



## KALIPADA GHOSH TARAI MAHAVIDYALAYA BAGDOGRA, DARJEELING

### INTERNAL QUALITY ASSURANCE CELL

REPORT -2022 -2023

#### About IQAC:

The Internal Quality Assurance Cell (IQAC) at, Kalipada Ghosh Tarai Mahavidyalaya established in 30/11/2006, is a participative and facilitative cell that has been functioning associating with academic, research, and administrative bodies through continuous monitoring and follow-ups. It aimed at continuous improvement of overall quality and achieving academic excellence by adopting innovative practices. IQAC ensures a culture for planning, guiding, and monitoring the quality and its enhancement activities by working out intervention strategies to remove deficiencies.

The activities are aimed at making the students eligible for higher studies and industry ready upon graduation.

#### Objective:

The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

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- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### Functions of IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.





- Development and maintenance of institutional database through MIS
- 4.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### Key Duties of IQAC:

Here are the key duties of IQAC that help institutions to improve their processes.

- Effective Leadership
- Practice Decentralization and Participate Management
- Perspective/Strategic Plan
- Administrative Setup and E-governance
- Effectiveness of various bodies/ Cells/Committees
- Professional Development
- Co-curricular and Extra-Curricular Activities
- Academic Administrative Audit (AAA)
- Participation in various Accreditation and Rankings

### IQAC Composition:

<b>Chairperson: Head of the institution</b>	Dr. Minakshi Chakrabarty, Principal and Chairperson
<b>Teacher representatives</b>	Dr. Subhasis Mitra, HoD, Dept of Commerce
	Shri Sushil Kumar Mishra, Department of Hindi
	Dr. Parimal Chandra Das, Department of Bengali
	Dr. Abir Baran Majumdar, HoD, Department of Chemistry
	Dr. Koyel Bhattacharya, HoD, Department of Physics
	Dr. Shyam Charan Barma, HoD, Department of Economics
	Dr. Basudeo Thapa, HoD, Department of Nepali
	Shri Pintu Prasad Jaiswal, Department of Commerce
	Smt. Bedika Rai, Department of English
	Shri Kanti Paul, Department of Commerce (Technical Member)
<b>One Member from management</b>	Shri Ananda Ghosh, President Governing Body
<b>Few Senior administrative officer</b>	Shri Pradip Roy, Accountant
	Shri Sandipan Das, Office Staff (Technical)
<b>One nominee from local society</b>	Shri Biswajit Ghosh, Social Worker, Bagdogra
<b>One nominee from Student</b>	Shri Rahit Kar, Student
<b>One nominee from Alumni</b>	Shri Amlan Sarkar, Alumni Association Member





<b>External Members</b>	Fr. (Dr.) Donatus Kujur S.J., Principal, St Joseph's College Darjeeling
	Dr. Dilip Kumar Das, Principal, Munshi Premchand Mahavidyalaya, Siliguri
<b>One of the senior teachers as Coordinator/Director of the IQAC</b>	Dr. John Breakmas Tirkey, Coordinator, IQAC & HoD, Department of Sociology

### Activities of the IQAC:

**Preparation of Academic Calendar:** IQAC ensured timely preparation and release of college academic calendar for the year 2022-2023. Academic Calendar took into consideration the curricular, co-curricular and extra-curricular activities in the College and the proposed examination schedules.

**Green and Energy Audit:** In pursuit of the commitment of the college towards green initiatives, IQAC initiated Green, Energy with the support of authorized external auditing team during the academic year 2022-23.

**Academic Audit:** Academic audit was initiated by the institution as a check and balance process of the academic activities conducted in the year 2022-2023. The initiative is to allow progress in the teaching-learning area that both the teachers and students could benefit from the institution.

**Financial Audit:** An internal audit is conducted by the institution on its financial aspects to check and trace the progress and expenditure of the institution.

**Awareness Seminar on Social Equity:** NSS and NCC including some departments like Commerce conducted awareness programmes and seminars. The aim was to inculcate young minds with the issues on social equity in all aspects. Curriculum itself is designed to inculcate the knowledge about social equity for most of the departments.

**e-Governance Initiatives:** Admission was conducted completed online including personal interactions with the candidates and parents and payment of fees. E-counselling was conducted for admission. Student Induction Programme was conducted by IQAC for Honours and Programme course students.

**Financial Support to organize Events:** The institution financially supported in conducting events such as departmental seminars during the session 2022-2023. Research experts were invited to hold the events.

**Self-Appraisal of Faculty and PBAS:** IQAC initiated and encouraged the stakeholders for self-appraisal. The aim was to help the faculty charting out their academic, research, and university related works taken during the season 2022-2023. It also benefits the faculty in the preparation for their immediate future improvement areas.





**Feedback Mechanism:** Feedback on syllabus and Students' Satisfaction Survey on over all infrastructure facility was collected from the students, faculty, and alumni and was collected, analyzed and submitted to the authority for to address the shortcomings and suggestions for improvements.

**Feedback of Teachers:** Feedback is annually collected from the teaching faculty. It helps to identify the areas of improvement for the administration in all aspects. The Feedback report was then prepared on the suggestions given by the faculty for more progressive ambience in the institution. Infrastructure was emphasized by the faculty in their feedback 2022-2023 and the IQAC under the guidance of the head of the institution decided to prioritize infrastructural development.

**Feedback of Alumni:** Feedback from the alumni is annually collected. It helps to identify the graduate students and their placements either in higher education or in jobs. The feedback had suggestions on development in library. The head of the institution along with the IQAC immediately took the responsibility to improve library by encouraging each departments to submit their book requisition during the session 2022-2023.

**Faculty Development Programmes:** Faculty from the department of Chemistry, English, Sanskrit and Commerce had taken faculty development programmes such as workshop and refresher's course during 2022-2023. IQAC always encourages the teaching faculty to undergo such development programmes to enhance the contemporary teaching methods and modules.

**Training Programme for Teaching Faculty:** Training programme was organized on the 'Use of ICT' was by the institution on 12/09/2022.

**Student Enrichment Programme:** Seminars were conducted by some of the departments aiming the enrichment of the learning environment in the institution. Sports also have played an important role in the enrichment of the students. Sports committee annually conducts sports to enhance team-work learning and other developmental skills at the same time.

**Student Orientation Programme:** Student Orientation Programmes were organized with the commencement of semester classes for all second year and third year students. Orientation for newly admitted 1<sup>st</sup> Semester Undergraduate students was organized after their admission verification of their documents.

In Honours Departments separate orientation programmes were organized in their respective departments. The aim is to introduce syllabus and college conduct codes to the students.

**Add-On Certificate Programmes:** IQAC encouraged departments to start-up with Add-On Courses to benefit the students with the knowledge and certificates in the respective courses. These courses focused on skill enhancement and comprehensive study. Departments like Commerce, Political Science, History, Nepali in collaboration with English organized several add-on courses during the session 2022-2023.

**Extension activities;** During the session 2022-23, a total of 36 extension activities have been conducted by NSS and NCC units of the college and successfully able to engage about 1600 numbers of students. Such activities include different social awareness through the celebration with rallies on World AIDS Day, International Youth Day, Blood Donation Camp, World Environmental Day, International Yoga Day, World Bicycle Day and personal development





through health check-up camps, Cleaning of the river, workshops on Yoga, online youth conference, Awareness program on Students Credit Card etc. To enhance society-level interaction a 'seven days special camp' has been conducted in the nearby village with different awareness programs through different resource persons and NSS volunteers, as well as Cloth distribution at Kiran Chandra Tea estate which helps local people to understand different social issues and its solution. Awareness camp on Clean Environment, Dengue, Tree Plantation, Safe Disposal of Solid Waste, and Construction of Compost pits for disposal of biodegradable under Mission LIFE and Sustainable Lifestyle campaign has been conducted.

**Seminars/conferences/workshops conducted:** ICSSR sponsored Two-Day National Seminar was organized by the Department of Nepali in collaboration with the Department of English on 25-26 November 2022. The aim was to explore the indigenous knowledge practices of the Eastern Himalayas.

Similarly, departments like Commerce and History have organized student seminars to encourage wider discussion and presentation process as a part of teaching-learning.

**Cultural activities, sports, games:** Cultural committee organized several cultural programmes such as Rabindra Jayanti, Bhanu Jayanti, Saraswati Puja, Basanta Utsav during the session 2022-2023.

Sports committee organized sports and encouraged students to participate in inter-college sports such as Inter-College Sports organized by Salesian College, Siliguri and DPI sports held in 2022-2023 session.

**Students, Support: (Scholarships)** The institution provides the platform to apply for scholarships like Swami Vivekananda Merit-cum-Means, OASIS for SC, ST, OBC, Scholarship for minorities from West Bengal Minority Development and Finance Corporation etc. Total of 2999 availed the support.

**Awards/Medals for Outstanding Performance in Sports/Cultural Activities:** A total of 6 six participants have been awarded in different cultural and sports activities in the session 2022-2023. It encourages the students to develop their skills in extra-curricular activities as well.

**Facilities for Alternate Sources of Energy and Energy Conservation:** The institution implanted solar lights and uses LED tubes imparting alternate sources of energy. Total of 5 solar lights have been installed in 2022-2023. The initiative also aligns with the best practice of the institution, 'Toward Green campus'.

Co-ordinator, IQAC  
28/06/2023  
Co-ordinator  
IQAC

Kalipada Ghosh Tarai Mahavidyalaya  
Bagdogra, Dist. Darjeeling  
West Bengal - 734014

Chairperson, IQAC  
28-06-2023  
PRINCIPAL

Kalipada Ghosh Tarai  
Mahavidyalaya  
Bagdogra

