



Yearly Status Report - 2018-2019

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://www.kgtm.in/userfiles/file/KGTM%20AQAR%202017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.kgtm.in/userfiles/file/kgtm_academic_calendar2018-19-.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
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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
No Data Entered/Not Applicable!!!		
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :

6

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)

Successfully implemented new CBCS Syllabus and continuing evaluation.

Contributed towards maintaining green campus.

Purchased books for new syllabus.

Enhanced ICT bases teaching.

Upgraded Online Admission software, Offline Admission Data management software, Seat planner software.

No Files Uploaded !!!

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
No Data Entered/Not Applicable!!!	

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

15-Jun-2020

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)

Data is the lifeline of the institution. The institution has greater volume of data, which makes it challenging to manage on paper or even with excel files. Regular systems upgradation are going on for an optimum distribution of resources and services to yield maximum benefits to students, teachers, and the management alike. The system store crucial staff and student data such as personal data, admission data, exam records, and even library details. The institution affirms that MIS systems are user friendly and readily accessible, which has also aided them in improving productivity by deploying workflow based systems. The systems reduce the workload on teachers and staff by providing quick access to data on any student or a group of students which can be drilled down, filtered, and arranged accordingly within a few clicks. Additionally, the management can fully control the access of data types used by both the teachers and staffs. 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, ecounselling, online payment of admission fees etc. • Seating Plan creation/generation software. • College Website to provide 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 bank 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

• The college prepares an academic calendar for every academic session at the beginning of every academic session and upload in college website. It is also put up on the notice board. The academic calendar gives details of teaching days, class lists, unit tests, mid-term unit tests, educational and cultural tour, field survey and extension work and students enrichment programmes. • The IQAC organises orientation programmes (OP) for newly admitted 1st year students. Each Department also conducts OP separately for Honours course students. • A common Master Routine is prepared every academic session by Routine Committee. • Every Department prepares departmental class time table on the basis of master routine, syllabus distributed among faculty members and displayed on the notice board. • Systematic lesson plan is charted by individual faculty members and provided to the students. • Study materials are provided to students after completion of lecture. • Assignments are given to students well in advance. • Regular class tests, monthly tests, mid-term unit tests, viva-voce examinations are held. Students class seminar and paper presentations conducted. • Field survey and extension activities are organised by Department of Sociology for Honours Students. After survey data analysis and interpretations is made. • Educational and cultural tours and Field Survey are organised by Department of Geography. • WhatsApp groups have been created for exchange of information and sharing study materials. • Traditional and ICT based classes are conducted as a teaching-learning method.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	MATHEMATICS HONOURS	02/07/2018
BA	PHILOSOPHY HONOURS	02/07/2018
No file uploaded.		

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
BA	BENGALI HONOURS	02/07/2018
BA	ENGLISH HONOURS	02/07/2018
BA	GEOGRAPHY HONOURS	02/07/2018
BA	HINDI HONOURS	02/07/2018
BA	HISTORY HONOURS	02/07/2018
BA	NEPALI HONOURS	02/07/2018
BA	PHILOSOPHY HONOURS	02/07/2018
BA	POLITICAL SCIENCE HONOURS	02/07/2018
BA	SOCIOLOGY HONOURS	02/07/2018
BCom	COMMERCE HONOURS	02/07/2018
BSc	MATHEMATICS HONOURS	02/07/2018
BA	BA PROGRAM	02/07/2018
BCom	BCom PROGRAM	02/07/2018
BSc	BSc PROGRAM	02/07/2018

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

	Certificate		Diploma Course
No Data Entered/Not Applicable !!!			

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
No Data Entered/Not Applicable !!!		
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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	38
BA	GEOGRAPHY HONOURS	50

BA	SOCIOLOGY HONOURS	39
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>Overall feedback of students is taken at the end of every academic session. A "Student Satisfaction Survey"(SSS) is conducted through structured questionnaires developed by the IQAC. The SSS is carried out both offline and online mode. Questionnaire is uploaded in the college website. The IQAC analyses the feedback of students and necessary steps are taken by the IQAC, Apart from this grievance complaints can be dropped in complaint box any time. Such grievances are forwarded to the Internal Grievance Cell and such appropriate concerned sub-committees for redressal. The teachers in the college give their feedback regarding the syllabus coverage, activities under taken, infrastructure facilities available to them for updating the teaching learning process. The sort coming of the college is tried to be solved. The feedback is obtained every year through structured questionnaire. The alumni association yet to be registered. Despite this the college collects data about the experiences of the out-going students. The feedback is collected through structured questionnaires and their suggestions are forwarded to the higher authority for necessary action.</p>

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
No Data Entered/Not Applicable !!!				
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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
2018	4210	Nil	26	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
57	38	5	3	1	5
No file uploaded.					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Within first week of the commencement of classes Orientation Programme is conducted for newly admitted students and are explained about institutional norms, examination systems and institutional environment which help students to adjust and adopt the new environment. After one month from the beginning of the semester, one class test is taken and based on the result analysis of this test, weak and advanced students are identified and separated by each of the departments. Then the faculties of respective departments start guiding the weak students by supplying study materials and model question-answers, clearing their doubts etc. More and more tests are taken continuously to monitor their progress. Sometimes parent-teacher meeting is also called. The teachers also provide counselling to their personal problems, and thus give continuously 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
4210	26	1:162

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
27	24	3	Nil	12

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
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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 and learning process. The college conducts Continuing Internal Evaluation (CIE) to assess all aspects

of a student's development on a continuous basis throughout the Semester/academic year. The Students are made aware of Continuing 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. 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 Tests/Unit Tests, Mid-term Internal Assessment Tests/Pre-University Test per course/paper in each semester. It also promotes the students to participate in power-point presentation, class seminar, group discussion debate etc. CIE Components also includes MCQs, Quiz competition, assignments, viva -voce examination, field survey, lab exercises and practical under CBCS introduced from the academic session July 2018. The college encourages and guides students to participate in national level competitions organized by other Colleges. Result Analysis is done by the concerned Faculty after every Test. The performance of the students is monitored and the necessary feedback is suggested by the concerned faculty members. The IQAC and the Principal conducts Review Meetings with each department to give necessary feedback for the improvement of students' performance. 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 remedial measures if needed. Remedial/Tutorial Classes are conducted for the slow learners, absentees and the students who participate 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.

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

Well before the beginning of every academic session, academic calendar is prepared and approved by the IQAC cell. Tentative dates for all the academic activities like orientation programme, internal assessments (Class tests, Mid-Semester test, unit test, class seminar/power-point presentations etc.), marks submissions etc. are clearly mentioned in the academic calendar and are followed by respective departments. Even different cultural activities, NSS NCC activities are also organized according to the academic calendar.

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://www.kgtm.in/userfiles/file/COPOs-merged_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
No Data Entered/Not Applicable !!!					
View File					

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://www.kgtm.in/userfiles/file/Student_Satisfaction_Survey_Report

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
Financial Awareness Program	COMMERCE	06/03/2019

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
National	NEPALI	1	0
International	PHYSICS	2	4.17
International	MATHEMATICS	5	0.65
International	COMMERCE	1	0
No file uploaded.			

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
NEPALI	2
BENGALI	1
GEOGRAPHY	2
No file uploaded.	

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
Lithium ion conductivity in Li ₂ O-P ₂ O ₅ -ZnO glass-ceramics	DR. KOYEL BHAT TACHARYA	Journal of Alloys and Compounds	2019	4	KALIPADA GHOSH TARAI MAHA VIDYALAYA	4
Polynomial of a meromorphic function and its k-th derivative sharing a set	MOLLA BASIR AHAMED	Rendiconti del Circolo Matematico di Palermo Series	2018	1	KALIPADA GHOSH TARAI MAHA VIDYALAYA	Nil
YU'S RESULT-A FURTHER EXTENSION	MOLLA BASIR AHAMED	Electronic Journal of Mathematical Analysis and Applications	2018	1	KALIPADA GHOSH TARAI MAHA VIDYALAYA	Nil
Micromechanical hardness study and the effect of reverse indentation size on heat-treated silver doped zinc-molybdate glass nano composites	DR. KOYEL BHAT TACHARYA	Journal of Alloys and Compounds	2019	2	KALIPADA GHOSH TARAI MAHA VIDYALAYA	2
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	Nill	Nill	1
Presented papers	2	8	1	1
No file uploaded.				

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
7 DAYS SPECIAL CAMP	NSS	2	70
No file uploaded.			

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
Research	Dr. Koyel Bhattacharya	SERB(CRG), New Delhi	1095
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
NETAJI SUBHAS OPEN UNIVERSITY	31/05/2019	To provide post graduate education	10
No file uploaded.			

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
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 partially)	Version	Year of automation
SOUL	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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No Data Entered/Not Applicable !!!

[View File](#)

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	44	0	12	0	0	9	29	100	6
Added	1	0	1	0	0	1	0	0	0
Total	45	0	13	0	0	10	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
No Data Entered/Not Applicable !!!	

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	120986	0	0

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)

The College runs in a single day shift. It is a co-educational institution. The college caters to the educational need of the large number of students. Hence all the infrastructure facilities such as classrooms, laboratories, library, 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. 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. 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. Laboratory : The college have 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. 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. IT Infrastructure: The College is gradually moving towards complete online facilities in e-governance such as Admission, Accounts, and Fee Collection etc.

<http://www.kgtm.in/userfiles/file/Procedures and policies for maintaining and utilizing physical.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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports Competition	College Level	130
Basanta Utsav(Spring Festival)	College Level	210
Swami Vivekananda Lecture	College Level	100
Freshers' Welcome	College Level	1700
Christmas Celebratioin	College Level	400
Observance of Saraswati Puja	College Level	800
Annual Cultural Function (organised by students and staff)	College Level	3000
Observance of International Yoga Day	College Level	45
No file uploaded.		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2018	Table Tennis Championship	National	1	Nil	181429	Soumodeep Dutta
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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 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 G.B.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

112

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni association organized debate, quiz and conducted cultural program. Organized Christmas Celebration Help in annual cultural student program and annual sports.

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: 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. 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 sub-committees 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 are several sub - committees unanimously formed by the Teachers' Council. The following are the subcommittees: 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 Sub-Committee Committee Constituted by Governing Body Building Committee, Finance Committee, Purchase Committee 2. 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 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
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 was completely through online system during the session 2018-19. 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-counselling , admission fee payment is done online. The admission committee ensures complete transparency in 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

	<p>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, conference.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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.</p>
<p>Research and Development</p>	<p>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.</p>
<p>Examination and Evaluation</p>	<p>The college follows the pattern of examination system prescribed by the University of North Bengal. The college has no autonomy in Examination and evaluation. The college, however, devised its own system of continuing evaluation in internal assessment under the CBCS curriculum. Each department monitors students' progression through regular class test, assignments, project work., student seminar paper and it is followed by data analysis and interpretation as part of examination. The Department of Geography undertakes field study tour for practical examination.</p>
<p>Teaching and Learning</p>	<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</p>

	delivery of study material.
Curriculum Development	The college follows the syllabus 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 and viva-voce.

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

E-governance area	Details
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
Administration	<p>The college has formed an official whatsapp group for speedy communication of official information and notification. It serves as official virtual notice board.</p> <ul style="list-style-type: none"> • Payment of salaries are made online through HRME system • All notices and circulars are displayed on college website. • All retirement documents and data are submitted through e-pension portal maintained by • Department of Higher Education, Government of West Bengal. • Proposal has been made to move gradually towards computerisation of administrative work
Finance and Accounts	<ul style="list-style-type: none"> • 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.
Student Admission and Support	<ul style="list-style-type: none"> • Application for admission done through online. • Publication of merit list online in the admission portal. • e-Counselling for admission is done based on the merit list. • SMS is sent to all eligible candidates for e-counselling. • Admissions are made strictly on merit basis. • Government rule is maintained in reservation. • Admission fees payment is fully online.

	<ul style="list-style-type: none"> Different phases of admission list are displayed in the website.
Examination	Filling up of examination form, downloading admit card and marksheet are done through online in the Examination Management Website of University of North Bengal. Marks of continuing evaluation and practical are uploaded through the university online marks portal.

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
No Data Entered/Not Applicable !!!				
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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)
2018	Introductory Program on CBCS	Nil	20/07/2018	20/07/2018	42	Nil
2018	Training for ICT Based Teaching	Nil	04/09/2018	04/09/2018	36	Nil
2018	Nil	Training Programme on Online Admission Process in CBCS	21/07/2018	21/07/2018	Nil	12
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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
Short Term Course on	1	10/01/2019	17/01/2019	7

Women's studies, UGC Sponsored, University of North Bengal				
Refresher Course on Geography and Earth Sciences, HRDC, Himachal Pradesh University, Simla	1	20/05/2019	01/06/2019	13
Orientation Programme, UGC sponsored organised by HRDC, University of North Bengal	1	20/02/2019	19/03/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

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 	<ul style="list-style-type: none"> • Provident Fund • Group Life Insurance (GLSS) • Festival Advance • Swasthyasathi Prakalpa by Govt. of West Bengal. 	<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 scholarship

6.4 – Financial Management and Resource Mobilization

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

<p>Internal Audit An internal audit of accounts is made through a Chartered Accountant appointed by the college authority. All the bills and accounts are audited by the internal auditor to maintain financial transparency. 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.</p>
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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
No Data Entered/Not Applicable !!!		

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	No	Nil	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)

No Data Entered/Not Applicable !!!

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

- Support staff has been sent to University to train about the online process regarding uploading of examination related data, registration of newly admitted students.
- Providing support system on management of online accounts including salary, professional tax, IT etc.
- IQAC organizes training program for upgrading the staffs on online admission related works.

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 Philosophy

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
No Data Entered/Not Applicable !!!					
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
Harassment of women at	12/10/2018	12/10/2018	110	85

Workplace				
Gender Rights & Domestic violence	07/12/2018	07/12/2018	150	106
Gender Inequality	06/02/2019	06/02/2019	116	60

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
<ul style="list-style-type: none"> • The college proposed to increase solar power energy. • Awareness Programme on " Save Water Save River" organised by NCC . Date 20.03.2019 • Awareness Programme on World Water Day, Dated 22.03.2019 • Workshop on "Save Energy and Environment Protection" an awareness in collaboration with Petroleum Conservations Research Association Dated 25.02.2019

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5
Scribes for examination	Yes	8

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
2018	Nil	1	02/10/2018	1	Swachh Bharat Abhiyan	Cleaning of College Campus, approach road and Neighbourhood	128
2019	Nil	1	22/03/2019	1	World Water Day	Save Water Save River	88
2019	Nil	1	21/06/2019	1	International Yoga Day	Yoga for Mental and Physical Health and Well Being.	126
2018	Nil	1	26/07/2018	1	Kargil Diwas	Homage to Martyrs of Kargil	156

						War	
2019	Nil	1	05/06/2019	1	World Environment Day	Stay Clean Stay Green	160
2019	Nil	1	08/03/2019	1	International Women's Day Celebration	Gender Equity	92
2019	Nil	1	26/01/2019	1	Republic Day	Nil	130
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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	22/12/2018	22/12/2018	450
Celebration of Saraswati Puja	10/02/2019	10/02/2019	1200
National Science Day	28/02/2019	28/02/2019	63
International Women's Day Celebration	08/03/2019	08/03/2019	92
Observance of National Day (Republic Day)	26/01/2019	26/01/2019	102
Celebration Independence Day	15/08/2019	15/08/2019	120
Yoga Programme on International Yoga Day	21/06/2019	21/06/2019	123
Observing Spring Festival (Basonta Utsav) with Tree Plantation	20/03/2019	20/03/2019	145

Programme

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

- No plastic Awareness programme for students.
- Green Campus Tree plantation Programme on 20.03.2019
- Prohibition of the use of Plastics in college campus.
- Swachh Bharat Abhiyan - Cleaning of College Campus, approach road and neighborhood on 02/10/2018
- Green NSS Day with Eco Club formation on 24/03/2019

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Best Practice # 1 1. Title of the Practice: Promotion of 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. 2,23,47,400/- for the session 2018-19 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%202018-19.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

The college in tune with the institutional vision and mission, constantly endeavours for holistic development to usher socio-economic change. • The college is located in the rural belt, is considered one of the premier educational institution which serves the educational needs of the rural background and students from families of tea garden workers. The largest section of the students belonged to socially, educationally and economically backward community such as Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) who are mostly first generation learners. • The institution from its inception is actively promoting quality education for the weaker section of community through coordinated mentoring systems to meet the needs of global market challenges. • The college draws students from diverse religious, linguistic, cultural, geographical ethnic background as the institution is strategically located. • The institution undertakes outreach programmes for Social responsibility through NSS and NCC in awareness programmes such as Government Programme "Poshan Abhijan" (Nourishment) Blood Donations, Environment awareness in neighbourhood, Green campus (Tree Plantations). • Students are participation in national state and District level games and sports competitions. • NCC organises observances of National Days, International Yoga Day, World Water Day to create awareness as to save and clean river water. A cadet participated in Republic Day Parade at New Delhi. • The college also organises field work, survey, extension activities and gender awareness programmes.

Provide the weblink of the institution

http://www.kgtm.in/userfiles/file/Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

• To augment ICT based teaching facility • To introduce short term courses in computer basics and IT • To develop laboratories of Science Departments • To set up computer Lab for Students • Organising more special/ invited lectures in all departments • Encourage students to participate on Seminar / Conference / workshops, sports games, cultural activities • Organising inter departmental seminars in college • Promoting outreach programmes • Organising more environmental awareness programme • Encourage faculty members to undertake research work, publications, short-term course, seminars etc. • To organise more social responsibility awareness programme • Construction of rain-water harvesting • To increase solar power energy. • To organise career guidance programmes and placement