

Darjeeling Government College
Lebong Cart Road, Darjeeling-734101, West Bengal

Year: 2018- 2019

Date of Audit: 20 & 21st August 2019.

Internal Audit Team:

1. Dr. Subrata Kar, Associate Professor in Accountancy.
2. Dr. Prabir Kumar Sen, Associate Professor in Chemistry.



Part — A

Data of the Institution

- Name of the Institution : Darjeeling Government College
- Name of the Head of the institution : Dr. Projjwal Chandra Lama
- Designation : Officer-In-Charge
- Does the institution function from its own campus: Yes
- Phone no./Alternate phone no. : (0354)-2254078
- Mobile Number : 9832375255
- Registered e-mail : **dgc.principal@gmail.com**
- Address : Lebong Cart Road, Darjeeling, West Bengal
- City / Town : Darjeeling
- State : West Bengal
- Pin code : 734101.

2. Institutional status:

- **Affiliated/ Constituent** : Constituent College
- **Types of Institution** : Co-education
- **Location** : Urban
- **Financial Status:** Government College and UGC recognised under section 2f and 12(B).
- **Name of affiliating University** : North Bengal University
- **Name of the IQAC Co-ordinator** : Dr. Willie Henry, Associate Professor in Zoology.
- **Mobile Number** : **94341 31480**

3. Website address : <http://darjeelinggovernmentcollege.com>

4. Whether Academic Calendar prepared during the year? Yes

if yes, whether it is uploaded in the Institutional Website? Yes

5. Quality initiatives by IQAC during the year for promoting quality culture:

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Faculty Induction Programme for all teachers on the newly implemented CBCS System planned.	06.07.2018	110 teaching members
Orientation Programme planned for 1 st Semester UG Honours & Programme Students.	09.07.2018	480 newly admitted CBCS courses students attended
Women Education, right health and hygiene awareness programme conducted by Welfare and Education Awareness for Women (WEAW).	04.08.2018	157 Girl students from all departments attended the programme.

6. Significant contributions made by IQAC during the current year:

- a. The Internal Quality Assurance Cell (IQAC) worked relentlessly in encouraging and extending its complete support for the academic and administrative improvement of the college.
- b. Members of IQAC meet with each other in regular interval to especially monitor the teaching quality and research-based work culture of the college. IQAC works to improve the quality of research projects undertaken by the faculty members of different departments and also encourages young faculty members to apply for various minor and major research projects to National funding agencies like DST, CSIR, UGC, DBT etc.
- c. IQAC further motivates the opening of advanced learning courses such as post graduate and career-oriented courses in the college. IQAC has been recognized as the internal sanctioning authority of the career advancement scheme (CAS) for the faculties. IQAC of this college pays sincere attention for the authentication of the data provided by the incumbent applying for CAS.
- d. IQAC is very active to maintain contact with the students to enhance the quality of student life in the campus. Computer literacy of each department is among the primary initiatives of IQAC so that the departmental data can be archived in the database format. Moreover, computer literacy can initiate improved teaching processes and research techniques for each department.
- e. IQAC encourages different NSS and NCC programmes and provides its complete support and initiative to engage yearly special camps for these activities.
- f. All the major committees of the college are represented in the IQAC. IQAC and TCS (Secretary, Teacher's Council) work together to monitor the mode of functioning of each internal committee of the college. IQAC provides suggestions to library committee to introduce e-book learning system in each department. IQAC in association with the Cell for Gender Sensitization take every initiative for the education and empowerment of woman. IQAC further assists the Principal to follow up with the concerned authorities for the funding related to the infrastructural development in the college.

7. 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

(Part-A)

Plan of Action	Outcome Achieved
1. Faculty Induction Programme for all teachers on the newly implemented CBCS System planned.	Faculty Induction Programme for all teachers on the newly implemented CBCS System conducted on 06/07/2018.
2. Orientation Programme planned for 1st Semester U.G. Honours & Programme Students.	Orientation Programme planned for 1 st Semester U.G. Honours & Programme Students conducted on 09/07/2018.
3. Proposal to form a Parent-Teacher Association	Parent-Teacher Association formed on 11/07/2018
4. Proposal to organize an awareness programme on women's education, rights, female health and hygiene for all female students, teaching and non-teaching staff.	Women's education, rights, female health and hygiene awareness programme conducted by Welfare and Educational Awareness for Women (WEAW) on 04.08.2018. This was followed by sanitary napkin distributions to female students.

8. Whether institutional data submitted to AISHE: Yes

Year: 2018-19

Date of Submission: 29.12.2018

9. Does the Institution have Management Information System? Yes

The MIS system covers the flow of information relating to admission, classes held, teaching learning mechanism, examinations, accounts, attendance, library, laboratories, University curriculum, outreach activities, sports cultural activities, infrastructural maintenance, IT infrastructure etc.

PART-B

1. New programmes/courses introduced during the Academic year: **No**
2. Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year: **Yes**.
3. Students enrolled in Certificate/ Diploma Courses introduced during the year: **NO**.
4. Field Projects / Internships under taken during the year: **No**.

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

5. Whether structured feedback received from all the stakeholders

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

6. No. of students enrolled:

Subjects	Programme Code	Number of seats sanctioned	Number of Students admitted	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
				SC	ST	OBC	Gen	Others	SC	ST	OBC	Gen	Others
Nepali Hons	105	63	50	14	4	11	34	1	9	2	6	33	0
English Hons	102	63	50	14	4	11	34	1	8	3	7	32	0
History Hons	108	63	37	14	4	11	34	2	2	2	3	30	0
Political Science Hons	109	61	54	13	4	10	32	2	12	4	8	30	0
Geography Hons	110	69	41	15	4	12	37	1	13	4	9	15	0
Economics Hons	107	62	7	14	4	9	33	2	2	2	0	3	0
Philosophy Hons	106	66	1	14	4	12	34	2	0	0	0	1	0
Bengali Hons	101	26	0	6	2	4	13	1	0	0	0	0	0
Botany Hons	121	38	20	8	2	7	20	1	8	2	5	5	0
Zoology Hons	119	37	27	8	2	6	20	1	7	2	6	12	0
Physics Hons	116	37	9	8	2	6	20	1	3	1	2	3	0
Chemistry Hons	117	37	7	8	2	6	20	1	1	2	3	1	0
Mathematics Hons	115	38	13	8	2	7	20	1	2	2	5	4	0
Microbiology Hons	125	14	9	3	1	2	8	0	2	1	2	4	0
Accountancy Hons	202	41	7	9	2	7	22	1	1	1	0	5	0
B.A General	139	575	310	127	35	98	297	18	4	2	10	294	0
B.Sc General	142	380	14	84	23	65	197	11	2	8	0	4	0
B.Com General	143	191	11	42	11	32	105	1	0	5	2	4	0
M.Sc Botany	331	33	18	7	2	6	18	0	1	2	4	11	0
M.Sc Zoology	330	33	13	7	2	6	18	0	1	1	3	8	0
M.A. Nepali	318	33	22	7	2	6	18	0	1	9	9	3	0
M.A. English	309	33	19	7	2	6	18	0	3	4	2	10	0

7. Student: Full time teacher ratio- 1927: 111 = **17:1**

8. ICT tools and resources available:

	Smart Class rooms	Projector	Big Monitor	Documentation Camera	Others/ Binocular
Total	5	15	3	2	4

9. Students mentoring system available in the institution? **Yes.**

- One to one correspondence during document verification and orientation programme
- Attendance monitoring system
- Personal interaction after class
- Encourage students for students' seminar and prepare models for exhibition
- Parent Teacher student meeting
- Guided by teachers about different scholarships and Govt. grants
- Encourage students to participate in cultural and sports activities
- NCC
- NSS
- Organised seminars to enrich their knowledge beyond the syllabus or course of study.

10. Details of Full-time Faculty:

No. of sanctioned positions (WBES & WBSES)	No. of filled positions including SACT	Number of full time teachers with NET/SET/SLET/Ph. D./D.Sc./D.Litt./L.L.D
128	111	86

11. Teaching & Examinations days information:

Number of days the College was open	Number of teaching days	Number of Internal Assessments / examinations
198	189	09

12. Final Year/Semester Result Summary (U.G + P.G):

Programme code	Programme Name	Number of students appeared in the final year/ semester examination	Number of students passed in the final year/ semester examination
121	B.Sc. Botany (Hons.)	5	5
119	B.Sc. Zoology (Hons.)	21	19
117	B.Sc. Chemistry (Hons.)	4	0
116	B.Sc. Physics (Hons.)	9	6
115	B.Sc. Mathematics (Hons.)	12	11
125	B.Sc. Microbiology (Hons.)	3	3
101	B.A. Bengali (Hons.)	0	0
102	B.A. English (Hons.)	46	35
108	B.A. History (Hons.)	26	25
109	B.A. Pol. Science (Hons.)	34	30
106	B.A. Philosophy (Hons.)	1	1
110	B.A. Geography (Hons.)	27	19
107	B.A. Economics (Hons.)	0	0
105	B.A. Nepali (Hons.)	30	28
202	B. Com. Accountancy (Hons)	5	2
142	B.Sc. Program	11	10
139	B.A. Program	206	107
143	B.Com. Program	8	3
331	M.Sc. Botany	20	20
330	M.Sc. Zoology	24	24
318	M.A. Nepali	11	11

309	M.A. English	6	6
Total		509	365
Pass Percentage		71.70%	

13. Research funds sanctioned and received from various agencies, industry and other organisations:

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Nil	Nil	Nil	Nil	Nil

14. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year: NIL

15. Research Publications in the Journals:

Department	No. of Publication	Average Impact Factor, if any
Bengali	-	-
Hindi	-	-
Nepali	-	-
Tibetan	-	-
English	-	-
Philosophy	-	-
Pol. science	-	-
History	1	-
Economics	-	-
Geography	2	3.213
Commerce	2	0
Botany	1	6.84
Chemistry	1	-
Mathematics	1	0
Physics	1	-
Microbiology	-	-
Zoology	2	3.56

16. Books and Chapters in edited Volumes / Books published, and papers in National/international Conference Proceedings.: Nil.

17. Faculty participation in Seminars/Conferences and Symposia:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	3	-	-
Presented papers	5	7	1	-
Resource Persons	-	1	-	-
RC/ OP	-	6	-	-

18. Library Information:

a. Books:

Sl. No	Department	Number of books
1	Central Library	65,000
2	Bengali seminar library	215
3	English seminar library	4414
4	Hindi seminar library	554
5	Nepali seminar library	5212
6	Tibetan seminar library	160
7	Urdu seminar library	374
8	Botany seminar library	784
9	Chemistry seminar library	1885
10	Mathematics seminar library	1712
11	Zoology seminar library	884
12	Physics seminar library	2161
13	Geography seminar library	1274
14	Economics seminar library	546
16	Commerce seminar library	163
17	History seminar library	2082
18	Philosophy seminar library	362
19	Political Science seminar library	1674

b. Library is automated {Integrated Library Management System -ILMS}: NIL

19. ICT Infrastructure:

Total Computers	Internet	Browsing Centres	Available Bandwidth MBPS
60	Yes	No	30-50 MBPS

20. Scholarships and Financial Support:

Name of the scheme	Government/ Non-government	Name of the organisation	Number of students benefited	Amount (in INR)
Minority Post Matric scholarship	Government	West Bengal Minorities Department and Financial Corporation	64	2,99,260
SVMCM V4.0	Government	Higher Education Department	4	1,08,000
Kanyashree K3	Government	Higher Education Department	1	30,000/-
Kanyashree K2	Government	Women's welfare Department	1	25,000/-

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

Name of the capacity development and skills enhancement program	Period (from date - to date)	Number of students enrolled	Name of the agencies/experts involved with contact details (if any)
Nil	NA	NA	NA

22. Career counselling offered by the institution: Yes

Guidance for competitive examinations			Details of career counselling		
Name of the Activity	Number of students participated	Number of students qualified in the competitive examinations	Name of the Activity	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

23. Student Progression:

Sl. No.	Name Of Student Who Enrolled For Higher Education	Program Graduated From	Name Of Institution Joined	Name Of Program Admitted To
1	Sonia Dewan	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
2	Subeccha Sharma	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
3	Biplab Barman	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
4	Dipen Roy	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
5	Dipesh Rana Manger	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
6	Gracy Subba	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
7	Shristi Chhetri	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
8	Debayan Raha	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
9	Kimberly Sharma	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
10	Suparna Mondal	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
11	Parbati Chhetri	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
12	Deepsikha Sharma	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
13	Meghna Limbu	B. Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
14	Abhirup Saha	B. Sc. Hons. In Zoology	University Of North Bengal	Ph. D.
15	Chetna Rai	M.Sc In Zoology	CMBR, Luknow	Ph. D.
16	Divya Rai	M.Sc In Zoology	Calcutta University	Ph. D.
17	Himashree Chettri	M.Sc In Zoology	University Of North Bengal	Ph. D.
18	Kasturi Sarkar	M.Sc In Zoology	IISER Mohali	Ph. D.
19	Neha Kumari Gupta	M.Sc In Zoology	Calcutta University	Ph. D.
20	Priyanka Sharma	M.Sc In Zoology	Cooch Behar Panchanan Barma University	Ph. D.
21	Shamima Azma Ansari	M.Sc In Zoology	Institute Of Life Sciences, Bhubaneswar	Ph. D.
22	Nivedita Rai	B.A. Hons. In Nepali	Benaras Hindu University	M.A. In Nepali
23	Mamta Lama	B.Sc Hons. In Botany	University Of North Bengal	M.Sc. In Botany
24	Subeccha Pradhan	B.Sc Hons. In Botany	University Of North Bengal	M.Sc In Botany
25	Subhasish Dutta	B.A. Hons. In Geography	Siliguri College	M.A In Geography
26	Sidhant Khawas	B.A. Hons. In Geography	Coochbehar Panchanan Barman University	M.Sc In Geography
27	Bhumika Rai	B.A. Hons. In Geography	Sikkim University	M.A In Geography

28	Puja Sarki	B.A. Hons. In Geography	Cooch Behar Panchanan Barma University	M.Sc In Geography
29	Alisha Sunuwar	B.A Hons. In Economics	University Of North Bengal	M.A. In Economics
30	Samuel Tamang	B.A Hons. In Economics	University Of Hyderabad	M.A. In Financial Economics
31	Juna Ghimiray	B.A Hons. In Economics	University Of North Bengal	M.A. In Economics

24. Students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SET/SLET/GATE/GMAT/CAT/GRE/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam/Name
NET/SET/SLET/GATE/GMAT/CAT/GRE/ Civil Services/State Government Services	NET-03	342366- Shaswati Ghosh WB1101500521- Mamta Gurung 90006984- Renu Subba

25. Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
0	0	0

26. Sports and cultural activities / competitions organised by the institution/other institutions)

Date of event/activity (DD-MM-YYYY)	Name of the event/activity	Name of the organising institution	Name of the student participated
15-09-2018	Nukkad Natak Performance and Mass Awareness Rally on the theme "Cleanliness is Service" campaign	NCC unit of Darjeeling Govt. College and St. Joseph College	Anamika Chettri , Dipika Mukhia, Naina Thapa , Prakritee Chhetri , Praticha Darnal, Ranu Tamang , Riya Pradhan , Romila Rai , Sapna Biswa, Sonali Limbu , Subarna Rai , Umika Tamang , Babita Tamang , Bishnu Rai , Dibyanisha Thami , Lidhya Dukpa , Mohona Thapa, Pragya Tamang , Premkit Lepcha , Priyanka Chhetri , Rakshanda Thapa , Ritika Tamang.
26-09-2018	Science quiz Competition at WEST BENGAL STATE STUDENT-YOUTH SCIENCE FAIR 2018 .	Dept. of Youth Services and sports, Govt. of West Bengal	Debayan Raha
10-01-2019	1 st Birgunj INDO NEPAL Taekwondo Championship 2019.	INDO-Nepal Taekwondo Association	Abinash Shashankar
05-01-2018	10,000 mtrs. Run in North Bengal University Inter College Athletic meet 2018-19.	A.C. College , Jalpaiguri, West Bengal	Hemant Limbu, Rashap Diyali
25-07-2018	Premchand Jayanti Samaroh	Darjeeling Govt. College	Manisha Sharma, Anjari Khatun, Rehana Khaton, Mariyam Naaz, Harendra Yadav, Suman Kumari Sharma.

27. Whether the institution has registered Alumni Association? **Yes**

28. Alumni Contribution: The Alumni Association of Darjeeling Government College is also functioning and working towards its goal of its formation. The first meeting of the year was on December 7th 2018. This was the first meeting after the NAAC Accreditation team visit on August 2018.

29. Mention two practices of decentralization and participative management:

Vision of the Institution is to Include, Ignite and Innovate. The institution has an aim to inculcate love for knowledge and provide quality education to all the students coming from every stratum of the society, so that all of them develop into complete individuals in future who will be equipped and empowered with relevant knowledge, competence to face challenges. There are section supervisors to look after the administration of the morning and the evening sections, which involve assisting the Principal for the Bio-science and the Commerce sections respectively. There are different sub-committees comprising representatives from the different sections of the college, teaching and nonteaching staff and students, to look after and manage important administrative activities of the college. Formation of different sub-committees under the supervision of IQAC comprising representatives from all stakeholders of the college for co-ordinating the important academic activities of the college. Introduction of College Management Software (CMS) to work on all matters (online admission, online verification process, online payment of different fees [like admission fees, tuition fees, university registration and examination fees etc.], online maintenance of the college accounts etc.) which can be operated by authorized persons of the college.

30. Does the institution have a Management Information System (MIS)? **Yes.**

31. Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	College is maintaining a database of email id and contact numbers for all teaching/ non-teaching staff/ students. e-service is there for providing information including notice to all stakeholders.
Administration	Administration provides relevant information to all the stakeholders. Regular exercise of e-tendering process through Govt. portal Regular exercise of PFMS portal to upload expenditure related to Govt. Fund
Finance and Accounts	Accounts is frilly digitalised. Funds are received from UGC/ RUSA/ Salary is received from the Govt. through HRMS portal.
Student Admission and Support	Online admission process for 1 st semester UG & PG students.
Examination	Following the system designed by the North Bengal University.

32. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies: Nil

33. Gender Equity (Number of gender equity promotion programmes organized by the institution): **Yes.**

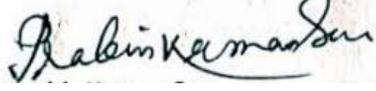
34. Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil

35. Describe at least two institutional best practices:

- Personalized Attention Support from Higher Authorities: The institution displays sensitivity towards its students and extends empathy and comfort to them. OIC of Darjeeling Government College, Dr P. C. Lama was on call with the students to show his support and listen to their grievances.
- Providing a Rounded Learning Environment: Students are nurtured to have a balanced education through various extracurricular activities like NCC Camps. The college organises training camps for students with NCC where they take part in arms firing, navigation, map reading, emergency medical assistance and other disaster management related activities.
- Social Service: To inculcate a sense of social responsibility and sensitivity amongst the students and to promote value-based education, the college conducted social work through NSS.

Audit Team:

Member of Audit Team	Signature
Dr. Subrata Kar Associate Professor in Accountancy.	
Dr. Prabir Kumar Sen Associate Professor in Chemistry.	


Coordinator
IQAC
Darjeeling Government College
Darjeeling


Officer-in-Charge
Darjeeling Govt. College

