sustainability.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.darjeelinggovernmentcollege.com/iqac1.php">http://www.darjeelinggovernmentcollege.com/iqac1.php</a>
Any other relevant information	<a href="#">NA</a>

### 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

#### Empowering First-Generation College Students"

Since its inception till date, Darjeeling Government College has successfully fulfilled the need of this region. Since it is a Government institution, it ensures that education is accessible to all, especially to the economically weaker sections of the society. It takes pride in rendering equal opportunities in regard to holistic development of students. The distinctiveness of this institution lies in catering the need of the economically backward students especially from the Tea Gardens and rural areas who are mostly First Generation Learners. The mission of the institution emanates from the vision to seek ways to spread higher education in the Darjeeling region and beyond, and give access to it at a minimum cost, especially to those who are financially challenged, women, scheduled castes, scheduled tribes and minorities who are substantial in number. Apart from academic pursuit the college regularly takes initiatives through seminars and awareness programs to promote Gender Equality and Equity and similar programs to inculcate universal Human values. The college not only focuses on academic activities but also encourages these First Generation Young learners to actively participate in other extra-curricular activities like sports, cultural activities etc.

## 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

Darjeeling Government College has several departments out of which English, Nepali, Botany and Zoology runs Post Graduate Program. Both the PG and UG programs follow semester system. The College follows curriculum as approved by University of North Bengal and to ensure the effective curriculum delivery the following processes are followed religiously:

- **Lesson Planning:** Entire curriculum delivery is planned on semester basis. The semester plan is further divided into monthly planning and monthly planning is again subdivided into weekly planning.
- **Teaching/Learning Activities (Methodologies):** Active lectures, demonstrations, practical classes, interaction, group discussions, visual aids, power point presentations, etc. are some of the methods used here and teaching aids are prepared as per the methodologies used.

Regarding online classes in 2020-2021 one committee was formed for discussing the approach and procedure to look after the methods of conducting online classes and evaluation. Prof. Prajjawal Pradhan (H.O.D. , Commerce Department) was the covenor of the committee. Online classes were conducted through video conferencing app Google Meet , Microsoft Teams. Department of Mathematics opted the procedure of uploading pre-recorded lecture on Youtube channel created by the dept. named DGC MATH . Assignments for the students had been uploaded in Google classroom .

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://efaidnbmninnibpcajpcglcl_efindmkaj/http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf">chrome-extension://efaidnbmninnibpcajpcglcl_efindmkaj/http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf</a>



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

Darjeeling Government College, Darjeeling is affiliated with the University of North Bengal. The Academic Calendar Committee of the College consults with the HoDs regarding their programs for the forthcoming two semesters and prepares the calendar before the commencement of the semester. This is discussed and passed in the meeting of the Teachers Council, after due consultation with the IQAC and Principal. The calendar outlines the internal examination schedule to be followed by all Departments including the dates available to the students as 'Study Leave'. This process enables the Departments to avoid any clashes between or among different subject combinations available as per the CBCS. As per the teaching plans which are discussed and passed at the Departmental meetings, each teacher schedules and conducts their own Internal Evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.darjeelinggovernmentcollege.com/notice.php">http://www.darjeelinggovernmentcollege.com/notice.php</a>

**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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
22	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
1	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
58	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	

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

Darjeeling Government College's curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that helps in this endeavour.

1. **Gender Sensitivity:** Gender-related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counselling services are provided through a Counselling Cell.

2. **Environment and Sustainability:** A compulsory core course on Environment studies is included in all UG programmes. Environment awareness camps, seminars, workshops, guest lectures, industry visits and field excursions are organized. Environment Day, Earth Day and Water Day are annually celebrated. Darjeeling Government College accords great importance to research in inter-disciplinary areas focused on renewable energy, environmental pollution, agriculture, education and healthcare.

3. **Human values** are included in the UG course of Philosophy as part of ethics, peace education and value education. Environment/sustainability is addressed in core, SEC and GE courses in Botany, Geography, Zoology, Economics, Physics, and Chemistry.

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.	<a href="#">View File</a>

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

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

83

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.darjeelinggovernmentcollege.com/student.php">http://www.darjeelinggovernmentcollege.com/student.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://www.darjeelinggovernmentcollege.com/student.php">http://www.darjeelinggovernmentcollege.com/student.php</a>

## 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 students admitted during the year

**784**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

**1250**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

**The college undertakes online 'Profile Mapping' of students after admission. Their academic, social and intellectual background are**

mapped and assessed. The competence levels of students are evaluated on the basis of their academic performances in examination as well as their communication in class. It is a continuous and steady process that our teachers go through every year. The students identified as advanced learners are provided access to advanced e-books and e-resources from NLIST on the recommendation of departmental faculty. They are encouraged to make online presentations in students' seminar, participate in relevant seminars and workshops. The library is well stocked with books on career guidance and preparation for entrance and competitive examinations. Departmental faculty encourages the advanced learners to access those books.

Mentor-mentee interaction enables identifying the causes of their problems and caters to their needs. Academic problems are discussed in online and offline classes and suggestions are made after evaluating internal assessments. Specific library and laboratory assignments are given to slow learners by some of our departments so as to gain an in-depth knowledge and inculcate problem solving ability. Complimentary books are shared by departmental faculty among slow learners

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/academics.php">http://www.darjeelinggovernmentcollege.com/academics.php</a>
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
2906	114

File Description	Documents
Any additional information	No File Uploaded

### 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

Darjeeling Government College adopts various methods to enhance their learning experiences. Some of the endeavours undertaken

are: Students of language departments actively participate in several cultural programmes (e.g. Birth and death anniversary of great poets) viewed through links shared on college website. Students are encouraged to contribute in students' magazine to hone and showcase their writing skills. Students contribute in newsletters published by Library. Students of Journalism & Mass Communication publish monthly newspaper, which is available now in online version in the college website. Students regularly participate in various co-curricular and outreach programmes like distribution of ration and sanitiser amongst underprivileged community natural disaster . Students are encouraged to enrol in certificate courses introduced by the college on Computer Applications, Web designing.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/academics.php">http://www.darjeelinggovernmentcollege.com/academics.php</a>

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

The College has a Wi-Fi Enabled campus. The college has ICT enabled Classrooms having Laptops and Projectors which helps in the e-learning process and smartboards using IRIS software. The college has an Automated Library with &NLIST for all ensuring accessibility to e-resources. The college has well equipped Computer Laboratories in Physics, Mathematics and well-equipped science laboratories. The Geography laboratory is updated with new software 21st century GIS Professional 2012. Softwares like Origin, Python, GNU Plot, C, C++, JAVA SDK, DEV C++, UNIX (UBUNTU), WAMPP, XAMPP, PYCHARM, MS Excel, SCI LAB, ORIGIN, are used by different departments. Students are encouraged to prepare presentations, assignments, project and field reports using MSWord, MS Power point, MS Excel, and other ICT tools. Teachers have been taking lectures online on Cisco Webex during the pandemic through Darjeeling Government College Live Digital Classroom, uploaded video lectures and practical lessons on Darjeeling Government College channel of YouTube, share reading materials, e-books through college Learning Management System (LMS). Teachers also use ICT routinely like teaching plan through LMS, record keeping of daily academic and administrative work and leave request in online mode through Online Teachers' E-diary.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 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

114

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

114

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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



46

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)	<a href="#">View File</a>

### 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

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

Darjeeling Government College strives to ensure transparent and fair internal assessment. Under University CBCS system (w.e.f. 2018), 35% of marks are awarded through internal evaluation for non-practical based subjects, out of which, 10% marks is allotted for attendance, 10% for internal assessment exam (IA) and 15% is allotted for tutorial examination. For practical based subjects, apart from marks allotted for attendance (10%) and InternalAssessment (10%), 30% marks is allotted for practical examination. Under directions of UG Board of Studies, some subjects had specially designed online practical project oriented practical assignments for evaluation during pandemic. Under direction PG Board of Studies, during 2020-21, Internal assessment was done by PG departmental teachers including guiding students to make online presentations. Some departments also arranged class tests for evaluating the students' progress via google forms. Due to pandemic situation, face-to-face internal

assessment or class test could not be held except odd semester (Semester 2) during November-December 2021. However, the entire examination system was switched to online mode via Darjeeling Government College Examination Portal where question papers for internal, tutorial, final theory and practical papers were uploaded, answer scripts submitted by students, acknowledgement of submission received, scripts downloaded and evaluated by teachers within stipulated time frame.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/academics.php">http://www.darjeelinggovernmentcollege.com/academics.php</a>

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

The college has separate Examination Committees for each of the six semesters, which are entrusted with conducting the internal and university examinations and ensuring redressal of any exam related grievances. The answer scripts of internal class tests and assignments are shared with students, and in case corrections in the total of marks or assessment of answers are identified by students, are immediately addressed by the faculty members. The attendance record, which is part of the internal examination, is notified to students on a monthly basis. Adequate concession is given in attendance of students on medical grounds and for participation in extracurricular activities. If a student is not able to appear for examination due to medical reason, internal examination is conducted for that student as per norms, provided that he/she submits application with proper documents. In case of university level end-semester examination, any grievance of students is communicated by the college to the University authority. If a student is dissatisfied with his/her marks, he/she can apply for review of his/her answer script as and when required by the University after paying the prescribed fee. The University provides the photocopy of answer sheets to students against Right to Information Act.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Darjeeling Government College offers 22 programmes in UG and PG. There are 18 undergraduate programmes and 4 post graduate programmes. The college explicitly states all the programme and course outcomes, displays them on college website. The curriculum of all the programmes is framed by the University of North Bengal.

The outline of the program outcomes is mentioned in the Orientation Programme for the newly admitted students on the day of commencement of an academic session.

The students are encouraged to ask questions and are imbibed in critical thinking so as to enable them to understand and analyse contemporary societal, environmental and cultural problems. We continuously try to enhance their communication skills to allow them to exchange thoughts and information effectively.

Students are encouraged to work in team so that their group participation in various departmental, cultural and extension activities can develop leadership qualities in them. In this process they also learn to embrace plurality, respect others' views, mediate in disagreements, while maintaining professional and life ethics.

Students are made aware to be responsible towards maintaining sustainability in our environment and natural resources so as not to jeopardise the resources available to future generations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

**Direct ways to evaluate course outcomes:**

In adherence to the stipulations of University of North Bengal, apart from the end-semester examinations, Darjeeling Government College conducts internal examination consisting of attendance, internal assessment (IA) and tutorial examination (for non-practical based subjects)/Practical examination (for practical based subjects).

In addition, Darjeeling Government College also conducts continuous internal evaluation through discussions, class tests, project-based assignments, which helps updating the course outcomes and provides opportunities to students for improvement.

Practical examinations and viva-voce/group discussion in several curricula enables evaluation of the learning outcomes more objectively.

Academically weak students are identified, departments arrange remedial classes for them whereas students who receive highest marks in the University examination are awarded, motivating others to perform well.

**Indirect ways to evaluate course outcomes:**

The learning outcomes to students are ascertained by their progression to higher education and placements, Enrolment in Master degree (M.A/MSc., MCA, MBA) after completion of their

graduation; enrolment for Ph. D programme or as Project Assistant.

Success in NET, GATE, GRE, IELTS and other competitive examinations conducted by State or Central government. The Placement Cell arranges for campus recruitments.

Successful completion of internships and off-campus placements testify their learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf</a>

### 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

803

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>

### 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)

<http://www.darjeelinggovernmentcollege.com/userfiles/file/student-satisfaction-survey-report-2020-2021.pdf>

### 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)**

448000

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)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NA</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Darjeeling Government College provides an active environment for the promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. The institute frequently arranges awareness programs, workshops, seminars, and guest lectures on academics and career counseling programs. Students are provided opportunities to directly interact in their field. The institute arranges seminars, webinars' and workshops which are motivated students in higher education. Apart from traditional classroom learning, the many departments engage in various academic and social activities throughout the year for the intellectual development of our students. Some Student-centric activities are given below:

- **Field Study/Excursion:** A field study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing.
- **Student Seminars:** The Student seminars are organized where the papers are presented by students on contemporary topics to enrich their learning experience.
- **Summer Internship Program:** The NSS Swachh Bharat Summer Internship is organized for NSS students.
- **Project methods:** The project work stimulate students' interest in the subject and provide the student an opportunity for freedom of thought and the free exchange of different views.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

06

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<a href="http://www.darjeelinggovernmentcollege.com/index.php">http://www.darjeelinggovernmentcollege.com/index.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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



16	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
06	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>Due to the outbreak of Covid 19 pandemic and consequent lockdown, no offline activities could be conducted during this session of 2020-2021. Few online activities were done.</p> <p>The gender sensitization cell committee organized an online seminar to speak with the M.A. students of Nepali and English Departments on the topic of Human Trafficking awareness. The teachers involved informed their students about the seminar via Whatsapp groups and the students attended the seminar on October 5th, 2020.</p> <p>Our NCC cadets arranged an online Tree Plantation Drive which was conducted in the month of July 2020, wherein all cadets were encouraged to plant trees in their respective areas and share the photos of the same on social media. In the same academic year, they organized an online "Fit India Campaign" which was conducted in June 2021 as a part of Azadi ka Amrit Mahotsav where the</p>	

cadets uploaded their running/jogging photos and videos.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

05

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - 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

#### 3.4.3.1 - 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

03

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 during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

03

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)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

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	No File Uploaded

## 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.

The institute offers 18 Undergraduate programs and 4 Postgraduate programs, Namely Botany, Zoology, Nepali, and English. The institute holds the student strength in academic session 2020-22 with 2906. The classes of Arts and Science streams are held in the morning session, while the Commerce begins in the day session to ensure the adequacy of classrooms.

There are 50 classrooms in total, of which 5 are with Information and communication technology (smart class) facilities, that includes the Department of Zoology, Botany, English, and Geography, Further the institute has 4 Seminar Halls, out of which 1 is with ICT enabled i.e. Late Lalita Rai Ahmed Central Seminar Hall, and 3 are without ICT. There is a total of 24 laboratories that are well equipped, among which 6 are in the Physics Department, 7 in Botany, 3 in Chemistry, 5 in Zoology, 2 in Microbiology, and 1 in Geography. The institute has 60 computers available for academic purposes, out of which 30 are in working condition. All departments have the facilities of computers and printers which are used for official as well as for academic purposes. The central library has a collection of 89456 and all departments have their seminar library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com">http://www.darjeelinggovernmentcollege.com</a> /

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

The institute organizes cultural programs, which are supervised by the committee. The students are also encouraged to participate in different activities. Events like Fresher's welcome, Farewell program, Foundation Day, Teacher's Day, Inter College Sports and Cultural Competitions, etc, students are given an opportunity to participate and showcase their skills and talents. Though the institute does not have Cultural activity center, but for events Auditorium space is used for the same purpose.

The institute has games and sports facilities as well as a committee for the same to organize sports activities systematically. The institute has one playground which is used for multipurpose activities and also has a Gymnasium space which holds an area of 50'x20'= 1000 sq. ft, and the space can be used by approximately 145 students, established in the year 2016. The Gymnasium center is used by both female and male students at different timing. Annual sports are also organized every year by the college. The institute has two NCC and NSS units. NCC have the strength of 54 students yearly and NSS enrolled 200 students per year. Yoga Day is celebrated and actively participated by the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

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

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

300000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The institute does have a library, which covers an area of 100'x35' and further, it has a two-storied and is expanded into two blocks. The infrastructure is in a state of development. The library does not use Integrated Library Management System, however, the college has decided to use ILMS software, and the software which the college is going apply for is KOHA, which will also implement DSpace for the institutional repository. As of now, there is no detail of Automation, version, and year of automation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NA</a>
<b>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</b>	<b>E. None of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
00	
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)	<a href="#">View File</a>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
00	

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

### 4.3 - IT Infrastructure

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

The institute has one broadband connection running at the office of the principal with 30-50 MBPS with the scheme of monthly unlimited data. The broadband connection that is used in the institute is Broadband. The broadband connection is Wi/Fi enabled in the office and office of the principal. All the departments are equipped with computers and printers. Further, some of the departments are equipped with LCD projector facilities. The regular maintenance and upgradation of computers and related accessories is done by the local vendor as and when required. The website of the institute is regularly updated to provide necessary notification of the admission, examination events, feedback, etc in regard to this, the institute has formed a committee known as the College website maintenance committee for the smooth functioning of the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS



File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

300000

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)	<a href="#">View File</a>

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.

The department heads of the institute and the concerned committees applies with the proper justification and budget to the Principal for the purchase and maintenance of the academic facilities like computers, laboratory equipment, books, contingencies, conducting seminars, etc. Further, the requisition will be approved by the principal and forwarded to the purchase committee to ensure the purchases are in accordance with the Government guidelines. The library is headed by Librarian for proposes the purchase and maintenance of the library resources which is also approved by the principal with consultation with the Heads of Departments. However, due to inadequate manpower in the Library and the librarian, the library could not function smoothly. As for now the college seminar library which is looked after by the departments is enabled to access. For any maintenance of the physical, academic, and support facilities, committees are formed to advance better results. Since the

institute comes under the state Government, the construction and maintenance-related works of all buildings, electrical appliances, and other physical infrastructure are done by the P.W.D Government of West Bengal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## 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

437

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)	<a href="#">View File</a>

#### 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

33

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)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>35</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>35</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

17

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

03

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

06

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

**NA. The college does not have a student council.**

File Description	Documents
Paste link for additional information	<a href="#">N.A</a>
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**

**10**

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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

The year 2020-21 was unexpected and the countrywide lockdown due to the pandemic covid -19 kept all of the alumni members inside the houses. The Association did have an online meeting on 15th January 2021 as a general online meet amongst the members. The meeting was brief and did not discussed any significant topics. Only the alumni members within the College were present in the meet.

No significant programmes were conducted during this year.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/alumni.php">http://www.darjeelinggovernmentcollege.com/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 visions of the institution is to achieve the centre of excellence in areas of teaching and encourage and provide support to students belonging to socially and economically backward section of the society and women for their progress and development. Apart from academic excellence, the institution aims to providing better health and hygiene facilities in the college premise. In this ground, during the period 2020-21, two important developments have been made in the institution with the co-operation of teaching and non-teaching staff. Firstly, distribution of water pipelines in various department of the college. Secondly, installation of vending machines in the college premise. This has enables students to have access to

sanitary pad during the college hours. In order to dispose-off the sanitary pad, incinerator is installed in the girls' washroom.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/about-the-college.php">http://www.darjeelinggovernmentcollege.com/about-the-college.php</a>
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 institution believes in the practices of decentralization and participative management. Such practices have its own significance in management. The institution has the Governing Body comprising of President, the Secretary etc. However, the institution being the government college act in accordance in tune with the government order regarding the decisions concerning the governance of the institution. The Internal Quality Assurance Cell (IQAC) helps in coordinating with different curriculum activities in the institution. It helps and provide support and guidance to teaching faculty in their Career Advancement Scheme (CAS).

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the strategic plan of the college, upgradation of the Central Library of the institution is initiated.



File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/the-college.php">http://www.darjeelinggovernmentcollege.com/the-college.php</a>
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 Department of Higher Education, West Bengal is the highest decision-making authority of the institution, followed by the Director of Public Instructions. Internally, the head of the institution through Teachers' Council meeting formed various committee for every academic calender year for effective and efficient functioning of college activities. There are 16 departments in the college that include nine Arts & Humanities departments, Commerce department, and six Science departments. Each head of the departments under the guidance and supervision of the head of the institution and along with cooperation of the other teaching and non-teaching members (if any) of their respective department perform different departmental activities. The non-teaching staffs of the college under the guidance of the Principal of the college perform the office work.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
Link to Organogram of the institution webpage	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
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**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Maternity Leave for six months, Paternal leave for one month, Child Care Leave, Health Schemes, Loan facility from the Provident Fund.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**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**

NA

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)	<a href="#">View File</a>

**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****NA**

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

**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****20**

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

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff****In case of teaching staff, the institution assess the performance**

through Career Advancement Scheme (CAS). With regard to the performance assessment of the non-teaching staff, it is the head of the institution who take charge of their activities as per the government order.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/administration.php">http://www.darjeelinggovernmentcollege.com/administration.php</a>
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

Audit is conducted by the Principal Accountant General (A&E), West Bengal, Indian Audit and Account Department.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
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)

NA

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)	<a href="#">View File</a>

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

The institutional strategies for mobilization of funds are approved by the Higher Education Department, GoWB. As per the optimal utilization of college resources, apart from use of classroom for academic teaching and learning purpose, the college infrastructure is also used for conduct of various state government and central government competitive examinations and during the time of election as well.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/infrastructure.php">http://www.darjeelinggovernmentcollege.com/infrastructure.php</a>
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

Continuous student evaluation through online unit tests.

b. Feedback from students on online classes during the pandemic.

c. On the suggestion of IQAC, the Poor-aid fund was successfully used to give financial support to some students who were facing economic distress during the covid-lockdown.

c. A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.2021 to 17.06.2021.

d. A number of workshops/seminars/webinars were conducted during the academic year of 2020-21 by various departments with the constant support and guidance of the IQAC.

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/iqacl.php">http://www.darjeelinggovernmentcollege.com/iqacl.php</a>
Upload any additional information	<a href="#">View File</a>

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

The two examples of institutional reviews and implementation of teaching learning process facilitated by the IQAC are as follows:

I. Due to the lockdown, the institution adopted the online mode of classes under the guidance and supervision of the affiliating University. Internal Assessment was conducted by the respective departments of the institution through online mode. The grade or marks of the internal assessment of students were submitted to the Examination Committee by the respective Head of the Department which is then submitted to the Controller of Examination Branch of the Affiliating University.

II. Teachers adopted different online mode of teaching during the lockdown period such as google meet, google classroom, Webex etc. All the teachers of the 16 departments maintained the Daily Performance Report of the number of classes(Theory, Remedial and Practical).

File Description	Documents
Paste link for additional information	<a href="http://www.darjeelinggovernmentcollege.com/igac1.php">http://www.darjeelinggovernmentcollege.com/igac1.php</a>
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	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Apart from academic pursuit Darjeeling Government Collegeregularly takes initiatives through seminars and awareness programs to promote Gender Equality and Equity. The college conducts regularly every year Orientation programs for new Student to explain the values, vision and mission of the institution. Among the values and mission of the institution, Gender Equality and Equity are given substantial importance. The college through Gender Sensitization Cell Committee and Anti-Sexual Harassment Cell Committee actively functions for the promotion of Gender Equality and Equity. CCTV surveillance system has been installed in the common spaces of the college. The College ensures that all students are protected and treated fairly. The college has undertaken the following initiatives in this regard, although this year, 2020-2021 awareness programs and Seminars were not held due to COVID Protocol and Lockdown.

Online awareness program on Human Trafficking awareness was held on 05/10/2020 for M.A. Students of English and Nepali by Gender Sensitization Cell Committee. Webinar on Gender related issuesis conducted by different departments/ committees.

- The college every year celebrates International Women's day and Mothers Day (this year it was not held due to COVID Protocol and Lockdown.
- The college also have a common room for female Students

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2019-2020-&amp;-2020-2021.pdf">http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2019-2020-&amp;-2020-2021.pdf</a>
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	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**1. Solid Waste Management-** The College is committed to minimize waste. The idea of "consume less to handle lesser waste" is the motto with which College handles its waste problem. Awareness programmes are the major means to make the Students and staffs aware regarding waste management and practices. The Botany Department and NSS Unit maintains a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus. The College also has taken initiative for segregation of degradable and non- degradable waste. The NSS every year makes plastic Bricks from the plastic pet bottle collected in and around the campus.

**2. Liquid Waste Management:** The waste water mixed with chemicals from laboratories passes through concealed pipe line into soak pit. All waste water lines from toilets and drains etc., are connected with municipal drainage system.



3. E-waste Management - E-waste generated in the campus is very less in quantity. Awareness programs regarding E-waste Management are conducted regularly. The E-waste and defective item from computer laboratory are stored properly.

This year, 2020-2021 waste management programs were not held due to COVID Protocol and Lockdown. The amount of waste generated in the campus was very less.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 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**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>

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).

For the last seventy five years of its existence the college stands as a symbol of Religious and cultural harmony and Tolerance. Religious and cultural harmony while preserving the diversity is one of its main hallmarks. The college has never witnessed any events that are sectarian. The multicultural, multi ethno - religious and varied socio-economic stakeholders of this institution have created a unique culture of mutual respect and tolerance. Orientation program for the newly admitted students are held every year to explain the values, vision and mission of the institution. Among the values and mission of the institution tolerance and harmony towards cultural, religious, cultural, regional, linguistic, communal, socioeconomic and other diversities are given substantial importance. Different cultural programmes are organized on occasions such as Fresher's Welcome, International Women's Day, Teachers Day, and Farewell etc. Cultural dances, Songs, Poems recitation. The uniqueness of this institution is palpable during cultural and extracurricular activities where students and staffs from diverse background participate together without any differences. The college promotes linguistic diversity; Nepali, English, Hindi and Bengali are spoken in the campus. The teachers and the students communicate in these languages. Students can write examination in these languages.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Darjeeling Government College is always dedicated to promote and take initiative regarding sensitization of students and employees of the institution to the constitutional obligations, values, rights, duties and responsibilities as a dutiful citizen. The College sensitizes the students and staff to the constitutional obligations through classroom teaching, and through the curricular and extra-curricular activities. Various National days like Independence Day and Republic Day are celebrated with zeal. On the occasion of such National days, film and documentary are screened regarding the freedom struggle. Constitution Day is also observed in the college. The college participates in various competitions like Youth Parliaments, essay competitions and quiz centered on our Constitution, freedom struggle and democracy. The college also organized Electoral Literacy programs in collaboration with the government administration to educate the new voters. Some of the NCC students are selected to participate in the Republic Day celebration Parade at Delhi on 26th of January. On the occasion of Gandhi Jayanti, seminars / talks are organized to inculcate the Sprit and value of Non-Violence, Tolerance, Nationalism and Patriotism. The NCC Unit of the college organizes the celebration of Yoga day through awareness programmes and Yoga classes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.darjeelinggovernmentcollege.com/annual-reports.php">http://www.darjeelinggovernmentcollege.com/annual-reports.php</a>
Any other relevant information	<a href="#">NA</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,**

**C. Any 2 of the above**

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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The Institution celebrates, organizes and observes various national and international commemorative days, events and festivals. The college organizes events to inculcate universal humanitarian values and cultivate the spirit of patriotism, tolerance and harmony. The NCC and NSS Unit of the college assist to conduct and organize these programs. Independence Day and Republic Day are celebrated in the college. The NCC and NSS unit of the college organizes the function. The celebration starts with the hoisting of the National Flag and singing of National Anthem by the Teachers and the Students. On the occasion of Gandhi Jayanti, seminars / talks are organized to inculcate the Sprit and value of Non-Violence, Tolerance, Nationalism and Patriotism. Constitution Day is observed by highlighting the importance of constitution and the ideals that have been reflected in the constitution of India. Cultural program is organized on occasions of Teachers Day. Cultural dances, Songs, Poems recitation and literary talks are organized on 'Bhasa Diwas' and Bhanu Jayanti celebration. Talks, seminars and awareness programs are organized on occasions such as International Women's Day, World Environment Day etc. The NSS

Unit of the college observes the World Aids Day through awareness programs. Holidays for religious festivals are scheduled in the calendar in accordance to the holiday list published by the Government of West Bengal. This year, 2020-2021 programs, events and celebrations, were not organized due to COVID Protocol and Lockdown.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

The college has a rainwater-harvesting system that includes a steel water tank of around 20,000 litres and around 20 plastic Sintex tanks which can store around 40,000 litres of harvested rain water which cater to the needs of around 3000 students and staffs of the college. Apart from this Rain water harvesting the college is supplied with a stable water connection provided by Municipality. The water collected from the roof of the college building is stored in these tanks and are supplied to laboratories, washrooms/ Toilets, Canteen and even to water plants and flowers.

b. The Botany Department and NSS Unit maintains a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus.

c. The college also has taken initiative for segregation of degradable and non- degradable waste.

d. The Organic waste from College Canteen is collected for making vermicompost.

e. The college also have taken initiative to minimise energy

consumption with the use of LED lightening bulbs, tubes etc. and usage of low energy consumption appliances.

f.The college also takes initiatives to Reuse, Recycle and minimise goods and items which will minimises impact on environment and promotes sustainability.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.darjeelinggovernmentcollege.com/igac1.php">http://www.darjeelinggovernmentcollege.com/igac1.php</a>
Any other relevant information	<a href="#">NA</a>

### 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

#### **Empowering First-Generation College Students"**

Since its inception till date, Darjeeling Government College has successfully fulfilled the need of this region. Since it is a Government institution, it ensures that education is accessible to all, especially to the economically weaker sections of the society. It takes pride in rendering equal opportunities in regard to holistic development of students. The distinctiveness of this institution lies in catering the need of the economically backward students especially from the Tea Gardens and rural areas who are mostly First Generation Learners. The mission of the institution emanates from the vision to seek ways to spread higher education in the Darjeeling region and beyond, and give access to it at a minimum cost, especially to those who are financially challenged, women, scheduled castes, scheduled tribes and minorities who are substantial in number. Apart from academic pursuit the college regularly takes initiatives through seminars and awareness programs to promote Gender Equality and Equity and similar programs to inculcate universal Human values. The college not only focuses on academic activities but also encourages these First Generation Young learners to actively participate in other extra-curricular activities like sports, cultural activities etc.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The year 2020-2021 was a very difficult year for all due to outbreak of Covid pandemic. The activities and plans of the college were interrupted due to this abnormal situation. The college shall be pursuing the following future plans for the overall development of the college.

1. To establish a competitive examination coaching centre for students.

2. The College is looking forward to sign MOU with Higher Education and Research Institutes and Industry for the Professional and Academic advancement of both Students and Teaching Faculty.

3. Regular upgradation of Library and Laboratories is necessary for academic excellence. Since the college is fully funded and controlled by the Government of West Bengal its upgradation requires funds sanctioned by the Higher Education Department. The College shall prepare proposal for its upgradation and send it to the HE Department for its approval.

4. The college in the next Academic Year plans to initiate digitization of Library and provide membership to people from local community.

5. The college shall make an attempt to introduce certificate course and vocational courses.