

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

Year: 2020- 2021

Academic & Administrative Audit

Internal Audit Team:

1. Dr. Subrata Kar, Associate Professor in Accountancy.
2. Dr. Prabir Kumar Sen, Associate Professor in Chemistry.
3. Dr. Prantik Hazra, Assistant Professor of Zoology.



Part — A

1. 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. (Upto 13.12.2021)
Dr. Sherap Bhutia (on and from 14.12.2021)
- **Mobile Number** : **94341 31480** (Dr. Willie Henry)
: **93396 07601** (Dr. Sherap Bhutia)

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
The Department of Bengali in collaboration with IQAC of our college and Raiganj University organized a two-days of International Webinar topics on “Tin Bhubaner Bangla Kotha Sahitya: Bisoy and Angik”.	03/07/2020 to 04/07/2020	35
The Department of Social Science and Languages in collaboration with IQAC, Darjeeling Govt. College	25/09/2020	167

organized a One-day National Webinar on “Covid-19 and the Challenges of Global Governance”.		
The Department of Mathematics in collaboration with IQAC, Darjeeling Govt. College organized a One-day International Webinar entitled “MATHEMATICS AND ITS APPLICATION”.	10/10/2020	42
The Department of Physics in collaboration with IQAC, Darjeeling Govt. College organized a four-days workshop named “Online Workshop on Mathematica”.	28.01.2021 to 31.01.2021	20
UG & PG Department of Botany and Dept. of Physics in collaboration with IQAC, Darjeeling Govt. College organized a two-days International Webinar on “Neoteric Approaches in applied sciences”.	24.08.2020 to 25.08.2020	21
UG & PG Department of Botany in collaboration with IQAC, Darjeeling Govt. College organized a One-day State-Level Webinar on Emerging bio-based industrial sectors job prospects in India scenario with special reference to West Bengal.	30.08.2020	67

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

- a. Continuous student evaluation through online unit tests.
- b. Feedback from students on online classes during the pandemic.
- c. On the suggestion of IQAC, the Poor-aid fund was successfully used to give financial support to some students who were facing economic distress during the covid-lockdown.
- d. A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.2021 to 17.06.2021.
- e. A number of workshops/seminars/webinars were conducted during the academic year of 2020-21 by various departments with the constant support and guidance of the IQAC.

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 2020-21:

(Part-A)

Plan of Action	Outcome Achieved
Proposal to encourage faculty members to take up online OP, RC, workshops, short-term courses, and seminars for the purpose of CAS. Proposal to keep a record of all such courses undertaken by faculty members by the respective Department Heads.	Faculty members participated enthusiastically in the online OP, RC, workshops, Short-term course and seminars for the purpose of CAS. Department Heads kept of all the activities and courses undertaken by the faculty members of respective Departments.
Proposal to ask for student feedback about the online classes undertaken during the lockdown.	H.O.D.s of all the Departments took feedback from students successfully.
Proposal to use the Poor-aid fund to help the financially weak students who were facing difficulties during the Pandemic time.	Poor-aid fund was successfully used to give financial support to some students who were facing economic distress.
Discussion to conduct an online internal test to assess the students’ performance during the lockdown.	Online UG & PG internal tests were conducted in the month of March 2021.
Proposal to conduct online Remedial classes for students.	A 10 Days Remedial Course on missed classes during the lockdown was conducted online from 07.06.21 to 17.06.21.

8. Whether institutional data submitted to AISHE: Yes

Year: 2020-21

Date of Submission: **20.01.2022**

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	86	72	19	5	15	45	2	5	18	10	39	0
English Hons	102	110	86	24	7	19	57	3	12	13	10	51	0
History Hons	108	100	71	22	6	17	52	3	7	19	7	38	0
Political Science Hons	109	100	85	22	6	17	52	3	15	19	15	36	0
Geography Hons	110	100	87	22	6	17	52	3	13	12	17	45	0
Economics Hons	107	66	15	14	4	12	34	2	3	2	3	7	0
Philosophy Hons	106	66	33	14	4	12	34	2	1	3	9	20	0
Bengali Hons	101	27	6	6	2	5	13	1	1	0	0	5	0
Botany Hons	121	50	43	11	3	9	26	1	11	4	12	16	0
Zoology Hons	119	55	47	12	4	10	28	1	12	4	10	21	0
Physics Hons	116	45	42	10	3	8	23	1	7	6	8	21	0
Chemistry Hons	117	45	38	10	3	8	23	1	8	3	8	19	0
Mathematics Hons	115	40	22	9	2	7	21	1	5	1	4	12	0
Microbiology Hons	125	35	21	8	2	4	20	1	2	5	7	7	0
Accountancy Hons	202	50	43	11	3	9	26	1	3	7	7	26	0
B.A General	139	700	471	154	42	119	364	21	15	87	43	326	0
B.Sc General	142	394	64	87	24	67	204	12	10	9	11	34	0
B.Com General	143	197	29	43	12	33	102	7	1	2	4	20	0
M.Sc Botany	331	33	23	7	2	6	18	0	3	1	6	13	0
M.Sc Zoology	330	33	30	7	2	6	18	0	4	3	10	13	0
M.A. Nepali	318	33	23	7	2	6	18	0	6	6	2	9	0
M.A. English	309	33	30	7	2	6	18	0	6	4	6	14	0

7. Students: Full time teacher ratio - 2906:120 = **24: 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 cultural and sports activities
- NCC & NSSNSS
- Organised seminars to enrich knowledge of students beyond the syllabus of 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	120	96

11. Teaching & Examinations days information:

Number of days the College was open	Number of teaching days	Number of University examinations
140 (considering online facility during Covid period)	140 (considering online facility during Covid period)	11

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.)	20	20
119	B.Sc. Zoology (Hons.)	23	23
117	B.Sc. Chemistry (Hons.)	7	7
116	B.Sc. Physics (Hons.)	6	6
115	B.Sc. Mathematics (Hons.)	10	10
125	B.Sc. Microbiology (Hons.)	7	7
101	B.A. Bengali (Hons.)	6	6
102	B.A. English (Hons.)	0	0
108	B.A. History (Hons.)	44	43
109	B.A. Pol. Science (Hons.)	32	32
106	B.A. Philosophy (Hons.)	43	43
110	B.A. Geography (Hons.)	1	1
107	B.A. Economics (Hons.)	36	36
105	B.A. Nepali (Hons.)	4	4
202	B. Com. Accountancy (Hons)	40	40
142	B.Sc. Program	222	197

139	B.A. Program	5	5
143	B.Com. Program	6	6
331	M.Sc. Botany	14	14
330	M.Sc. Zoology	17	17
318	M.A. Nepali	22	22
309	M.A. English	23	23
Total		588	562
Pass Percentage		95.57%	

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
Govt. funded Government of West Bengal	2020-2022	Department of Science Technology and Biotechnology	6,99,500/-	Rs. 4,48,000/- for 2020-21 Academic year

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
International	Botany	2	2.5
International	Chemistry	4	2.7
International	Physics	1	0.3
International	Geography	3	3.5
International	Microbiology	3	3.5
International	Zoology	2	1.8
National	Commerce	1	0

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

Department	Department No. of publication
History	1
Microbiology	1
Zoology	1
Chemistry	3

17. Faculty participation in Seminars/Conferences and Symposia:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	5	4	1	Nil
Presented papers	4	2	Nil	Nil
Resource Persons	Nil	Nil	Nil	Nil
RC/ OP	Nil	18	Nil	Nil

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. Is Library automated {Integrated Library Management System -ILMS}: No.

19. ICT Infrastructure:

Total Computers	Internet	Browsing Centers	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)
Aikyashree Post Matric scholarship	Government	West Bengal Minorities Department and Financial Corporation	168	11,08,800
Aikyashree SVMCM	Government	West Bengal Minorities Department and Financial Corporation	13	1,74,000
Aikyashree TSP	Government	West Bengal Minorities Department and Financial Corporation	8	52,800
Oasis scholarship	Government	Backward class welfare department	50	4,31,400
SVMCM V4.0	Government	Higher Education Department	40	10,32,000
Kanyashree K3	Government	Higher Education Department	11	2,76,000

21a. 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.: **Yes.**

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)
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NIL	NA	NA	NA
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b. Students mentoring system: **Yes**

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	International Webinar on Future Trends and Career with Physics was organised by Department of Physics, Darjeeling Government College on 12/07/2020	26	Nil

23. Student Progression:

Sl. No.	Name of student enrolling into higher education	Program graduated from	Name of institution joined	Name of programme admitted to
1	Anupa Chhetri	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
2	Biswajyoti Ray	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
3	Namrata Mukhia	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
4	Parmisha Pradhan	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
5	Riya Gurung	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
6	Sappu Thapa	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
7	Sarien Rai	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
8	Siddhant Sharma	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
9	Sujana Chettri	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
10	Sumitra Darjee	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
11	Sumnima Rai	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
12	Arnab Poddar	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
13	Sudeshna Nandi	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
14	Anuja Pariyar	B.Sc. Hons. In Botany	Darjeeling Govt. College	M.Sc. In Botany
15	Mohona Thapa Mangar	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
16	Yoshna Mangar	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
17	Pariksha Chhettri	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
18	Prashiksha Gurung	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
19	Praniksha Subba	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
20	Pragati Subba	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
21	Prayogya Rai	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology

22	Kriti Subba	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
23	Neha Rai	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
24	Joyeeta Dasgupta	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
25	Sourav Chaki	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
26	Rajib Lala	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
27	Siddhant Gurung	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
28	Kritan Rai	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
29	Somesh Rajak	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
30	Bigat Chettri	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
31	Diksha Tamang	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
32	Karuna Lepcha	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
33	Roma Subba	B.Sc. Hons. In Zoology	Darjeeling Govt. College	M.Sc. In Zoology
34	Neha Pradhan	B.A. Hons. In English	Darjeeling Govt. College	M.A. In English
35	Lakpa Doma Bhutia	B.A. Hons. In English	Darjeeling Govt. College	M.A. In English
36	Ishnita Tamang	B.A. Hons. In English	Darjeeling Govt. College	M.A. In English
37	Bhawani Mukhia	B.A Hons. In English	Darjeeling Govt. College	M.A. English
38	Priyanka Rai	B.A. Hons. In Geography	IGNOU	M.A. In Rural Development
39	Ninglamu Sherpa	B.A. Hons. In Geography	University Of North Bengal	M.A. In Rural Development
40	Dadup Lepcha	B.A. Hons. In Geography	Kanpur University	M.A Geography
41	Ajay Mangar	B.A. Hons. In Geography	Kanpur University	M.A Geography
42	Vishma Giri	B.A. Hons. In Geography	Cooch Behar Panchanan Barma University	M.Sc. In Geography
43	Roshan Bishwakarma	B.A. Hons. In Geography	University Of North Bengal	M.A. In Strategic And Area Studies
44	Joyita Ghorai	B.A. Hons. In Geography	Siliguri College	Ma In Geography And Applied Geography
45	Passang Sherpa	B.A. Hons. In Geography	Sikkim University	M.A. In Geography
46	Trishita Bose	B.Sc. Hons. In Microbiology	Gauhati University	M.Sc. In Microbiology
47	Dibya Tamang	B.Sc. Hons. In Microbiology	University Of North Bengal	M.Sc. In Microbiology
48	Aakriti Rai	B.Sc. Hons. In Microbiology	Sikkim University	M.Sc. In Microbiology
49	Shahil Ansari	B.Sc. Hons. In Microbiology	Sikkim University	M.Sc. In Microbiology
50	Raj Pradhan	B.Sc. Hons. In Physics	University Of North Bengal	M.Sc. In Physics
51	Abhisek Sharma	B.Sc. Hons. In Physics	University Of North Bengal	M.Sc. In Physics
52	Suresh Biswakarma	B.Sc. Hons. In Physics	University Of North Bengal	M.Sc. In Physics
53	Lalita Nupanay	B.Sc. Hons. In Physics	Baba Saheb Ambedkar Educational University	B. Ed.
54	Animesh Chhetri	B.Sc. Hons. In Physics	Seacom Skills University, Bolpur, Birbhum, W.B.	M.Sc. In Physics
55	Rajiv Prasad	B.A Hons In Political Science	IGNOU	M.A. In Political Science
56	Aman Rawat	B.A Hons In Political Science	IGNOU	M.A. In Political Science
57	Pratiksha Pathak	B.A Hons In Political Science	IGNOU	M.A. In Political Science
58	Amosh Lepcha	B.A Hons In Political Science	All National Theological Seminary, Matigara	Master In Divinity

59	Premkit Lepcha	B.A Hons In Political Science	IGNOU	M.A. In Political Science
60	Pushpa Dahal	B.A Hons In Political Science	Sikkim University	M.A. In Political Science
61	Dipeshna Sharma	B.Sc. Hons. In Economics	University Of North Bengal	M.A. In Economics
62	Nibidita Pradhan	B.Sc. General Course	IGNOU	M.A. In Sociology (MSO)
63	Manisha Kumari Manjhi	B.A. General	IGNOU	Master Of Arts(Hindi)

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-7 SET-5 GATE-7	WB11600834 -Debayan Raha 32020097 -Rajat Thakuri XL21S61213044 -Rajat Thakuri 32010522- Jubin Rana WB11601987- Ankita Subba XL21S64045339- Nabanita Ghosh XL21S64045143- Kasturi Sarkar WB11600824 -Kasturi Sarkar WB11600711 -Preeti Subba XL21S64045209 -Preeti Subba 32010981 -Preeti Subba WB11600845- Priyanka Rai WB11600518- Romia Gurung XL21S64045247- Amrita Limboo WB11601982 -Amrita Limboo XL21S64045197- Dibya Pradhan 32010838- Dibya Pradhan EY21S34016024- Parishmita Paul 32030082- Sapna Tamang

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
19-12-2020	1st state Virtual Poomsae Taekwondo Championship under 30 male group category	District Taekwondo association of Jalpaiguri	Abinash Shashankar
19-12-2020	1st state Virtual Poomsae Taekwondo Championship under 30 male Individual category	District Taekwondo association of Jalpaiguri	Abinash Shashankar
11-11-2020	1st EDWARD'S Memorial Taekwondo Championship	Darjeeling Taekwondo academy	Abinash Shashankar

	Darjeeling 63 senior boys in		
11-11-2020	1 st EDWARD'S Memorial Taekwondo Championship Darjeeling 63 senior male poomsae individual	Darjeeling Taekwondo academy	Abinash Shashankar
11-11-2020	1 st EDWARD'S Memorial Taekwondo Championship Darjeeling 63 senior pair poomsae	Darjeeling Taekwondo academy	Abinash Shashankar
26-01-2021	Nepal Open International Virtual Poomsae and High speed Kick Taekwondo Championship	Nepal Taekwondo academy	Abinash Shashankar

26. Sports and cultural activities / competitions organised at the institution

Activity	Level	Participants
Teachers' Day was celebrated online on 5th September 2020.	Institution level	180
Republic Day was celebrated online on 26 th January, 2021, organized by cultural committee of Darjeeling Govt. College .	Institution level	157
International Women's day was celebrated online, organized by Gender Sensitization Cell, Darjeeling Govt. College.	Institution level	85

27. Whether the institution has registered Alumni Association? Yes ((the association is not registered)

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

No significant programmes were conducted during this year.

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 digitalized. Funds are received from UGC/ RUSA/ Salary is received from the Govt. through HRMS portal.
Student Admission & 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.

Title of the programme	Date	Participant
International Women's day was celebrated online, organized by Gender Sensitization Cell, Darjeeling Govt. College.	8.03.2021	85

34. Differently abled (Divyangjan) friendliness

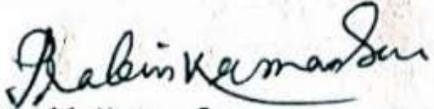
Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil

35. Describe at least two institutional best practices:

- The college has a rainwater-harvesting system that includes a steel water tank of around 20,000 litres and around 20 plastic Sintex tanks which can store around 40,000 litres of harvested rain water which cater to the needs of around 3000 students and staffs of the college. Apart from this Rain water harvesting the college is supplied with a stable water connection provided by Municipality. The water collected from the roof of the college building is stored in these tanks and are supplied to laboratories, washrooms/ Toilets, Canteen and even to water plants and flowers.
- The Botany Department and NSS Unit maintains a compost pit where organic leaf manure is generated to sustain the Gardens and greenery around the campus.
- The college also has taken initiative for segregation of degradable and non- degradable waste.
- The Organic waste from College Canteen is collected for making vermicompost.
- The college also have taken initiative to minimise energy consumption with the use of LED lightening bulbs, tubes etc. and usage of low energy consumption appliances.
- Awareness programmes regarding Environmental Consciousness are often organised by NSS Unit of the college.

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

Audit Team:

Member of Audit Team	Signature
Dr. Subrata Kar Associate Professor in Accountancy.	
Dr. Prabir Kumar Sen Associate Professor in Chemistry.	
Dr. Prantik Hazra, Assistant Professor of Zoology.	

Date of audit: 23 & 24 Nov 2021.


Coordinator
IQAC
Darjeeling Government College
Darjeeling




Officer-in-Charge
Darjeeling Govt. College