YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	DARJEELING GOVERNMENT COLLEGE
• Name of the Head of the institution	DR. PROJWAL CHANDRA LAMA
• Designation	OFFICER-IN-CHARGE
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03542254316
• Mobile no	9832375255
• Registered e-mail	dgc.principal@gmail.com
• Alternate e-mail	projlama@gmail.com
• Address	Lebong Cart Road, Darjeeling-734101
• City/Town	Darjeeling
• State/UT	West Bengal
• Pin Code	734101
2.Institutional status	
• Affiliated /Constituent	CONSTITUENT
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of North Bengal**
• Name of the IQAC Coordinator	**DR. SHERAP BHUTIA**
• Phone No.	**9531560277**
• Alternate phone No.	**03542254316**
• Mobile	**9339607601**
• IQAC e-mail address	**iqacdgc948@gmail.com**
• Alternate Email address	**dgc.principal@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://darjeelinggovernmentcollege.com/userfiles/file/AQAR_2021-22_FINAL.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.darjeelinggovernmentcollege.com/userfiles/file/academic-calander-2022-2023.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.13**	**2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC	**20/09/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	04	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1) The number of seats was increased in all the departments, especially non-lab-based departments in this new academic session. 2) From May 2023 onwards the college is preparing and planning for NAAC accreditation. 3) Continuous Internal Evaluation of the students had taken place in the form of Internal tests, assignments, and class seminars. 4) CAS preparations.

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

22-03-2024 12:48:04

Plan of Action	Achievements/Outcomes
Proposal to increase the intake capacity of students in the new academic session.	**The number of seats was increased in all the departments, especially non-lab-based departments.**
Proposal to conduct CAS screening for interested faculty members whose CAS is due.	**A total of eight faculty members from various departments appeared for the CAS screening successfully**
Discussion about applying for NAAC accreditation.	**From May 2023 onwards the college is preparing and planning for NAAC accreditation.**
Proposal to rephrase the IQAC Committee and induct new members in the committee.	**Prof. Prabir Kumar Sen, Associate Professor (Chemistry) was inducted as an Internal member, Teacher Representative. Apart from him, four new teachers were inducted into the committee. Prof. Sandip Mondal, Asst. Professor (Chemistry) and Prof. Sourav Chakraborty, Asst. Professor (Botany) and the two newly transferred teachers, Prof. John Kapil Chettri, Asst. Professor (Pol. Sc.) and Prof. Sunita Lama, Asst. Professor (English) were inducted into the committee, in the capacity of internal members.**
Induction of new External members in the IQAC Committee	**Shri. Chandra Prakash Rai, Secretary, Darjeeling Municipality, was inducted as an External member, Alumni, and Dignified Senior Administrative Officer. 2. Mr. C.K. Jha, Executive Engineer, PWD Darjeeling Division, was inducted as an External member, Dignified Senior Administrative Officer. 3. Dr. Padam Nepal, Associate Professor in Political Science, St. Joesph's College,**

Darjeeling was inducted as an External member, Dignified member of the society. 4. Mr. Jiwan Chettri, Principal of Yashshree Institute of Hotel Management, Darjeeling, was inducted as an External member, Dignified Senior Administrative Management. 5. Mrs. Norjin T. Bhutia, Office Staffa, Darjeeling Government College, was inducted as an Internal member, Non-Teaching Staff Representative. 6. Next, the name of Aswin Rai, P.G. 2nd Semester, from the Department of English was proposed and accepted as an Internal member, Student Representative.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	21/09/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	24/12/2022

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	View File

2.Student

2.1	**2173**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**1072**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**582**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**109**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**121**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**50**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**962207**
4.3 Total number of computers on campus for academic purposes	**94**

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 run Post Graduate Program. Both the PG and UG programs follow a semester system. The College follows the curriculum as approved by the University of North Bengal and to ensure effective curriculum delivery the following processes are followed religiously: Lesson Planning: Entire curriculum delivery is planned on a 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, PowerPoint presentations, etc. are some of the methods used here and teaching aids are prepared as per the methodologies used.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/effective_curriculum_delivery_process.pdf

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 tobe 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	[View File](#)
Link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/academic-calander-2022-2023.pdf

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	[View File](#)
Any additional information	[View File](#)

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

22

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

53

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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. DarjeelingGovernment 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	<u>View File</u>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

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

04

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

213

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.darjeelinggovernmentcollege.com/userfiles/file/student_satisfaction_survey_report_2022-2023.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	[View File](#)
URL for feedback report	http://www.darjeelinggovernmentcollege.com/userfiles/file/student_satisfaction_survey_report_2022-2023.pdf

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

825

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

386

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

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 basisof 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	http://www.darjeelinggovernmentcollege.com/userfiles/file/special-programmes-for-advanced-learners-and-slow-learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2173	109

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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	[View File](#)
Link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/methods_for_enhanced_learning_experiences.pdf

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 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 on Darjeeling Government College channel of YouTube, share reading materials, e-books through college Learning Management System (LMS). Teachers also useICT 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

109

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

2.4 - Teacher Profile and Quality

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

109

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

42

File Description	Documents
Any additional information	[View File]
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File]

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

2.4.3.1 - Total experience of full-time teachers

1011

File Description	Documents
Any additional information	[View File]
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File]

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 practical project oriented practical assignments for evaluation.

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 2022. 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	View File
Link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/mechanism_of_internal_assessment.pdf

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 thetotal 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	View File
Link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/mechanism_of_internal_assessment.pdf

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	View File
Paste link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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 enablesevaluation 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	View File
Paste link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/attainment_of_programme_outcomes.pdf

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

558

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	/www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/college-annual-report-2022-23.pdf

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_2022-2023.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)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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	[View File](#)
Institutional data in prescribed format	[View File](#)

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

00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	[NA](#)

3.2 - Innovation Ecosystem

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

Being a Higher Education Institute, it is the greatest responsibility of the institution to take initiations in creating and transferring knowledge and Darjeeling Government College has been doing this work successfully for last seven decades. It is done through formally as well as informally. In a formal way, the creation and transfer of knowledge is done through classroom teaching, organized guest lectures and many co-curricular and extra-curricular activities in the whole academic year. Informally, it is done through the interactions between students and the faculties outside the classrooms and the interaction is done on many occasions such as for guidance or for mentoring. In this academic year Darjeeling Govt. College collaborates with various reputed institutions to organized seminar/workshop on subjects and sometimes outside subjects which are useful to improve the co-curriculum

activity of students in future life. For the purpose, every year, a number of textbooks, reference books and journals/magazines are added to the college departmental library and also the central library of our college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/ecosystem_for_innovative.pdf

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

08

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

3.3 - 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	NA
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

- NSS volunteers participated in the Nukkad Natak, Ujjwal Bharat Ujjwal Bhavishya, Power@ 2047 organized by NTPC Rammam HPP at GDNS Hall, Darjeeling, West Bengal on 28th July, 2022.
- College NSS team with NCC cadet campaign on "Har Ghar Tiranga" scheme on 12th and 13th August 2022 by clicking pictures with our national flag at the campus and several places.
- Mega Blood Donation Drive as one of the organizers at the Indian Red Cross Society Premises, near Rink Mall, Darjeeling on 17th September, 2022. In this event 25 volunteers participated from our college
- An Orientation Programme was organized by both the NSS Units on 17th November, 2022 at the Seminar Hall to give introduction about NSS and its activities to the newly selected students. In this program participated more than 100

Volunteers of NSS.
- ○ **An Awareness Programme on Electronic waste (E-Waste) by All India Women's Conference (AIWC) Darjeeling in collaboration with Hulladek (Hungry for waste) was organized by Seminar and Conference Committee in association with NSS. The theme of the topic is 'AWARENESS PROGRAMME ON ELECTRONIC WASTE'.**

File Description	Documents
Paste link for additional information	/www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/college-annual-report-2022-23.pdf
Upload any additional information	View File

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

16

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

19

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

19

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute offers 17 Undergraduate programmes and 4 Post-graduate pragrammes, i.e. Botany, Zoology, Nepali, and English. The institute holds the student strength in academic session 2022-23 with 2236. The classes of Arts and Science streams are held in the morning session, while the Commerce begins in the day session to ensure adequacy of classrooms.

There are 50 classrooms in total, in which 3 are with Information and communication technology (ICT) facilities, that includes the Department of Zoology, Botany, and English. Further the institute has 4 Seminar Halls, out of which 1 is with ICT enabled Late Lalita Rai Ahmed Central Seminar Hall, and 3 are without ICT. There are total 26 laboratories which are well equipped, among which 6 are physics labs, 9 in Botany, 3 in Chemistry, 5 in Zoology, 2 in Microbiology, and 1 in Geography. The institute has 55 computers available for academic purposes, out of which 30 are in a working condition. All departments have the facilities of computers and printers which are used for official as well as for academic purposes. Central library has a collection of 90055 and all departments have their seminar library

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/infrastructure.php

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. However 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. Further, the institute has one playground which is used for multipurpose activities, and also has a Gymnasium space which holds an area of 50?×20?= 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 each, which are engaged in organizing activities of the college. The NSS students are actively participating in various activities like blood donation camps, awareness programs, etc. Such unit activities provide students with discipline and morals. However, the institute does not have adequate space for sports and games. Yoga Day is celebrated and actively participated by the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/infrastructure_and_physical_facilities.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/ict_enabled_tools.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

513400

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The institute does have a library, which covers an area of 100?×35? and further it has a two storied and is expanded into two blocks. The infrastructure is in the state of development. The library does not use Integrated Library Management System, however college has decided to use ILMS software and the software which the college is going apply for is KOHA, which is going to be fully automated, further the college will also implement DSpace for institutional repository. As of now there is no detail of Automation, version, and year of automation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.darjeelinggovernmentcollege.com/library.php

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	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

448807

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

250

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has one broadband connection running at the department of Botany, and Zoology with 100 MBPS with the scheme of three years bond, unlimited data of minimum100mbps. The broadband connection that is used in the institute is Troonet Broadband. The broadband connection is Wi/Fi enabled in the office, office of the principal, Botany, and Zoology Department. 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 and in regard to this the institute has formed a committee know as College website maintenance committee for smooth functioning of the college website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/it_facilities_in_the_college.pdf

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

962207

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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 equipments, books, contingences, conducting seminars and so forth. Further the requisition will be approved by the principal and forwarded to the purchase committee to ensure the purchases in accordance to the Government guidelines. The library committee headed by convener/Librarian proposes the purchase and maintenance of the library resources which is also approved by the principal with consultation with the Heads of Departments. Library is open access for everyone in the college; however there are certain rules and regulations to be followed by the readers so that library can keep the smooth functioning of the resources. Further library staffs are instructed in handling of library register as well as filing the documents. For the progress of the library, the committee holds meetings as and when required. The college has

seminar library which is looked after by the departments and the seminar library are enabled to access. The college has a vision to create an archive within the library. Further for the convenient of the student the College has installed sanitary vending machine and Disposal vacuum for the same. Since the institute comes under the state Government, the construction and maintenance related works of all buildings, electrical appliance and other physical infrastructure are done by the P.W.D Government of West Bengal.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/sub-committee/tc-sub-committee-2022-23.pdf

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

559

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

01

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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. 3 of the above

File Description	Documents
Link to Institutional website	https://www.darjeelinggovernmentcollege.com/userfiles/file/SKILL%20ENHANCEMENT%20INITIATIVES.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

294

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

294

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

61

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

09

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

31

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	[View File](#)

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)

Darjeeling Government College does not have any student council.

File Description	Documents
Paste link for additional information	[NA](#)
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

53

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

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

One meeting of the association was held on 6th September, 2022 . Meeting was started with the introductory speech by the secretary of the association Prof. Dewki Limbu. The main agenda of this meeting was the possible solution of shortage of water in campus area.

File Description	Documents
Paste link for additional information	https://www.darjeelinggovernmentcollege.com/ userfiles/file/alumni_report_2022-2023.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution are:

1. To be a centre of excellence in thrust areas of the teaching and research.

2. To equip our students to meet the nations demand.

3. To expand academic co-operation by offering new specialisation.

4. Upgrading existing programmes to a wider spectrum of students and researchers.

5. To attain distinction in providing cutting edge teaching, learning experience, intellectual freedom in order to become first choice of students and researchers.

6. To support and sustain the vision of founder members who paved the path of progress for socially and backward section of the society and also for women by liberating their shackled existence and by illuminating their future with the help of higher education.

7. To encourage student enrolement from among weaker sections, even beyond the reservation limit.

8. To establish a strong partnership between different universities and industry houses.

9. To explore suitably the resource persons for generating future resources.

The mission of the institution are:

1. To advance knowledge for the benefit of the society, industry and environment.

2. To train the next generation of graduates able to excel in either research or industrial or professional disciplines.

3. We will behave the highest level of honesty, integrity and professionalism.

4. Committed to the high quality teaching and research.

5. To encourage innovative approach for both teaching and research.

6. Committed to the overall development of our staff and students.

7. Taking short-term valuable decisions consistent with our long-term objectives.

8. Committed to a safe and sustainable work environment.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/about-the-college.php
Upload any additional information	View File

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

The leadership of the college is very sound. Educational seminars, Sport and Cultural events and related programmes are held regularly for the development of the college. The institution has two basic Committees, viz. Academic Committees and Administrative Committees. Under Academic Committee, various Committees are formed under the Teacher Council (TC).

The Academic Committees may broadly be divided into the following categories:

v UG Examination Committee

v PG Examination Committee

v UG Admission Committee

v Academic Calender and routine Committee

v **Games and Sports Committee**

v **Income Tax Committee**

v **Library Committee**

v **Cultural Committee**

v **Seminar and Workshop Committee**

v **Students' Finance Scholarship Committee**

v **Students' welfare Committee**

In addition to the above-mentioned Committees, there are other cells and Committees categorised as Administrative Committees such as RTI Cell, ICC Cell, Infrastructure and Building Management Committee, Girls' Hostel Management Committee etc. that are operational. Regular meetings of these Committees are held regularly. All these Committees very sincerely and efficiently contribute for smooth functioning of the institute. There are seventeen UG departments and four PG departments in the college. Each Department Head is responsible for to look day-to-day administration of the department and report to the Principal. All the teaching and non-teaching members actively participate in college activities in order to achieve the quality standards and also vision and mission of the institution.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/sub-committee/tc-sub-committee-2022-23.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic or perspective planning are effectively deployed in the college. The Teacher Council under the guidance and leadership of the head of the institution plans the academic

functions of the college to achieve the vision and mission of the college. Strategic planning are made after through discussion with various stakeholders by the Officer-in-Charge along with the IQAC Coordinator, Teacher Council Secretary (TCS) and Heads of the Departments and related Committees members in keeping with the institutional philosophy. Accordingly, all departments and sub-Committees co-ordinates for effective implementation of the plans. Thereafter, each sub-Committee submits the detailed report of the activities undertaken.

The Strategic/Perspective Planning includes the following:

I. Monthly report on departmental academic activities.

II. Test on notified date from the department.

III. Result of Semester I,III,V (UG).

IV. Academic Bank Credit System.

V. Google form for students feeding.

VI. Modalities for student eligibility to appear forthcoming UG exams(June).

VII. Preliminary discussion on 75th Anniversary of College.

VIII. Proposal for Installation of "Certificate Course" in 'Hindi' & 'Bengali' Language & Report in 1st "Certificate Course" in 'Tibetan' Language and Culture.

IX. Extension of the Central Library Building.

X. Suggestions and Discussion to improve library services.

This year "Placement Drive" is organized at the College Campus successfully for the students and more than fourteen Agencies and Companies participated in this Placement Programmee.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	/www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/college-annual-report-2022-23.pdf
Upload any additional information	View File

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 administration of the institution runs as per the rules and regulation laid down by the Higher Education Department, Government of West Bengal and functions through the two heads: The Principal Secretary and the Director of Public Instruction, Education Directorate. The officer-in-Charge is the administrative, academic and financial head of the institution. The institution functioning can be broadly categorised under two heads: Academic and Administrative. The different academic activities of the college are categorised into five different section, namely, i. Department Section, of which Head of seventeen UG departments are responsible to look after day-to-day departmental activities and report to the Office of the Principal,

ii. IQAC Section,

iii. Teacher Council,

iv. Student Council, and

v. Library Section.

The administrative activities are again categorised into five different heads, namely,

i. Administrative Committee,

ii. Establishment Section,

iii. Account Section,

iv. Cash Section, and

v. University Section

The Officer-in-Charge is the active member in deciding the policy and action plan and gives the instruction as the order provided by the Higher Education Department, Government of West Bengal. The recruitment and appointment of the college teaching and non-teaching faculty members are done through the Public Service Commission, the Government of West Bengal.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/administration/governing_body_2023.pdf
Link to Organogram of the institution webpage	http://www.darjeelinggovernmentcollege.com/userfiles/file/organogram_2020-21.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staff. These welfare measures were initiated and approved by the Higher Education Department, Government of West Bengal. These welfare measures includes Various Leaves as notified

under West Bengal Service Rule:

i. Earned leave for period of 30 days per year, maximum credit 300 days on full pay.

ii. Half Pay leave for 20 days for every year on half pay.

iii. Commuted leave twice the amount of half pay leave is debited on full pay.

iv. Study Leave for 12 months at any one time and 24 months during service period (Outside India, Full Pay + DA, within India Pay is admissible if Scholarship/Stipend/Part time salary is not drawn.

v. Maternity Leave only to female Govt. Employee for maximum 180 days on full pay.

vi. Paternity Leave only to male Govt. Employee for 30 days on full pay.

vii. Child Care Leave only to female Govt. Employee for taking care of upto two children upto 18 years of their age for maximum 730 days during entire period of service on full pay.

viii. Casual Leave for 14 days in each calender year on full pay.

Other than the above mentioned leave benefits, other welfare benefits include General Provident Fund (GPF), Group Insurance Scheme (GIS), Government Health Scheme. Government quarters are also provided to both teaching and non-teaching staffs of the institution as per the needs and availability of the quarters.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/facilities-for-teaching-and-non-teaching-staf.php
Upload any additional information	View File

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

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for Teaching Staff:

The office of the Principal provide the work load format for the teachers to prepare the self-appraisal for daily academic and administrative task and duties they perform. Every teachers of the institution have to maintain these daily records of their duties. At the end of every month, each teaching staff submits their Daily Performance Report. The head of the institution thereafter prepares a consolidated report on the basis of those Daily Self-Appraisal Performance report every month and submits the same to the Higher Education Department. Apart from this, each teacher has to also submit annually a detailed Self-Appraisal Report (SAR) online through their respective HRMS Login ID. This report is being thoroughly checked and goes through three hierarchy process. At the first stage, SAR is checked by the Reporting Officer (Officer-in-Charge) and submitted to the second stage. In Stage 2, it is verified by the Reviewing Officer (DPI) and forwarded to the stage 3. In this stage, SAR is accepted by the Accepting Officer (Principal Secretary). Then, the Officer-in-Charge of the college prepares the Annual Confidential Report of teachers and sent to the Higher Authority.

Performance Appraisal System for Non-Teaching Staff:

Although there is no similar system of appraisal system for the non-teaching staff like in case of teaching members, but the performance of the non-teaching staffs are monitored, assessed and scrutinized by the head of the institution and accordingly, their Annual Confidential Report are prepared and sent to the Higher Authority.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/daily_appraisal_report_2020-21.pdf
Upload any additional information	View File

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. It was conducted during the academic year 2019-20. After that no audit took place till date.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/audit_report_2015-19.pdf
Upload any additional information	View File

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)

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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institutional strategies for the mobilization of funds are approved by the Higher Education Department, GoWB. As per the optimal utilization of college resources, apart from the use of the classroom for academic teaching and learning purposes, the college infrastructure is also used for the conduct of various state government and central government competitive examinations and during the time of election as well. This academic year, Dr. Satyendranath Tagore Civil Service Study Centre was inaugurated by the Honorable Chief Minister through virtual mode in the institution for the benefit of students preparing their future for various civil service examinations.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/institutional-strategies-for-mobilisation-of-funds.pdf
Upload any additional information	View File

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

l The IQAC Committee took initiatives to instruct all the Departments Heads to prepare a report outlining all the departmental activities as well as a plan of action for the academic year 2022-23. The IQAC provide guidance to the admission committee and routine committee to update on the activities taking place in relation to the admission for the upcoming academic year 2022-23. IQAC plays an important role in initiating the process of Career Advancement Scheme (CAS) of teachers. This academic year, the IQAC Committee initiated the CAS procedure of eight teachers whose CAS were due. All the teachers were instructed to prepare their required documents and submit a copy of it to the IQAC Committee.

l As the institution is preparing for the NAAC second cycle, the IQAC Committee helps in providing all the necessary help to the NAAC Committee.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/iqac/iqac-minutes-2022-2023.pdf
Upload any additional information	View File

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

l The number of seats were increased in all the departments, especially non-lab based departments. The total of eight faculty members from various departments appeared for the CAS screening successfully.

l From May 2023 onwards the college is preparing and planning for NAAC accreditation.The IQAC has inducted new members in the IQAC Committee. Therefore, Prabir Kumar Sen, Associate Professor from Chemistry department was inducted as an Internal member (Teacher Representative). Apart from him, four new teachers were inducted into the Committee: Sandip Mondal (Assistant Professor in Chemistry), Sourav Chakraborty (Assistant Professor in Botany), John Kapil Chettri (Assistant Professor in Political Science) and Sunita Lama (Assistant Professor in English).The IQAC has also inducted new External members in the IQAC Committee:

i. Shri Chandra Prakash Rai (Secretary, Darjeeling Municipality) was inducted as an External member, Alumni and Dignified Senior Administrative Officer.

ii. Mr. C.K. Jha (Executive Engineer, PWD Darjeeling Division) was inducted as an Eternal member, Dignified Senior Administrative Officer.

iii. Dr. Padam Nepal (Associate Professor in Political Science, St. Joseph's College, Darjeeling) was inducted as an External member, Dignified member of the society.

iv. Mr. Jiwan Chettri (Principal of Yashshree Institute of Hotal Management, Darjeeling) was inducted as an External member.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/iqac/action-plan-report-2022-2023.pdf
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/activities-report-2022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Darjeeling Government College, established immediately after independence in the year 1948 is a Constituent College of University of North Bengal. Apart from academic pursuit the 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 NSS, NCC, 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

- Gender sensitization awareness programs and Seminars are held regularly every year. Orientation program for new students and explaining the values of gender equality and equity.
- The college has an active Gender Sensitization Cell Committee, Anti- Sexual Harassment Cell and ICC.

File Description	Documents
Annual gender sensitization action plan	http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2022-23.pdf
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	http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2022-23.pdf

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	View File
Any other relevant information	View File

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

Solid Waste Management- The College is committed to minimizing

waste. The idea of "consume less to handle lesser waste" is the motto with which College handles its waste problem. Awareness programs are the major means to make the Students and staff aware of waste management and practices. The Botany Department and NSS Unit maintain a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus. The College also has taken the initiative for the segregation of degradable and non degradable waste. The NSS every year makes plastic Bricks from plastic pet bottles collected in and around the campus. 2. Liquid Waste Management: The wastewater mixed with chemicals from laboratories passes through concealed pipe line into a soak pit. All wastewater lines from toilets and drains etc. are connected with the municipal drainage system.

3. E-waste Management - E-waste generated on the campus is very less in quantity. Awareness programs regarding E-waste Management are conducted regularly. The E-waste and defective item from the computer laboratory are stored properly. 4. Hazardous chemicals and radioactive waste Management-The college laboratories do not use hazardous Chemicals and radioactive elements and hence the waste from the laboratories is negligible.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

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

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   **C. Any 2 of the above**

(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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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

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 diversity is one of its main hallmarks. The college has never witnessed any events that are sectarian. The multicultural, multi ethnic - religious, and varied socio-economic stakeholders of this institution have created a unique culture of mutual respect and tolerance. Orientation programs for 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 programs are organized on occasions like fresher's Welcome, International Women's Day, Teachers Day, and Farewell, etc, literary talks are organized on 'Bhasa Diwas' and the Bhanu Jayanti celebration. The uniqueness of this institution is palpable during cultural and extracurricular activities where students and staffs from diverse backgrounds participate together without any differences. The college promotes linguistic diversity; Nepali, English, Hindi, and Bengali are spoken on the campus. The teachers and the students communicate in these languages. Students can write examinations in these languages.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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, Vijay Diwas, NCC Day etc., 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	http://www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/activities-report-2022-2023.pdf
Any other relevant information	http://www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/activities-report-2022-2023.pdf

7.1.10 - The Institution has a prescribed code   **C. Any 2 of the above**

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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 assists to conduct and organize these programs. Independence Day and Republic Day are celebrated in the college. The celebration starts with the hoisting of the National Flag and the singing of the National Anthem by the Teachers and the Students. On the occasion of Gandhi Jayanti, seminars/talks are organized to inculcate the spirit and value of Non-Violence, Tolerance, Nationalism, and Patriotism. Constitution Day is observed by highlighting the importance of the constitution and the ideals that have been reflected in the constitution of India. Talks, seminars, and awareness programs are organized on occasions such as International Women's Day, World Environment Day, Menstrual Health and Hygiene Day, etc. The NSS Unit of the college observes World Aids Day through awareness programs. Holidays for religious festivals are scheduled in the calendar in accordance with the holiday list published by the Government of West Bengal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	<u>View File</u>

7.2 - Best Practices

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

Best Practice –I Towards a Green and Sustainable Campus For creating and sustaining an eco-friendly campus the college focus on the following major tenets and Commandments of Sustainability - Water Conservation, Save Energy, Reduce Waste, Recycle, avoid the use of Plastics, Minimize and Reuse Paper, protecting flora and fauna, thinking and act Sustainable. The college takes the initiative and promotes Clean, Green, Environmentally friendly, and sustainable practices that focus on reducing, reusing, and recycling resources, conversing water and energy, reduction in carbon emissions, protecting bio-diversity, and promoting economical and sustainable practices. Fostering Research Activities and Culture among the Teaching Faculty In any Higher Education Institution, teachers must be encouraged to make a proper balance between teaching and research activities. Although, there is no Modern library with appropriate facilities in the city, nor are there any reputed research centers or laboratories. The college has, however, continued to encourage teachers to pursue their research activities by providing research infrastructure as far as practicable. The college encourages the teachers to apply for different research projects and encourages publishing papers/articles/chapters in reputed national/international journal publication houses. The success of fostering Research activities and culture among the teaching faculty is evident from many research publications.

File Description	Documents
Best practices in the Institutional website	https://www.darjeelinggovernmentcollege.com/userfiles/file/best-practises-I-II-III.pdf
Any other relevant information	https://www.darjeelinggovernmentcollege.com/userfiles/file/iqac-best-practices-i-and-ii.pdf

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 society. It takes pride in rendering equal opportunities in regard to the holistic development of students. The distinctiveness of this institution lies in catering to the need of 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 pursuits 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 run Post Graduate Program. Both the PG and UG programs follow a semester system. The College follows the curriculum as approved by the University of North Bengal and to ensure effective curriculum delivery the following processes are followed religiously: Lesson Planning: Entire curriculum delivery is planned on a 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, PowerPoint presentations, etc. are some of the methods used here and teaching aids are prepared as per the methodologies used.

File Description	Documents
Upload relevant supporting document	[View File](View%20File)
Link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/effective_curriculum_delivery_process.pdf

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 tobe 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	[View File](#)
Link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/academic-calander-2022-2023.pdf

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	[View File](#)
Any additional information	[View File](#)

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

22

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

53

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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. DarjeelingGovernment 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

04

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

213

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

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	A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.darjeelinggovernmentcollege.com/userfiles/file/student_satisfaction_survey_report_2022-2023.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	http://www.darjeelinggovernmentcollege.com/userfiles/file/student_satisfaction_survey_report_2022-2023.pdf

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

825

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

386

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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 basisof 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	http://www.darjeelinggovernmentcollege.com/userfiles/file/special-programmes-for-advanced-learners-and-slow-learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2173	109

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

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	[View File](#)
Link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/methods_for_enhanced_learning_experiences.pdf

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 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 on Darjeeling Government College channel of YouTube, share reading materials, e-books through college Learning Management System (LMS). Teachers also useICT 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

109

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

2.4 - Teacher Profile and Quality

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

109

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

42

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1011

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 practical project oriented practical assignments for evaluation.

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 2022. 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	[View File](#)
Link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/mechanism_of_internal_assessment.pdf

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 thetotal 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	[View File](#)
Link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/mechanism_of_internal_assessment.pdf

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	[View File](#)
Paste link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/program-outcome-of-various-departments.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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 enablesevaluation 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	View File
Paste link for Additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/attainment_of_programme_outcomes.pdf

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

558

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	/www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/college-annual-report-2022-23.pdf

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_2022-2023.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)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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	View File
Institutional data in prescribed format	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

3.2 - Innovation Ecosystem

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

Being a Higher Education Institute, it is the greatest responsibility of the institution to take initiations in creating and transferring knowledge and Darjeeling Government College has been doing this work successfully for last seven decades. It is done through formally as well as informally. In a formal way, the creation and transfer of knowledge is done through classroom teaching, organized guest lectures and many co-curricular and extra-curricular activities in the whole academic year. Informally, it is done through the interactions between students and the faculties outside the classrooms and the interaction is done on many occasions such as for guidance or for mentoring. In this academic year Darjeeling Govt. College collaborates with various reputed institutions to organized seminar/workshop on subjects and sometimes outside subjects which are useful to improve the co-curriculum activity of students in future life. For the purpose, every year, a number of textbooks, reference books and journals/magazines are added to the college departmental library and also the central library of our college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/ecosystem_for_innovative.pdf

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

`08`

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

3.3 - 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	NA
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

- **NSS volunteers participated in the Nukkad Natak, Ujjwal Bharat Ujjwal Bhavishya, Power@ 2047 organized by NTPC Rammam HPP at GDNS Hall, Darjeeling, West Bengal on 28th July, 2022.**
- **College NSS team with NCC cadet campaign on "Har Ghar Tiranga" scheme on 12th and 13th August 2022 by clicking pictures with our national flag at the campus and several places.**
- **Mega Blood Donation Drive as one of the organizers at the Indian Red Cross Society Premises, near Rink Mall, Darjeeling on 17th September, 2022. In this event 25 volunteers participated from our college**
- **An Orientation Programme was organized by both the NSS Units on 17th November, 2022 at the Seminar Hall to give introduction about NSS and its activities to the newly selected students. In this program participated more than 100 Volunteers of NSS.**
- **An Awareness Programme on Electronic waste (E-Waste) by All India Women's Conference (AIWC) Darjeeling in collaboration with Hulladek (Hungry for waste) was organized by Seminar and Conference Committee in association with NSS. The theme of the topic is 'AWARENESS PROGRAMME ON ELECTRONIC WASTE'.**

File Description	Documents
Paste link for additional information	/www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/college-annual-report-2022-23.pdf
Upload any additional information	View File

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

16

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

19

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

`19`

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

`03`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute offers 17 Undergraduate programmes and 4 Post-graduate pragrammes, i.e. Botany, Zoology, Nepali, and English. The institute holds the student strength in academic session 2022-23 with 2236. The classes of Arts and Science streams are held in the morning session, while the Commerce begins in the day session to ensure adequacy of classrooms.

There are 50 classrooms in total, in which 3 are with Information and communication technology (ICT) facilities, that includes the Department of Zoology, Botany, and English. Further the institute has 4 Seminar Halls, out of which 1 is with ICT enabled Late Lalita Rai Ahmed Central Seminar Hall, and 3 are without ICT. There are total 26 laboratories which are well equipped, among which 6 are physics labs, 9 in Botany, 3 in Chemistry, 5 in Zoology, 2 in Microbiology, and 1 in Geography. The institute has 55 computers available for academic purposes, out of which 30 are in a working condition. All departments have the facilities of computers and printers which are used for official as well as for academic purposes. Central library has a collection of 90055 and all departments have their seminar library

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.darjeelinggovernmentcollege.com /infrastructure.php

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. However 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. Further, the institute has one playground which is used for multipurpose activities, and also has a Gymnasium space which holds an area of 50?×20?= 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 each, which are engaged in organizing activities of the college. The NSS students are actively participating in various activities like blood donation camps, awareness programs, etc. Such unit activities provide students with discipline and morals. However, the institute does not have adequate space for sports and games. Yoga Day is celebrated and actively participated by the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/infrastructure_and_physical_facilities.pdf

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

18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/ict_enabled_tools.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

513400

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The institute does have a library, which covers an area of 100?×35? and further it has a two storied and is expanded into two blocks. The infrastructure is in the state of development. The library does not use Integrated Library Management System, however college has decided to use ILMS software and the software which the college is going apply for is KOHA, which is going to be fully automated, further the college will also implement DSpace for institutional repository. As of now there is no detail of Automation, version, and year of automation.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.darjeelinggovernmentcollege.com/library.php

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

448807

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

250

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The institute has one broadband connection running at the department of Botany, and Zoology with 100 MBPS with the scheme of three years bond, unlimited data of minimum100mbps. The broadband connection that is used in the institute is Troonet Broadband. The broadband connection is Wi/Fi enabled in the office, office of the principal, Botany, and Zoology Department. 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 and in regard to this the institute has formed a committee know as College website maintenance committee for smooth functioning of the college website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/it_facilities_in_the_college.pdf

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

962207

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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 equipments, books, contingences, conducting seminars and so forth. Further the requisition will be approved by the principal and forwarded to the purchase committee to ensure the purchases in accordance to the Government guidelines. The library committee headed by convener/Librarian proposes the purchase and maintenance of the library resources which is also approved by the principal with consultation with the Heads of Departments. Library is open access for everyone in the college; however there are certain rules and regulations to be followed by the readers so that library can keep the smooth functioning of the resources. Further library staffs are instructed in handling of library register as well as filing the documents. For the progress of the library,

the committee holds meetings as and when required. The college has seminar library which is looked after by the departments and the seminar library are enabled to access. The college has a vision to create an archive within the library. Further for the convenient of the student the College has installed sanitary vending machine and Disposal vacuum for the same. Since the institute comes under the state Government, the construction and maintenance related works of all buildings, electrical appliance and other physical infrastructure are done by the P.W.D Government of West Bengal.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/sub-committee/tc-sub-committee-2022-23.pdf

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

559

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

`01`

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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. 3 of the above**

File Description	Documents
Link to Institutional website	https://www.darjeelinggovernmentcollege.com/userfiles/file/SKILL%20ENHANCEMENT%20INITIATIVES.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`294`

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

`294`

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

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

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

61

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

09

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

31

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univ ersity/state/national/internationa l level (During the year) (Data Template)	View File

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)

Darjeeling Government College does not have any student council.

File Description	Documents
Paste link for additional information	NA
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

53

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

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

One meeting of the association was held on 6th September, 2022 . Meeting was started with the introductory speech by the secretary of the association Prof. Dewki Limbu. The main agenda of this meeting was the possible solution of shortage of water in campus area.

File Description	Documents
Paste link for additional information	https://www.darjeelinggovernmentcollege.com/userfiles/file/alumni_report_2022-2023.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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The vision of the institution are:

1. To be a centre of excellence in thrust areas of the teaching
and research.

2. To equip our students to meet the nations demand.

3. To expand academic co-operation by offering new
specialisation.

4. Upgrading existing programmes to a wider spectrum of students
and researchers.

5. To attain distinction in providing cutting edge teaching,
learning experience, intellectual freedom in order to become
first choice of students and researchers.

6. To support and sustain the vision of founder members who paved
the path of progress for socially and backward section of the
society and also for women by liberating their shackled existence
and by illuminating their future with the help of higher
education.

7. To encourage student enrolement from among weaker sections,
even beyond the reservation limit.

8. To establish a strong partnership between different
universities and industry houses.

9. To explore suitably the resource persons for generating future
resources.



The mission of the institution are:
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1. To advance knowledge for the benefit of the society, industry and environment.

2. To train the next generation of graduates able to excel in either research or industrial or professional disciplines.

3. We will behave the highest level of honesty, integrity and professionalism.

4. Committed to the high quality teaching and research.

5. To encourage innovative approach for both teaching and research.

6. Committed to the overall development of our staff and students.

7. Taking short-term valuable decisions consistent with our long-term objectives.

8. Committed to a safe and sustainable work environment.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/about-the-college.php
Upload any additional information	View File

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

The leadership of the college is very sound. Educational seminars, Sport and Cultural events and related programmes are held regularly for the development of the college. The institution has two basic Committees, viz. Academic Committees and Administrative Committees. Under Academic Committee, various Committees are formed under the Teacher Council (TC).

The Academic Committees may broadly be divided into the following categories:

v UG Examination Committee

v PG Examination Committee

v UG Admission Committee

v Academic Calender and routine Committee

v Games and Sports Committee

v Income Tax Committee

v Library Committee

v Cultural Committee

v Seminar and Workshop Committee

v Students' Finance Scholarship Committee

v Students' welfare Committee

In addition to the above-mentioned Committees, there are other cells and Committees categorised as Administrative Committees such as RTI Cell, ICC Cell, Infrastructure and Building Management Committee, Girls' Hostel Management Committee etc. that are operational. Regular meetings of these Committees are held regularly. All these Committees very sincerely and efficiently contribute for smooth functioning of the institute. There are seventeen UG departments and four PG departments in the college. Each Department Head is responsible for to look day-to-day administration of the department and report to the Principal. All the teaching and non-teaching members actively participate in college activities in order to achieve the quality standards and also vision and mission of the institution.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com /userfiles/file/sub-committee/tc-sub-committee-2022-23.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic or perspective planning are effectively deployed in the college. The Teacher Council under the guidance and leadership of the head of the institution plans the academic functions of the college to achieve the vision and mission of the college. Strategic planning are made after through discussion with various stakeholders by the Officer-in-Charge along with the IQAC Coordinator, Teacher Council Secretary (TCS) and Heads of the Departments and related Committees members in keeping with the institutional philosophy. Accordingly, all departments and sub-Committees co-ordinates for effective implementation of the plans. Thereafter, each sub-Committee submits the detailed report of the activities undertaken.

The Strategic/Perspective Planning includes the following:

I. Monthly report on departmental academic activities.

II. Test on notified date from the department.

III. Result of Semester I,III,V (UG).

IV. Academic Bank Credit System.

V. Google form for students feeding.

VI. Modalities for student eligibility to appear forthcoming UG exams(June).

VII. Preliminary discussion on 75th Anniversary of College.

VIII. Proposal for Installation of "Certificate Course" in 'Hindi' & 'Bengali' Language & Report in 1st "Certificate Course" in 'Tibetan' Language and Culture.

IX. Extension of the Central Library Building.

X. Suggestions and Discussion to improve library services.

This year "Placement Drive" is organized at the College Campus successfully for the students and more than fourteen Agencies and Companies participated in this Placement Programmee.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	/www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/college-annual-report-2022-23.pdf
Upload any additional information	View File

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 administration of the institution runs as per the rules and regulation laid down by the Higher Education Department, Government of West Bengal and functions through the two heads: The Principal Secretary and the Director of Public Instruction, Education Directorate. The officer-in-Charge is the administrative, academic and financial head of the institution. The institution functioning can be broadly categorised under two heads: Academic and Administrative. The different academic activities of the college are categorised into five different section, namely, i. Department Section, of which Head of seventeen UG departments are responsible to look after day-to-day departmental activities and report to the Office of the Principal,

ii. IQAC Section,

iii. Teacher Council,

iv. Student Council, and

v. Library Section.

The administrative activities are again categorised into five different heads, namely,

i. Administrative Committee,

ii. Establishment Section,

iii. Account Section,

iv. Cash Section, and

v. University Section

The Officer-in-Charge is the active member in deciding the policy and action plan and gives the instruction as the order provided by the Higher Education Department, Government of West Bengal. The recruitment and appointment of the college teaching and non-teaching faculty members are done through the Public Service Commission, the Government of West Bengal.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/administration/governing_body_2023.pdf
Link to Organogram of the institution webpage	http://www.darjeelinggovernmentcollege.com/userfiles/file/organogram_2020-21.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staff. These welfare measures were initiated and

approved by the Higher Education Department, Government of West Bengal. These welfare measures includes Various Leaves as notified under West Bengal Service Rule:

i. Earned leave for period of 30 days per year, maximum credit 300 days on full pay.

ii. Half Pay leave for 20 days for every year on half pay.

iii. Commuted leave twice the amount of half pay leave is debited on full pay.

iv. Study Leave for 12 months at any one time and 24 months during service period (Outside India, Full Pay + DA, within India Pay is admissible if Scholarship/Stipend/Part time salary is not drawn.

v. Maternity Leave only to female Govt. Employee for maximum 180 days on full pay.

vi. Paternity Leave only to male Govt. Employee for 30 days on full pay.

vii. Child Care Leave only to female Govt. Employee for taking care of upto two children upto 18 years of their age for maximum 730 days during entire period of service on full pay.

viii. Casual Leave for 14 days in each calender year on full pay.

Other than the above mentioned leave benefits, other welfare benefits include General Provident Fund (GPF), Group Insurance Scheme (GIS), Government Health Scheme. Government quarters are also provided to both teaching and non-teaching staffs of the institution as per the needs and availability of the quarters.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/facilities-for-teaching-and-non-teaching-staf.php
Upload any additional information	View File

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

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

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File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for Teaching Staff:

The office of the Principal provide the work load format for the teachers to prepare the self-appraisal for daily academic and administrative task and duties they perform. Every teachers of the institution have to maintain these daily records of their duties. At the end of every month, each teaching staff submits their Daily Performance Report. The head of the institution thereafter prepares a consolidated report on the basis of those Daily Self-Appraisal Performance report every month and submits the same to the Higher Education Department. Apart from this, each teacher has to also submit annually a detailed Self-Appraisal Report (SAR) online through their respective HRMS Login ID. This report is being thoroughly checked and goes through three hierarchy process. At the first stage, SAR is checked by the Reporting Officer (Officer-in-Charge) and submitted to the second stage. In Stage 2, it is verified by the Reviewing Officer (DPI) and forwarded to the stage 3. In this stage, SAR is accepted by the Accepting Officer (Principal Secretary). Then, the Officer-in-Charge of the college prepares the Annual Confidential Report of teachers and sent to the Higher Authority.

Performance Appraisal System for Non-Teaching Staff:

Although there is no similar system of appraisal system for the non-teaching staff like in case of teaching members, but the performance of the non-teaching staffs are monitored, assessed and scrutinized by the head of the institution and accordingly, their Annual Confidential Report are prepared and sent to the

Higher Authority.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/daily_appraisal_report_2020-21.pdf
Upload any additional information	View File

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. It was conducted during the academic year 2019-20. After that no audit took place till date.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/audit_report_2015-19.pdf
Upload any additional information	View File

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)

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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institutional strategies for the mobilization of funds are approved by the Higher Education Department, GoWB. As per the optimal utilization of college resources, apart from the use of the classroom for academic teaching and learning purposes, the college infrastructure is also used for the conduct of various state government and central government competitive examinations and during the time of election as well. This academic year, Dr. Satyendranath Tagore Civil Service Study Centre was inaugurated by the Honorable Chief Minister through virtual mode in the institution for the benefit of students preparing their future for various civil service examinations.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/institutional-strategies-for-mobilisation-of-funds.pdf
Upload any additional information	View File

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

l The IQAC Committee took initiatives to instruct all the Departments Heads to prepare a report outlining all the departmental activities as well as a plan of action for the academic year 2022-23. The IQAC provide guidance to the admission committee and routine committee to update on the activities taking place in relation to the admission for the upcoming academic year 2022-23. IQAC plays an important role in initiating the process of Career Advancement Scheme (CAS) of teachers. This academic year, the IQAC Committee initiated the CAS procedure of eight teachers whose CAS were due. All the teachers were instructed to prepare their required documents and submit a copy of it to the IQAC Committee.

l As the institution is preparing for the NAAC second cycle, the IQAC Committee helps in providing all the necessary help to the NAAC Committee.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/iqac/iqac-minutes-2022-2023.pdf
Upload any additional information	View File

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

l The number of seats were increased in all the departments, especially non-lab based departments. The total of eight faculty members from various departments appeared for the CAS screening successfully.

l From May 2023 onwards the college is preparing and planning for NAAC accreditation.The IQAC has inducted new members in the IQAC Committee. Therefore, Prabir Kumar Sen, Associate Professor from Chemistry department was inducted as an Internal member (Teacher Representative). Apart from him, four new teachers were inducted into the Committee: Sandip Mondal (Assistant Professor in Chemistry), Sourav Chakraborty (Assistant Professor in Botany), John Kapil Chettri (Assistant Professor in Political Science) and Sunita Lama (Assistant Professor in English).The IQAC has also inducted new External members in the IQAC Committee:

i. Shri Chandra Prakash Rai (Secretary, Darjeeling Municipality) was inducted as an External member, Alumni and Dignified Senior Administrative Officer.

ii. Mr. C.K. Jha (Executive Engineer, PWD Darjeeling Division) was inducted as an Eternal member, Dignified Senior Administrative Officer.

iii. Dr. Padam Nepal (Associate Professor in Political Science, St. Joseph's College, Darjeeling) was inducted as an External member, Dignified member of the society.

iv. Mr. Jiwan Chettri (Principal of Yashshree Institute of Hotal Management, Darjeeling) was inducted as an External member.

File Description	Documents
Paste link for additional information	http://www.darjeelinggovernmentcollege.com/userfiles/file/iqac/action-plan-report-2022-2023.pdf
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.darjeelinggovernmentcollege.com/userfiles/file/annual-reports/activities-report-2022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Darjeeling Government College, established immediately after independence in the year 1948 is a Constituent College of University of North Bengal. Apart from academic pursuit the 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 NSS, NCC, 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

- **Gender sensitization awareness programs and Seminars are held regularly every year. Orientation program for new students and explaining the values of gender equality and equity.**
- **The college has an active Gender Sensitization Cell Committee, Anti- Sexual Harassment Cell and ICC.**

File Description	Documents
Annual gender sensitization action plan	http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2022-23.pdf
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	http://www.darjeelinggovernmentcollege.com/userfiles/file/gender-sensitization-cell/gender-report-2022-23.pdf

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	View File
Any other relevant information	View File

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

Hazardous chemicals and radioactive waste management

Solid Waste Management- The College is committed to minimizing waste. The idea of "consume less to handle lesser waste" is the motto with which College handles its waste problem. Awareness programs are the major means to make the Students and staff aware of waste management and practices. The Botany Department and NSS Unit maintain a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus. The College also has taken the initiative for the segregation of degradable and non degradable waste. The NSS every year makes plastic Bricks from plastic pet bottles collected in and around the campus. 2. Liquid Waste Management: The wastewater mixed with chemicals from laboratories passes through concealed pipe line into a soak pit. All wastewater lines from toilets and drains etc. are connected with the municipal drainage system.

3. E-waste Management - E-waste generated on the campus is very less in quantity. Awareness programs regarding E-waste Management are conducted regularly. The E-waste and defective item from the computer laboratory are stored properly. 4. Hazardous chemicals and radioactive waste Management-The college laboratories do not use hazardous Chemicals and radioactive elements and hence the waste from the laboratories is negligible.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms	**C. Any 2 of the above**

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**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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

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 diversity is one of its main hallmarks. The college has never witnessed any events that are sectarian. The multicultural, multi ethnic - religious, and varied socio-economic stakeholders of this institution have created a unique culture of mutual respect and tolerance. Orientation programs for 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 programs are organized on occasions like fresher's Welcome, International Women's Day, Teachers Day, and Farewell, etc, literary talks are organized on 'Bhasa Diwas' and the Bhanu Jayanti celebration. The uniqueness of this institution is palpable during cultural and extracurricular activities where students and staffs from diverse backgrounds participate together without any differences. The college promotes linguistic diversity; Nepali, English, Hindi, and Bengali are spoken on the

campus. The teachers and the students communicate in these languages. Students can write examinations in these languages.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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, Vijay Diwas, NCC Day etc., 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	http://www.darjeelinggovernmentcollege.com /userfiles/file/annual-reports/activities-report-2022-2023.pdf
Any other relevant information	http://www.darjeelinggovernmentcollege.com /userfiles/file/annual-reports/activities-report-2022-2023.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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 assists to conduct and organize these programs. Independence Day and Republic Day are celebrated in the college. The celebration

starts with the hoisting of the National Flag and the singing of the National Anthem by the Teachers and the Students. On the occasion of Gandhi Jayanti, seminars/talks are organized to inculcate the spirit and value of Non-Violence, Tolerance, Nationalism, and Patriotism. Constitution Day is observed by highlighting the importance of the constitution and the ideals that have been reflected in the constitution of India. Talks, seminars, and awareness programs are organized on occasions such as International Women's Day, World Environment Day, Menstrual Health and Hygiene Day, etc. The NSS Unit of the college observes World Aids Day through awareness programs. Holidays for religious festivals are scheduled in the calendar in accordance with the holiday list published by the Government of West Bengal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice –I Towards a Green and Sustainable Campus For creating and sustaining an eco-friendly campus the college focus on the following major tenets and Commandments of Sustainability - Water Conservation, Save Energy, Reduce Waste, Recycle, avoid the use of Plastics, Minimize and Reuse Paper, protecting flora and fauna, thinking and act Sustainable. The college takes the initiative and promotes Clean, Green, Environmentally friendly, and sustainable practices that focus on reducing, reusing, and recycling resources, conversing water and energy, reduction in carbon emissions, protecting bio-diversity, and promoting economical and sustainable practices. Fostering Research Activities and Culture among the Teaching Faculty In any Higher Education Institution, teachers must be encouraged to make a proper balance between teaching and research activities. Although, there is no Modern library with appropriate facilities in the city, nor are there any reputed research centers or laboratories. The college has, however, continued to encourage

teachers to pursue their research activities by providing research infrastructure as far as practicable. The college encourages the teachers to apply for different research projects and encourages publishing papers/articles/chapters in reputed national/international journal publication houses. The success of fostering Research activities and culture among the teaching faculty is evident from many research publications.

File Description	Documents
Best practices in the Institutional website	https://www.darjeelinggovernmentcollege.com/userfiles/file/best-practises-I-II-III.pdf
Any other relevant information	https://www.darjeelinggovernmentcollege.com/userfiles/file/iqac-best-practices-i-and-ii.pdf

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 society. It takes pride in rendering equal opportunities in regard to the holistic development of students. The distinctiveness of this institution lies in catering to the need of 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 pursuits 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	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To develop infrastructure for introducing New Subjects.

2. FYUGP as per the New Curriculum & Credit Framework 2022 has been implemented since the session 2023-2024. In this regard the college will take appropriate measures and initiative for the implementation of this new curriculum.

3. 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.

4. Regular up gradation of Library and Laboratories is necessary for academic excellence. Since the college is fully funded and controlled by the Government of West Bengal its up gradation 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.

5. 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.

6. In the field of extracurricular activities the college shall encourage to establish various students clubs like Photography Club, Literary/Writers club, Drama and performing arts Club etc.

7. The college will encourage its faculty who are experts to helps the students and locals people in providing consultancy service like in case of finance, tax ,investment, agriculture/horticulture etc free of cost so that the locality benefits.