



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		KALIPADA GHOSH TARAI MAHAVIDYALAYA
Name of the head of the Institution		Dr. Minakshi Chakraborty
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		09434020400
Mobile no.		9434020400
Registered Email		prinkgtm@gmail.com
Alternate Email		info@kgtm.in
Address		Buribalason, Bagdogra
City/Town		Siliguri
State/UT		West Bengal
Pincode		734014
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. John Breakmas Tirkey
Phone no/Alternate Phone no.	09932979583
Mobile no.	9932979583
Registered Email	iqackgtm@gmail.com
Alternate Email	prinkgtm@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://kgtm.in/userfiles/file/KGTM%20AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://kgtm.in/userfiles/file/4_Academic_Calendar_2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71	2006	02-Feb-2006	01-Feb-2011

6. Date of Establishment of IQAC

30-Nov-2006

7. Internal Quality Assurance System

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
IQAC Meeting	09-Mar-2019 1	14
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Higher Education	Sports	Higher Education	2020 2	220500
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

10

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Regular IQAC meetings held to monitor the academic activities.

Seminar organised by Department of History, Chemistry, Commerce.

Organised Blood Donation camp.

Observance of National Science Day.

Training program for faculty members and support staff.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Formation of Eco Club to promote green	Tree plantation work implemented

initiatives.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

23-Jun-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

28-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The institution has moved towards data management system to a large extent though it has not yet moved into fully data management system. However, the institution is moving towards centralized data system gradually though it is very challenging. Regular systems up gradation are going on for an optimum resources and services to yield maximum benefits to students, teachers and the management alike. At present the institution has full student data base, e.g student personal data, admission data, total online admission system online registration, publication of merit list, ecounseling, admission fee payment an updating all admission and class related data on college websites. The institution uses MIS systems that are userfriendly and readily accessible, which resulted in improving productivity by deploying workflow based systems. The systems provides quick access to data on any student or a group of students which can be drilled down, filtered, and arranged accordingly as and when required . Additionally, the management can fully control the data and avails teacher and staff easy access to

various type of data. The list of modules are as follows: ? Offline Admission Management software related to accounts, admission, college examination results and college certificates etc. • Online admission management software supports online registration, sending SMS category wise merit list generation, ecounseling, online payment of admission fees etc. • All UG university related examination work like registration, fee payment, enrolment of examination , uploading of top sheets after examinations done fully online as per the university guidelines • Seating Plan generation software for internal and university examination. ? College Website to provides various information about the staff, publication of notices view prospectus, tendering, recruitment information etc. ? Payroll Management software supports salary, PF, Income Tax etc. ? Cheque Register software supports tracking daily issue of cheques and cashbook reconciliation. • New Offline Admission Management software for CBCS has been implemented which keeps records of students' personal information, subjects, papers, admission, and transactions. It has the feature to generate various reports related to receipts and refunds, attendance register, lists with subject/paper combinations of the students, and certificate issued by the college etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. The college prepares its proposed academic calendar at the start of each academic session, which is posted on the college website. The proposed academic calendar is based on notifications and circulars issued from the affiliating university i.e University of North Bengal as well as the West Bengal Government's Holiday list. 2. An orientation session is held each year for newly enrolled students to familiarize them with the process for content delivery and execution. 3. The college's routine committee prepares the master routine strictly in compliance with the amount of credit points specified in the university syllabus of each course provided by the departments. 4. At the start of each session, students are given information about each teacher's teaching assignment, and the teaching plan is created accordingly. 5. In addition to the conventional chalk and talk process, teachers also employ power

point projections. 6. After the conclusion of a part of the syllabus, class assessments or surprise tests and student seminars are conducted, and students' success is reviewed on a regular basis. 7. Trouble issues are identified by interactive meetings with students and, in some cases, guardians. Slow learners and first generation learners are all given special attention. 8. IQAC conducts a student satisfaction survey to enhance the teaching-learning process in each department. 9. The college has implemented a comprehensive student mentoring scheme. During the lock-down, teachers kept mentoring through various online channels such as Google Meet, Google Classroom, WhatsApp, Facebook, Phone Calls, and so on. Teachers continued to teach and complete the syllabus via various online platforms, as well as by supplying students with class lecture resources and video lectures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Honours	28
BA	Geography Honours	38
BA	Nepali Honours	30
BA	History Honours	27
BA	Sociology Honours	42
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Students provide feedback on the teaching-learning process through the Departmental Feedback Form and College Student Satisfaction Survey, which are based on two standardized questionnaires designed and recommended by the colleges IQAC. Feedback is also solicited from faculty members and alumni through a formal questionnaire. Data obtained through feedback form are tabulated and analysed through graphical and diagrammatic representations. IQAC analyses the reviews obtained and makes recommendations to the Institutions Head for implementation. Teachers also give formal and informal guidance to the institutions Head on academic, administrative and other college-related issues. Departments gain input from parents via parent-teacher meetings and address various topics related to their wards overall growth.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali	96	707	90
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4492	Nil	55	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
56	55	5	3	1	5
View File of ICT Tools and resources					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We organise the Orientation Programme for each department of Honours to make the students aware of the syllabus, question patterns, books and approach to study the particular subject. For the Programme Courses, such orientation classes are organised in the initial interactions between the teacher and the students. In the early weeks of the academic sessions, teachers encourage the students to participate more in interactive sessions for acclimatizing them in new environment earliest. This encourages making the peer group quickly. Teachers lead them to library and motivate them to use the huge source of information and this encourages the reading habit. In Covid pandemic year, we substitute this facility by giving them the scanned pages, PDF files, audio clips, website links etc. in students' Whatsapp groups or in Google Classroom. For keeping the learning process continuous, we organise surprise and pre-announced tests for students to locate the obstructions in learning the information ability by mcq and in analytical capability by subjective tests. By analysing test results, weak and advanced students are identified and separated by each of the departments. Students who require a little extra help are cared differently. The faculties of respective departments start guiding the weak students by supplying study materials and model question-answers, clearing their doubts etc. Remedial/ tutorial classes are conducted for the slow learner, absentees and the students who participated in sports, NSS and NCC activities. Extra classes are conducted for struggling learners to update their subject knowledge and help them to catch up with their peers. The college monitors the performance of the weak and irregular students and reports to the parents. Parents / guardians are advised to note the performance of their wards and take necessary measures if needed. Sometimes parent-teacher meeting is also called. Different department organise the seminars to make the students acquainted with deep analytical approach to the subject. Out of syllabus discussions, tests are organised to make them aware of the current affairs and shape them for the job market. Motivational classes, career counselling, General Awareness classes, students' seminars and other such interactive sessions are organised to keep the students' self-esteem high and to create a socio-emotional environment for better blooming of the personality of rural and tribal students. Seeing the absence of in campus inter-personal communication owing to pandemic, the college is very active and communicative with the students on social media to provide them utmost support. Many teachers do communicate with the parents to keep the students at their best. Teachers are normally available to students for discussion on academic and non-academic advices helpful for a better career. Different teams are there for mentoring the students out of the box. The sports and cultural team are hyper active. Career Counselling is also organised here. The teachers even try to solve their personal problems, too if they share it and continuously give mental support and mental boost up to build- up and increase their confidence level.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4492	55	1 : 82

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
56	56	Nill	3	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	NA	1ST SEMESTER	12/12/2019	14/01/2020
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Assessment of performance is an integral part of teaching learning process. The college conducts Continuous Internal Evaluation (CIE) to assess all aspects of a student's development on a continuous basis throughout the semester/ academic year. • The student are made aware of Continuous Internal Evaluation (CIE) in the orientation programme conducted at the beginning of the semester/ academic year in each Department by the Principal, Head of the Departments and the faculties through public address. • Evaluation procedures and tentative dates are discussed and finalized in the Departmental meetings and made public through departmental notice board and college website. • CIE exam dates are also mentioned in the academic calendar. For effective implementation of Continuing Internal Evaluation (CIE) system at the college level, the college conducts class test/ unit test, midterm internal assessment test/ pre-university test per course/ paper in each semester. • It also promotes the students to participate in power point presentation, class seminars, group discussion, debates, etc. • CIE components also include MCQs, Quiz competition, assignment, viva voce examination, field survey, lab exercises and practical examination. • Covid-19 pandemic threat has forced to change the dynamic of classroom mode of teaching-learning to virtual classroom. Departments have adopted digital platform to increase the outreach to all the students. • Class test, unit test, assignment, quiz test, MCQs, debates, viva voce are being conducted through online mode using Google classroom, Google meet, whatsapp group, telegram and other online apps. Result analysis is done by the concerned faculty after every test.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared well in advance before the beginning of every academic session and approved by the IQAC cell. Tentative dates for all the academic activities like orientation programme, internal assessments (class tests, mid-semester tests, unit test, class seminars etc.), dates of marks submission is clearly mentioned in the academic calendar and is adhered by the respective departments. Various cultural activities, NSS and NCC activities are also organized as per the academic calendar. Due to the outbreak of pandemic in 2020 and subsequent lockdown from 25th march 2020, Google classroom and Google meet were adopted to continue with teaching-learning process in virtual mode. Department-wise Whatsapp groups were formed to stay in continuous touch with the students. Study materials and Assignments are uploaded and Tests are being conducted in digital platform. According to the academic calendar, several activities were held in college during session July 2019 to February 2020 before lockdown like Independence Day celebrations, Career Awareness Programme and quiz competition by Dept. of Commerce, Orientation Programmes, Teachers Day celebration, Seminar by various Departments, NSS Day, Visit to the Museum in North Bengal University by History dept., Participation in Workshop on Gender Awareness, Annual college sports, DPI sports, Republic Day celebration, Saraswati puja, Awareness programme on Coronavirus as well as Blood Donation Camp and Eye check-up Camp by NSS. However programmes including Rabindra Jayanti, World Environment Day and International Yoga Day which were scheduled to be held in campus had to be conducted virtually in pandemic situation.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://kgtm.in/userfiles/file/KGTM_COPOS_2019-20-Compressed.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BA	BENGALI	53	52	98.11
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://kgtm.in/userfiles/file/Student_Satisfaction_Survey_Report_2019_20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – 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 year
Nil	0	NA	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Career Awareness Program	Dept. of Commerce in collaboration with IQAC	22/08/2019
History: Inclusive and Beyond	Dept. of History, KGTM	24/09/2019
COVID-19: Facts on the bench-where we are?	Dept. of Chemistry IQAC, KGTM	31/08/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	5	2.90
International	Mathematics	9	0.57

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	2

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Transport phenomena of Cu-S-Te chalcogenide nanocomposites: frequency response and AC conductivity	Koyel Bhattacharya	Physical Chemistry Chemical Physics (Royal Society of Chemistry)	2020	3	Kalipada Ghosh Tarai Maha vidyalaya	3

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	7	17	Nil	Nil
Presented papers	2	4	Nil	2
Resource persons	Nil	Nil	Nil	6
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS Day (24 th Sept.) Celebration (Green NSS and Eco-club formation)	NSS (Unit I)	2	80
Blood Donation Camp	NSS (Unit I amp II) in collaboration with Siliguri Lions Club	5	70
COVID Awareness Program	NSS (Unit I amp II)	3	100
Seven Days Special Camp	NSS (Unit I amp II)	2	100
5TH INTERNATIONAL DAY OF YOGA	NCC	3	235
73RD INDEPENDENCE DAY	NCC, NSS	6	200
71ST REPUBLIC DAY FLAG HOISTING CEREMONY	NCC	7	107
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	01	Siliguri Lions Club	70
Talk on International Women's Day, 2020	01	Press Information Bureau, Kolkata amp Salesian College, Siliguri	1000
Kanyasree Prakalpa	01	Government of West Bengal	298
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
WORKSHOP ON GENDER AWARENESS	NCC and NBU	GENDER AWARENESS	3	30
CELEBRATING THE CONSTITUTION OF INDIA	NCC	TOOK AN OATH TO UPHOLD THE CONSTITUTION	2	59
71ST REPUBLIC DAY FLAG HOISTING CEREMONY	NCC	PARTICIPATED AT SILIGURI POLICE COMMISSIONER ATE PARADE	7	22
Cycle Safari from Islampur to NBU	Sport Board, University of North Bengal	Cycle Safari	1	2
Youth Parliament	Siliguri Mahila Mahavidyalaya	Distract level Youth Parliament Competition	1	19

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Major Research Project	Dr. Koyel Bhattacharya	Science and Engineering Research Board, New Delhi	1095
Publication of International Book	Dr. Suvendu Roy	Nil	730
Scientific Article Publication	Dr. Koyel Bhattacharya	Science and Engineering Research Board	365

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	NA

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Maynaguri College	23/11/2020	Academic and Administrative facilities exchange	350
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nill	531300

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	12	65980	Nill	7725	12	73705
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	45	0	13	0	0	10	29	100	6
Added	1	0	1	0	0	1	0	0	0
Total	46	0	14	0	0	11	29	100	6

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	124808	0	306869.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

It is a co-educational institution which runs in a single shift. The college caters to the educational need of the large number of students hailing from Tea Garden and Rural areas. Hence all the infrastructure facilities such as classrooms, laboratories, library, and common room facilities for both boys and girls are provided. There are also facilities for indoor and outdoor games. All these are utilized optimally. There is a gymnasium. Audio Visual/ICT based classroom is available for students. Laboratory: The College has several lab facilities for lab based subject such as Physics, Chemistry, Geography, Commerce etc. The departments are accountable for maintenance of the respective labs. The laboratory is managed by the respective Laboratory Attendant under the supervision of the HODs. All purchases of equipment are made as per the Govt. rule. Each laboratory is prepared an annual Stock register and present for verification to the government audit. Library: The Library is adequately equipped with text and reference books. However still it needs to be developed with modern facilities. All library information of books is available online. Library is equipped with the CCTV cameras to prevent stealing and overall monitoring and surveillance. All the Staff Members can access the Library facilities and can borrow books, Magazines, periodicals, CD_ROM and other materials as per the rules for each category. Annual physical verification of Stock is conducted through Library audit. Sports facility: The College has indoor and outdoor sports facilities for students. In this academic session the Higher Education department, Government of West Bengal selected our college for organizing Inter College District Games Sports Championship, 2019-2020. It was

successfully conducted. The students participate in different sports and athletes meet in different places, institutions in the state and outside of state. Class Rooms: Our College has Classrooms and special dedicated spaces/rooms like the dark rooms and equipments like projection facilities in the classrooms and smart classroom. All the class rooms are cleaned in periodic interval of time by our cleaning staffs. They regularly monitor the conditions of the classrooms and the furniture provided for the student in the classrooms.

General Maintenance: General maintenance and stock register is made by the office. The office also maintains a register for complaints, repair etc. of all facilities like furniture, plumbing, electrical work, generator, building infrastructure, copier machine etc. The necessary repair work is done by the office following the procedure of the college. The campus is protected under CCTV surveillance. IT Infrastructure: The College is gradually moving towards complete online facilities in e-governance such as Admission, Accounts, and Fee Collection etc. During pandemic entire teaching-learning and internal assessment has been done through online. The Under Graduate Semester End Examinations have been partly conducted online.

http://kgtm.in/userfiles/file/Procedures_and_policies_for_maintaining_and_utilizing_2019_20.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	6	9350
Financial Support from Other Sources			
a) National	Post Matric Scholarship, Minority Scholarship, Chief Misister Scholarship, Samajik Suraksha Yojona, Tea Board Welfare Organisation, Swami Vivekananda Merit-cum-Means Scholarship, Kanyashree	2224	17857400
b) International	NA	Nil	0
View File			

5.1.2 – 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 capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	NIL
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.Com. Honours Programme	Commerce	University of North Bengal	M.Com.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter College State Games Sports Championship, 2019-2020	State Level	6
Inter College District Games Sports Championship, 2019-2020	District Level	170
32nd College Annual Sports 2019-20	College Level	56

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	NA	NA

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The statutory body of students' Council is known as student union as per the Government of West Bengal and the University of North Bengal. The student union is an elected body. The student union actively participates in different activities of the college. The role of student union in maintaining discipline is very vital. The students' representatives actively participate in organising various cultural activities such as "Republic Day", "Independence Day", "Basanto Utsav" (Spring Festival), "Saraswati Puja", "Christmas Celebration". The student union also organises "Freshers' Welcome programme" and Annual Cultural event attended by very large no. of students. The representation of students in administration is made by the General Secretary (GS) of the student union. The GS is the member of the Governing Body (GB) of the college. The GS puts forward his views and different issues to GB. However, the election of Students' Union has not been held for two years. The Government notification awaited in this regards. The students also help in maintaining discipline in the campus. During pandemic Students' Union is providing information to students through WhatsApp Groups and online media.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

144

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association participate in organising sports and various cultural activities including the annual social event along with the Students Union.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization: The institution functions through the mechanism of decentralization and participative management. The college provides for adequate mechanism for collective decision making through different decision making bodies and sub-committees. There are five different bodies for

decentralized decision making which include the following: i).At administrative levels the Principal is the head, 2) Teachers' Council, at faculty level, 3) Internal Quality Assurance Cell (IQAC), 4) level of Non -Teaching staff and 5)Student Union at student level. The institution also has different committees for general administration and academic planning and curriculum delivery. However, the institution follows decentralized governance mechanism. 1. All decisions, policy formulation, planning , and implementation of different academic programs, admission and examinations are taken in consultation with the different subcommittees in the college and place them before the Governing Body for approval. There are elected teacher and non-teaching staff representatives to the Governing Body as per the government rule. At the Faculty level there several sub -committees unanimously formed by the Teachers' Council. The sub-committees includes the following: Admission Sub-Committee, Examination Sub-Committee, Routine Sub-Committee, Cultural Sub Committee, Canteen sub-Committee, Library sub-Committee, disciplinary sub- committee, Anti Ragging sub-committee, Women Harassment Redressal sub- committee, Common Room sub- Committee (Boys), Common Room sub- Committee (Girls), Provident Fund sub-Committee, Website Development Sub-committee, Career advancement Sub-Committee, Income Tax Sub Committee. Sub- Committee Committee Constituted by Governing Body Building Committee, Finance Committee, Purchase Committee. Departmental Committees: There departmental committees are formed for better communication among teachers and students in each department. Student Representatives: There is an elected student union body. The union is formed as per the student union regulation framed by the Govt of West Bengal and the University of North Bengal. The General Secretary of The General Secretary of the student Union is the student representatives to the Governing Body (GB). The grievances and suggestions of students are made to the concerned department or authority through the elected member. However, the students can also place their grievances and complains to the college authority and the departmental teachers directly by dropping complaints form in the complaint box. The concerned secretary is consulted and their views and suggestion are taken for implementation of various activities in the institution. The student union comprises of Various sub committees with the secretary as the functionary head which include the following: Cultural secretary, Games and sports secretary, Boys' common room secretary, Girls common room secretary, Student welfare secretary, Canteen secretary.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Initiative are being taken for Institution-Industry collaboration to help students for employment.
Admission of Students	The admission is made as per the regulation provided by the Government of West Bengal and the University of North Bengal. The admission process is completely through online system during the session 2019-20. In order to avoid difficulties of students registered for admission provisional merit list is published and allowed minor correction, addition due to technical problems

within stipulated time. The college adheres to the merit for admission. Reservation rule of the government is maintained strictly. For Honours courses subject wise merit list is published on website. e-counseling , admission fee payment is done online. The admission committee ensures complete transparency in admission. Online information and help desk supports the information seeking students for admission.

Human Resource Management

The Human Resource of the college is managed in a fair and democratic manner. The aim of the college is to make optimum use of the available human resources. All faculty members are involved in different activities. Students enrichment programmes are organised such as class Seminar, Assignment, Paper presentation, field survey, quiz, debates etc. • College organizes special or invited lectures with resource persons from outside students are encourage to attend such programmes. • Faculty members are encored to participate in workshops, Seminar, conferences.

Library, ICT and Physical Infrastructure / Instrumentation

Developed a library web portal for the enrichment of the students as well as the faculty members of the college by providing web based information and knowledge. This web portal is very easy to access and extremely student/user friendly and having its 10 different modules can be accessed round the clock by the students who come from remote areas

Research and Development

The college encourages faculty members to pursue research work and publish papers for the academic development and acquiring higher qualification such as Ph. D. Faculty members are encouraged to upgrade their knowledge through attending Seminars, Conferences, and Workshops etc.

Examination and Evaluation

As per the guidelines of the affiliated university the college has revised various mechanisms of teaching and evaluating the students. Each department evaluates students on a continuous mode and through various methods such as class test, mid-term test, assignments, projects, paper presentation and viva-voce. At the end students are taken semester end

	<p>examination under CBCS and annual examination for the old syllabus students. During the pandemic students have been evaluated through various online mode using Google Classroom, Google Form, Zoom, Google Meet.</p>
Curriculum Development	<p>The college follows the syllabus is prescribed by the University of North Bengal. However college designed its own methodology for assessing the students for internal evaluation through various academic activities. The continuing evaluation is made through monthly class test, student seminar, group discussion, assignments, field work, viva-voce, educational tours. Facilities for extra curriculum activities comprise of gymnasium, virtual class room with audio-video room, indoors and out door games. Skill development activities such as making maps, indexing, collecting oral evidences are conducted.</p>
Teaching and Learning	<p>The college apart from conventional lecture schedule is gradually using more and more ICT based facilities in class rooms. There is a provision for virtual class rooms. Additional classes are given to academically poor students. The progression of the students is monitored through various academic activities. The students are also taught in data collection and analysis of field survey. • Organisation of students' seminar in departments and evaluation. • Addition of Library books and availability of Library information as website. • Up-gradation of online teaching and delivery of study material. Examination an Evaluation the College follows the pattern of examination system prescribed.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	<ul style="list-style-type: none"> • Online Registration for new student admission. • Publication of merit list online in the admission portal. • Online Counselling for admission on the merit basis. • SMS send to all eligible candidates for informing online counselling and fee payment schedule. • Reservation in admission is made as per Government rule. • All the Admission fees payment is fully online. • Different phases of admission list are

	displayed in the website. • E-mail id for complain/ enquiry displayed on the website.
Administration	<ul style="list-style-type: none"> • Department of Higher Education, Government of West Bengal has introduced online portal for verifying scholarship application of student. • Proposal has been made for upgradation of software and introduction of new updated software to do the administrative works smoothly. • Students can easily access all notices and announcements from college website. • Payment of salaries are made online through HRMS system
Finance and Accounts	<ul style="list-style-type: none"> • Most of the financial transactions are done through online mode. • The salary of the staffs - Teaching and Non-Teaching are paid through HRMS directly to the account of the incumbent. • Provident Fund (General) of the employees is maintained through IFMS portal. • Payment of professional tax to Government account through GRIPS portal. • Fees collection from students are done through online.
Examination	As per notification of the Government of West Bengal and the University of North Bengal the following online program have been adopted: <ul style="list-style-type: none"> • University Registration of New admitted students • Filling up the Semester End Examination Form • Provision for downloading admit card for examination. • Uploading attendance sheet of examinees. • Publication of result.
Planning and Development	<ul style="list-style-type: none"> • The college has redesigned its website to display all kinds of information and notices. • Proposal is made to gradually to move towards computerization of administrative work. • There is proposal for infrastructural development which has been delayed. • Improvement of library infrastructure

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Training on General office management	26/07/2019	26/07/2019	Nil	17
2019	Training on the use of smart class	Nil	02/08/2019	02/08/2019	52	Nil
2020	Nil	A knowledge exchange program for preparation of financial audit	10/01/2020	10/01/2020	Nil	15

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme (OP)	2	09/07/2019	29/07/2019	21

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	3	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Provident Fund • Group Insurance • Festival Advance • Special leave to pursue Research further • Educational activities and training • Loan Advance by college to newly recruited teacher 	<ul style="list-style-type: none"> • Provident Fund • Group Life Insurance (GLSS) • Festival Advance • Swasthyasathi Prakalpa by Govt. of West Bengal • Festival Bonus for NTS • Ex-gratia payment for festival to Casual and Temporary Staffs 	<ul style="list-style-type: none"> • Student Aid Fund • Special Concession in admission fees for BPL Students and students belonging to Tea Garden Workers • Benefits from Kanyashree Prakalpa provided by Government • Tea Garden Labour Welfare

till Pay Fixation by Government

scholarship • Free Medical Treatment through Student Health Home

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The chartered accountant as internal auditor is appointed by the college who makes regular internal audit of all accounts. The suggestion of internal auditor is maintained. **External Audit:** The institution being a Grant-in-aid college from the Government of West Bengal, the financial audit is conducted every year by the auditor appointed by the Department of Higher Education, Government of West Bengal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Maynaguri College	Yes	IQAC
Administrative	Yes	Government of West Bengal	Yes	CA appointed by GB

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

• Online Financial Management • A knowledge exchange program for preparation of financial audit • Training for pre and post examination data management

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• New construction of a building for Science, Commerce and Geography • Added new stream : B.Sc. – Pure Science (General) • Introduction of new elective subject for B.A. Degree : Sanskrit • Introduction of two new Honours Course: Mathematics and Philosophy • Approve vacant post have been filled up.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC Meeting	09/03/2019	09/03/2019	09/03/2019	14
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
EQUAL OPPORTUNITY FOR GENDER EDUCATION	08/08/2019	08/08/2019	68	46
WORKSHOP ON GENDER AWARENESS	21/11/2019	21/11/2020	72	32
GENDER JUSTICE : VIOLENCE AGAINST WOMEN	10/01/2020	10/01/2020	76	49

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- The college proposed to increase solar power energy.
- Awareness Programme on " Save Water Save River" organised by NCC, Dated 28.02.2020
- Awareness Programme on Effect of Plastic on Environment, Dated 03.11.2019

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	7
Scribes for examination	Yes	7

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/11/2019	1	WORKSHOP ON GENDER AWARENESS	Gender Rights	118
2020	1	1	03/02/20	3	INTER	Sports	170

			020		COLLEGE GAMES SPORTS CHAMPIONSHIP, 2019-2020	Games Championship	
2020	1	1	21/06/2020	1	6TH INTERNATIONAL YOGA DAY CELEBRATION	For mental and physical well being.	44
2020	1	1	05/06/2020	7	TREE PLANTATION	At their own place during Lockdown	34
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus cum Hand Book Kalipada Ghosh Tarai Mahavidyalaya, Bagdogra.	Nil	Prospectus of the college cum Hand Book is published every year which contains detail information about the institutional Profile, students activities, courses, code of institution, UGC regulations relating to anti ragging.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration Christmas	23/12/2019	23/12/2019	423
Celebration of Saraswati Puja	29/01/2020	29/01/2020	1400
International Women's Day Celebration	08/03/2020	08/03/2020	124
National Science Day	28/02/2020	28/02/2020	92
Observance of National Day (Republic Day)	26/01/2020	26/01/2020	83
Constitution Day	26/11/2019	26/11/2019	59
Yoga Programme on International Yoga Day	21/06/2020	21/06/2020	44

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Green Campus Tree plantation Programme on 05.06.2020
- Prohibition of the use of Plastics in college campus.
- No plastic Awareness programme for students.
- Smoking free campus.
- Swachh Bharat Abhiyan - Cleaning of College Campus, approach road and neighborhood.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Best Practice # 1

1. Title of the Practice: Equal opportunity and capacity building through quality education

2. Goal of the Practice: Keeping in mind the need of the local community, the institution strives to promote quality teaching, learning and evaluation of students and thereby prepare them to meet the challenges in future. The institution attempts to provides equal opportunity and capacity building through education as its vital need of the first generation learners

3. The Context: There is large number of students from tea garden workers' families, socially, educationally and economically poor families from rural areas, and students from Below Poverty Line (BPL) category. The institution takes adequate care to provide equal opportunity for completion of higher education.

4. The Practice: The institution has taken the following steps:

- Adopted student mentoring system
- Regular guidance and encouragement for education
- ICT mode of teaching learning is facilitated
- Provision of financial support to all financially poor students out of Student Aid Fund of the college for the poor students.
- BPL category of students get full tuition fee waiver.
- Book Bank for poor students
- Facilitates services for a very large number of Govt. Scholarships which amounted to Rs. 1,78,57,400/- for the session 2019-20

5. Evidence of Success:

- A large number of students are able to complete their higher education.
- A good number of them are pursuing Post Graduate courses at regular mode or distance education mode.

6. Problems Encountered and Resource Required

- Lack of adequate fund hinder the implantation and initiatives to teaching learning process, technological up gradation for over all planning and development of the institution and capacity building process.

Best Practice # 2

1. Title of the Practice: Students' support and learning

2. Goal of the Practice: The college constantly endeavours to provide the students all round development of students through participation beyond class room activities which is very important in the context of the social and economic background they come from. The institution strives to promote over all development of the students both girls and boys being the co-educational institution. Programmes on gender issues are organised and attempts are made to promote gender awareness. Various departments organise field survey, extension activities, field tours, museum visits, and outreach programme.

3. The Context: Majority of the students belong to rural areas and tea gardens who are mostly Scheduled Tribes and Scheduled caste and other minority groups and are mostly first generation learners. The context demands adequate student support through all round learning so that they empower themselves socially and economically and become the agents of societal transformation.

4. The Practice: The college provides good support mechanisms for leaning in various ways. From the very beginning the institution provides some support system by providing transparent online admission system with a low a registration fee so that aspirant students can afford registration of online admission process. A complete transparency is maintained in admission process. Government rules for reservation are maintained for SC, ST, and Minority students. Admission is made on merit basis. On learning support many departmental faculty guide the students in seminar presentation, debate and writing assignments. Students are encouraged to make power presentation. Apart from class room activities some departments organised field tours, field survey, empirical data collection through interview schedule, , data analysis and dissertation writing on various social, economic,

political, gender issues, gender empowerment, socio-economic analysis of change. A very large number of students are supported to avail various state government scholarships, post-metric scholarships, and institutional financial support is provided to SC, ST and Other Backward Classes and Poor, BPL category of students. 5. Evidence of Success: Various departments organise students' class room seminar on their academic subjects as well as current problems social and environmental. Under the new CBCS students are regularly monitored through internal assessment system. Many departments are conducting online MCQ type exams. Students are adequately supported preparations of questionnaires and data analysis. A good section of students are taking up post graduation education, training, and teachers training, in different universities of the state and outside the state. 6. Problems Encountered and Resource Required There is a huge pressure for admission and so a large number of students get admission and due to which full implementation plans and mechanisms for students support and learning pose difficulties. Considering the number of students admitted the instruction is faced with shortage of infrastructural faculties.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://kgtm.in/userfiles/file/Best%20Practices%202019-20.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Decentralization and participative management is the hallmark of our institution. All the decisions are taken after consultation with the respective committees. Institution realises the value of decentralization and respect for all faculty and support staff as well as the students. There are different committees in the college of which the Governing Body is the highest authority followed by the Principal as the head of the institution. The Internal Quality Assurance Cell (IQAC) functions to provide an academic environment, providing all support, planning for efficient delivery of curriculum relating to teaching-learning. There are different committees of the faculty members, support staff, the Students' Council and Alumni Association. The committees consist of Finance Committee, Building Committee, Purchase Committee, Admission Sub-Committee, Examination Sub-Committee, Routine Sub-Committee, Cultural Sub-Committee, Canteen Sub-Committee, Library Sub-Committee, Disciplinary Sub-Committee, Anti Ragging Sub-committee, Women Harassment Redressal Sub-Committee, Common Room Sub-Committee (Boys), Common Room Sub-Committee (Girls), Provident Fund Sub-Committee, Website Development Sub-Committee, Career Advancement Sub-Committee, Tax Sub-Committee. All the decisions, policy formation, planning, development and implementation of different academic programs, admission, examinations, provision of student facilities etc. are taken in consultation with the different committees. The Teachers' Council is a statutory body which assists the head of the institution and maintains the academic activities. The Secretary, Teachers' Council advises the IQAC regarding the maintenance of academic schedule and standard of teaching. The support staff of the college give their views and feedback regarding the office management. The Students' Union functions as a backbone to the institution the views and suggestions of the students representatives are well respected and taken into consideration. Provision for students' representation in the highest decision making body i.e. the Governing Body where the student representative places the demands and grievances of the students. The head of the institution believes in the decentralisation administration. Through the decentralisation mechanism the institution attempts to provide quality education to students primarily who hail from rural backgrounds and tea gardens who are socio-economically

backward. The institution thus provides educational empowerment to such backward sections of students.

Provide the weblink of the institution

http://kgtm.in/userfiles/file/Performance_of_the_institution_2019-20.pdf

8.Future Plans of Actions for Next Academic Year

- Introducing more certificate courses relevant for employability •
- Implementation of the bar-coding system for library circulation and
- Implementation of OPAC and Web OPAC for Searching library resources and
- implementation library automation. • Skill development programs for student •
- Outreach program in the neighbouring village. • Extension Activities • Creation
- of digital content for uploading into the library web portal and creating
- Institutional Repository .• Screening of documents for career advancement scheme
- of teacher • Enhancing ICT tools and methods of teaching. • Students and faculty
- exchange programmes. • Career guidance and information programmes • Support for
- more research and publications for faculty members.