



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SOUTHFIELD COLLEGE
Name of the head of the Institution		Dr Anuradha Rai
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03542254238
Mobile no.		9434053434
Registered Email		southfieldcollegedarjeeling@yahoo.co.in
Alternate Email		southfieldcollege1961@gmail.com
Address		MALL ROAD, OPPOSITE TO GORKHARANGAMANCH BHAVAN
City/Town		Darjeeling
State/UT		West Bengal
Pincode		734101

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr RATNA KUMARI MISHRA
Phone no/Alternate Phone no.	03542254238
Mobile no.	9434212303
Registered Email	southfieldcollegedarjeeling@yahoo.co.in
Alternate Email	southfieldcollege1961@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://southfieldcollege.org/wp-content/uploads/2022/11/AQAR-2016-17_compressed.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://southfieldcollege.org/wp-content/uploads/2022/09/Diary-17-18.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	77.25	2004	08-Jan-2004	07-Jan-2008
2	A	3.05	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC	01-Mar-2004
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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	Date & Duration	Number of participants/ beneficiaries

IQAC		
MAN KI BAAT WITH THE PARENTS	25-Jul-2017 1	530
SPECIAL DRIVE FOR SLOW , AVERAGE, ADVANCED LEARNERS AND STUDENTS FROM UNDERPRIVILEGED BACKGROUNDS	18-Aug-2017 1	261
ACADEMIC PLANNING SESSION	03-Jul-2017 1	37
TRAINING PROGRAM TO EQUIP THE FACULTY WITH THE CONTINUOUS EVALUATION RELATED TO UPCOMING CBCS	16-Mar-2018 2	37

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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
DR RATNA KUMARI MISHRA, ASSOCIATE PROFESSOR IN HINDI	MRP	UGC	2016 730	160000
DR MARSHA LAMA, ASSISTANT PROFESSOR IN POLITICAL SCIENCE	MRP	UGC	2016 730	200000

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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 Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

- "Swachh Bharat and Swasth Bharat" Consciousness
- Digitization
- Catering to the needs of the student both present and former
- Thursday the Yoga Day
- Constituting of the Research Cell

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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	Achivements/Outcomes
1. Formation of RUSA committee and Academic and Administrative Audit, Green audit and Gender audit to be done	Formed and Done Academic and Administrative Audit, Green audit and Gender audit
2. Swachh and Swasth Campus inspired by "Swachh Bharat and Swasth Bharat" campaign.	Accomplished
3. Digitization	Initiated and achieved the first phase wise goal of this continuous process
4. Catering to the needs of the students by enhancing the intake capacity as well as provide support to ex-students	Done successfully
5. Weekly Yoga and Meditation classes for a better mental and physical health	Done with enthusiasm and success
6. Encouraging the faculty in the academic endeavours through the formation of the Research Cell and promoting "Advancement by Adhering to the Values"	Formed and the faculty members are hugely benefited. The entire employees and administration cum students have functioned based on the values that are underscored.
7. Observation of the important days	Observed wholeheartedly
8. Formation of the Gender Sensitization Committee Against Sexual Harassment (GSCASH) within the Anti-Harassment Cell that acts as the Internal Complaint Committee (ICC)	Formed and functioned successfully

9. Curbing of Ragging in the College Campus	The campus has become a complete ragging free campus				
10. Observation of 1st to 15th September, 2017 as Swachh Pakhwada.	Observed with huge impact				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">20-Jun-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	20-Jun-2018
Name of Statutory Body	Meeting Date				
Governing Body	20-Jun-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	31-Jul-2018				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	04-Mar-2018				
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)	<p>The management Information system of our institution involves planning, organizing, executing, monitoring, control and evaluation. The growth and success of the institution depends on the resources available and its full utilization. Data, Information and Decision process is executed in the following ways by the utilization of following modules. 1. Online fee collection module: The online fee collection module is made easy as parents staying at home can pay their child's fee easily. Admission fee is also collected during admission by Admission fee collection module. 2. Web Portal: The college web portal gives our institute a global gateway. Through various modules, the institute can upload prospectus during admissions. The web page gives an insight on the number of teachers and nonteaching staff with their qualifications. The</p>				

web pages also keep a record of the seminars, conferences, workshops, cultural and functional events that take place in the college and also help the Administration to communicate with the students and their parents through notices.

3. Student Admission management module: The college can handle all the process of Admission with ease. The module includes viewing of online prospectus by the students and easy mode of applying. This module also allows the Administrator to see and keep a record of the total number of student applicants, their 10 plus 2 Boards, the place from where they have applied and preference for particular subjects. This information will be important to the administration for further improvement of the Departments. The authenticity of the uploaded students' documents is done by verification by the teachers. Student sorting is based on merit. This module also has filters to check eligibility of applicants in terms of marks, year gap between last final examinations, subject preference etc. Student details are recorded and used as a database. Fees of only those students who have qualified in the merit list are accepted by this module.

5. Library management software modules: The main Library has softwares like Library Management software (SOUL). It automates all housekeeping operations of the library. It includes the following modules (a) Acquisition (b) Catalogue (c) Circulation (d) OPAC (e) Serial Control and (f) Administration.

6. Accounting Tally Software This software is installed to help in accounting process of the Office: The core modules include (a) accounts receivable (b) accounts payable (c) general ledger (d) billing /invoicing (e) Inventory/stock (f) purchase order (g) bookkeeping. The Governing Body is the highest administrative body of the college. The college is managed by the following functional units for the smooth functioning: 1. Administrative unit: 2. Academic unit: 3. Library: 4. Student Support: 5. Welfare and Extension Activities: All the above mentioned units are given ample autonomy, funds and responsibility to accomplish their

plan of action. The coordinators and heads of all the units correspond with the Principal for the smooth functioning of the college. In this way decentralization trend in governance is followed in the college. Apart from these, the Institutional email system, Smart Classrooms, CCTV and Security Systems add on to the effective functioning of the management information system.

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

As an affiliated institution of the University of North Bengal, the College does not have the sovereignty to design and develop the curriculum. However, the principal of our college is a Court member of the University of North Bengal. Besides, faculty members of the College, those who are members of the Board of Studies of the University are actively associated in designing and framing the curriculum. At the very onset of the session, the teachers provide the students with the syllabus along with the choice of the special papers in the third year. The teachers provide the necessary additional materials, notes, books and references along with e resources to the students along with the continuous use of ICT. At the beginning of the session, the departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars that are done by the students. Group discussions, open book exams, mentoring of the students add to the effective completion of the syllabus along with in-depth knowledge creation among the students. Question bank is also provided to the students to enable them for an intimate knowledge with the curriculum. The teachers as per their specializations also groom the students in their special papers. The library as a repertoire of previous year question papers helps the students in preparing themselves for the exams as per the curriculum. Being the members of the Board of Studies the teachers of the college, both Board of Undergraduate Studies member and non-member senior teachers, have actively participated in workshops on the revision of syllabus towards the implementation of the CBCS system that have been conducted by the University of North Bengal and have made significant contributions in the workshops through relevant interventions and suggestions that have been incorporated while planning the curriculum. Besides, the teachers regularly take part in the Orientation Programs, Refresher Courses, Seminars, Workshops and Conferences to cope with the changing needs. Apart from the regular courses the College offers and conducts add on courses/ training programs. The college so far has been conducting Certificate, Diploma and Advanced Diploma courses on Eco-tourism Management, Mass Communication and Journalism, Women's Studies and Communicative English as career based courses. The teachers frame the topics and syllabus of the topics that are marked internally such as projects, field works etc. To complement the curriculum and keep the students updated with the current trends, initiatives at the department level such as subject related seminars / workshops/ quizzes, etc. are often taken. The IQAC regularly interacts with the stake holders to ensure that the syllabus is complete and the students are well intimate with the curriculum.

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
BA	AMERICAN LITERATURE IN ENGLISH HONOURS	17/07/2017
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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	0	0

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
Traditional Values and Life Skills Enhancement	20/07/2017	266
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	POLITICAL SCIENCE THIRD YEAR GENERAL FIELD STUDY ON WOMEN'S PARTICIPATION AT GRASS ROOT LEVEL	35
BA	GEOGRAPHY HONOURS EDUCATIONAL TOUR	24
BA	NSS CAMP	84
BA	SOCIOLOGY HONOURS	10
BA	Environmental Studies	267
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	No
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

Southfield College's NAAC Feedback Analysis Mechanism Session 2017-18 1. Introduction: A structured process was formulated to conduct a comprehensive feedback mechanism for all the stakeholders under different categories and components. A quantitative data extracted from qualitative scale was consolidated to draw a conclusion. A questionnaire consisting of 63 questions grouped in six categories was framed as per UGC and NAAC guidelines and each question has the point allocation system, varying from 1 to 5. The questionnaire so framed was compared with the standard questionnaires used by some reputed institutions and found at par with the standards and reliability of questionnaires used for the same objective. 3. Methodology: The feedback form was distributed to all current students of final year pursuing their undergraduate course. An anonymous status was maintained for freedom of thought and expression. The feedback was taken for all teaching faculty members working different departments of the college. Each question has a rating scale from 5 to 1, in which 1 being POOR (not satisfactory) (needs immediate improvement) and 5 being excellent. Then the mean of all variables was obtained which is the total score is given to each faculty member. Apart from important dimensions, the statistical instruments like averages, deviations and graphs and charts were used to assess the feedback data. 5. Analysis: The data available through feedback forms are mined using different statistical tools and outcomes of the assessment are to be utilized as pointer and information to mould and shape the students of Southfield College as future leaders and best social being. Also, the feedback outcomes are used as an important criterion for the evaluation and appraisal process for faculty development. To achieve the objective, an analysis was done based on the strengths and shortcomings and scope for improvement of each component. Finally, a review committee is there to discuss the concerns with each member of the college and constructive communication was established to motivate college staff. Feedback Obtained: The questionnaire for feedbacks were provided to and submitted by the outgoing 3rd Year students of different departments under UG (111). We have provided each of the students with a detailed questionnaire formulated carefully keeping in mind the guidelines provided by the UGC. Some salient features of collection and analysis of the feedbacks were as follows – 1. The feedbacks were provided to the students anonymously. 2. The feedbacks submitted by the students were for the teaching faculty, administration, library and laboratory altogether. 3. We have grouped the questions for the readiness of analysis. Eg: Questions about teaching perception are grouped together like perception regarding the number of teachers and the teaching quality. 4. For analysis we've calculated the weighted percentage for each option of a certain question. 5. We have used 'Pie Chart' and 'Bar Diagram' to show the analysis for each question/group in a graph. 6. We have also used the above-stated graphs to compare the departments based on each question in order to identify the potential areas for further improvement, department-wise.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BA	EDUCATION HONOURS	45	200	29
BA	ENGLISH HONOURS	45	300	36
BA	GEOGRAPHY HONOURS	28	130	27
BA	HISTORY HONOURS	45	230	32
BA	NEPALI HONOURS	45	150	29
BA	POLITICAL SCIENCE HONOURS	45	285	39
BA	SOCIOLOGY HONOURS	30	170	29
BA	GENERAL	58	350	46
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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
2017	267	0	22	0	0

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
35	35	9	3	2	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Southfield College has introduced mentoring students in an institutionalised manner. Based on the suggestion of IQAC all the departments have taken prompt action to scrutinise the performances of the existing students based on their class responses and internal exams. Thereafter, based on the feedbacks provided by all the faculty members of the department, the HOD of the respective departments divides the students into three categories: the Slow learners, the Average learners and the Advanced learners. The Slow, Average and the Advanced learners are divided into micro groups under each of the faculty members who are in charge of a particular group. The students are provided with different modes of mentorship depending on which category they belonged to and also as per their individual needs. The slow learners are given more attention with regard to remedial classes and re-explanation of various topics that they have found difficult or complicated. Additional study materials and notes are circulated to the slow learners. Also frequent tests are taken for their rigorous practice. Moreover, in order to boost up their confidence, motivational talks are also given by the mentoring teacher. The average learners are encouraged to make more effort. The mentors of the average learners

constantly remind and motivate them that they are the hub of possibilities towards betterment through hard work, confidence and dedication. They are suggested to remain in constant touch with the advanced learners so that they might aspire to improve and do much better and enhance their capabilities. These average learners are also inspired to take part in all the co and extra curricular activities of the college so that they may understand that apart from academics there are areas where they may excel. The advanced learners are provided with additional list of books and references as well as with e-resources so that they could improvise their knowledge on issues that are not only in the syllabus but beyond. To enable them to acquire more confidence as well as to utilise their capabilities, these advanced learners, based on the topics of expertise as suggested by their mentors, are sent for taking classes to the junior classes to act as an exemplary. The mentorship of the advanced learners has been modelled with the aim to make them excel in not only on the academic domain but also in the other domains of various competitive activities like debate, quiz, extempore and others. Moreover they are inspired to prepare for competitive examinations like the civil services early on in the college career. The library has a good stock of resources to help them preparing for these competitive exams. A regular reading of newspapers is encouraged and regular presentations in the departmental seminars, helps them develop their speaking ability while also strengthening their articulation skills. Despite the political agitation, this practice, with constraints and limitations, has been followed by the institute.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
267	27	1:10

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	0	9

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
2017	Kaustav Chakraborty	Assistant Professor	Completion of a National level Post doctoral fellowship at IAS, Simlaat
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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	HONOURS	PART III	19/04/2018	30/06/2018
BA	HONOURS	PART II	18/04/2018	28/08/2018
BA	HONOURS	PART I	13/04/2018	28/08/2018
BA	GENERAL	PART III	18/04/2018	30/06/2018
BA	GENERAL	PART II	26/05/2018	28/08/2018
BA	GENERAL	PART I	30/05/2018	28/08/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college treats the regular internal evaluation of students as a sacrosanct part of the entire teaching learning process. Regular internal evaluation begins right from the keeping of attendance to the submissions of assignments, notes, projects and both individual and group presentations. The unit tests and the selection test before the year-end exam are the most significant components of internal evaluation that is continuously done. Apart from this, sometimes the teachers also undertake viva-voce examinations to prepare the students for the interviews that they will have to face for their professional careers ahead of them in various fields. The most important part of this evaluation takes place inside the classrooms, but what has to be highlighted is the fact that it is not restricted only to the classroom space. Such assessment is also conducted through a range of extra developmental activities throughout the year. Moreover students are given feedback on how to improve their assignments, projects and writing skills. Feedback mechanism is central not only for the purpose of recurring internal evaluation but also a foundational feature of the entire teaching-learning process. When students take part in various intra-college competitive activities, that also goes on act as a forum for a kind of evaluation for them. The more each student involves herself in such group activities, the more she can evaluate herself to her peers. But this should not act as a form of unhealthy competition and in the various speeches given by the Principal Madam and teachers before such events, it is always emphasized that participation and learning in the entire process is more important than winning. This not only promotes healthy and constructive competition but also acts a forum for continuous evaluation of students. The major reforms initiated by the institute include: • Open book tests • Evaluation by the Co-student as a part of teaching them the process of peer group evaluation. Also apart from 'assessment for learning', this exercise promotes 'assessment as learning'. • Tutorials by the mentors • Departmental seminar by the students • De-emphasizing memorization and focusing on critical thinking and conceptual clarity.

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

Southfield College is a constituent college of University of North Bengal and hence follows the academic calendar as directed by the parent University. The college follows [One Plus One Plus One] Annual System with examinations at the end of each academic year. Although the college does not enjoy any autonomy in terms of the University examination there are ample areas of concern related to the internal, continuous and practical, field work, projects cum viva-voce exams. Hence, at the very onset of the session, IQAC of Southfield College in the teacher's Council Meeting requests the Head of the Departments to provide tentative dates for the field works and educational tours, departmental seminars that and to be conducted as part of either internal evaluation or a part of the University examination. These details are incorporated in the college diary that is distributed to the students so that they would know when to keep themselves unengaged with any other preoccupations. Thereafter, the HODs conduct departmental meetings to discuss about the various forms of continuous evaluation to be conducted internally. Since it is always better to have more such exercises, rather than restricting the numbers of internal evaluation that department conducts as many as possible and inform the students about internal tests at least a week prior to the test. Along with this the faculty involved in a continuous evaluation of students through assignments, seminars, group discussions and viva. Regular tests are taken along with MCQs to ensure that the students are well prepared for their university exams. However, due to the political turmoil the selection test was postponed from December 2017 to February 2018.

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)

<https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/OLD-SYLLABUS-PROGRAM-BASED-OUTCOME.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
EDUCATION HONOURS	BA	PART III	26	24	92.30
EDUCATION HONOURS	BA	PART II	30	30	100
EDUCATION HO	BA	PART I	30	29	96.66
ENGLISH	BA	PART III	27	26	96.29
ENGLISH HONOURS	BA	PART II	31	31	100
ENGLISH HONOURS	BA	PART I	40	37	92.5
GEOGRAPHY HONOURS	BA	PART III	19	18	94.73
GEOGRAPHY HONOURS	BA	PART II	12	12	100
GEOGRAPHY HONOURS	BA	PART I	30	24	80
HISTORY HONOURS	BA	PART III	22	18	81.81

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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)

<https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/Question-wise-Analysis-STUDENT-FEEDBACK-REPORT.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
Minor Projects	730	UGC	160000	105000
Minor Projects	730	UGC	200000	145000

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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
Seminar on PLAGIARISM AND INTELLECTUAL PROPERTY RIGHTS	HISTORY, SOUTHFIELD COLLEGE SONADA DEGREE COLLEGE	02/03/2018
Seminar on CHALLENGES FOR INNOVATIVE INDUSTRY-ACADEMIA COLLABORATION IN TIMES OF CONFLICT	POLITICAL SCIENCE, SOUTHFIELD COLLEGE SONADA DEGREE COLLEGE	07/03/2018

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
GREEN CAMPUS AWARD FOR INNOVATIVE PRACTICES TOWARDS SUSTAINABLE GREEN CAMPUS	SOUTHFIELD COLLEGE	KALIMPONG HORTICULTURE SOCIETY	05/06/2018	won by Institution

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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
Bio Manure Incubation Center	Composting	Everest Nursery and Company, L B Road, Kalimpong,	Nil	Nil	12/10/2017

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	1	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
NA	0

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	Education	5	5.9
National	Education	1	Nil
International	English	1	0.12
International	Economics	1	Nil

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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
Education	1
Education	1
English	2
English	1
Economics	1

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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
Higher education in the era of Globalization	Dipty Subba	International Education and research Journal	2017	1	Southfield College	1
Tagore and Nationalism	Kaustav Chakraborty	Co-edited Book	2017	9	IIAS	9
Indigeneity, Tales and Alternatives: Revisiting Select Tribal Folktales	Kaustav Chakraborty	Monograph	2017	1	IIAS	1
Radical Grace: Hymning of 'Womanhood' in Therigatha	Kaustav Chakraborty	Feminist Theology. Volume 26, Issue 2, January 2018	2018	3	Southfield College	3
Measuring the status and identifying the factors in influencing child immunisation in Darjeeling District	Maumita Ghosh	International Journal of Indian Culture and Business Management Vol. 15, No. 1	2017	2	Southfield College	2

of West
Bengal,
India

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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
Tagore and Nation alism	Kaustav Chakraborty	Co-edited book	2017	1	9	IIAS

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	2	0
Presented papers	3	1	0	0
Resource persons	0	0	0	1

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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
Cleanliness drive	NSS Units	2	81
Communal Harmony Week	NSS Units	2	117
Blood Donation camp	NSS in collaboration with Red Cross and Darjeeling sadar Hospital	6	78
Visit to Old Age Home , Kurseong	NSS Units	2	46
Visit to Orphanage	NSS Units	2	45
Three day Special Residential camp at Ranju Valley	NSS Units	2	84
Wall Painting on Child Rights and Anti-Trafficking in the Wall of the DM Office	NSS in collaboration with MARG	2	8

Tree Plantation	NSS in collaboration with MARG, an NGO	2	81
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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
SUPPORT TO INDUSTRIAL COUNSELLING TO PART III STUDENTS	ZFYR AWARD OF APPRECIATION	Zefyr Institute of Aviation Hospitality Tourism Management Training	213
DARJEELING BEAUTY CONTEST	MISS DARJEELING 2018	MOUNTAIN JAMBOREE	1
DARJEELING DISTRICT ATHLETIC MEET	WINNER IN 400 METER RUN	DARJEELING DISTRICT UNIVERSITY ATHLETIC MEET	1
DARJEELING DISTRICT ATHLETIC MEET	WINNER IN 800 METER RUN	DARJEELING DISTRICT UNIVERSITY ATHLETIC MEET	1
ALL-ROUNDER SOUTHFIELDER	PAWAN CHAMLING AWARD 2018	SOUTHFIELD COLLEGE	1
UNIVERSITY TOPPER IN NEPALI HONOURS	GOLD MEDALIST	UNIVERSITY OF NORTH BENGAL	1
DARJEELING BEAUTY CONTEST	MISS HIMALAYA FIRST RUNNER UP	MOUNTAIN JAMBOREE	1
RUP NARAYAN SINHA INTER COLLEGE NEPALI DEBATE COMPETITION	RUNNER UP	ST. JOSEPHS COLLEGE, DARJEELING	3
Trishala Gurung	Citizens award for Climbing Mount Everest	GTA	1
Teresa Moktan	Best Sports Personality award	University of North bengal	1
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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
EXTENSION ACTIVITY	NSS, SOUTHFIELD COLLEGE	A Day Dedicated to the Service of the Elderlies	2	46
Swachh Bharat	NSS UNITS, SOUTHFIELD COLLEGE	Swachhta Hi Seva	2	81
Communal	NSS UNITS,	POSTER,	2	117

Harmony Week	SOUTHFIELD COLLEGE	CULTURAL AND ESSAY WRITING COMPETITION AND AWARENESS PROGRAMS		
CONTRIBUTION TO THE SOCIETY	NSS UNITS, SOUTHFIELD COLLEGE IN COLLABORATION WITH RED CROSS AND DARJEELING SADAR HOSPITAL	BLOOD DONATION	6	78
GENDER SENSITIZATION	IQAC, Gender Sensitization Committee Against Sexual Harassment (GSCASH) within the Anti-Harassment Cell that acts as the Internal Complaint Committee (ICC)	Anti-Harassment Awareness Program	31	531
GENDER ISSUE	SOUTHFIELD COLLEGE	World AIDS Day Celebration	35	493
GENDER CONSCIOUSNESS	SOUTHFIELD COLLEGE IN COLLABORATION WITH MARG	A regional level seminar, titled Rehabilitation of the Women and Transgender in Distress	39	254
GENDER AWARENESS	YAT, SOUTHFIELD COLLEGE	Youth Against Trafficking Club	5	30
GENDER CONCERNS	SOUTHFIELD COLLEGE	Wall Paining on Child Rights and Anti-Trafficking in the Wall of the DM Office	2	8
GENDER AWARENESS	SOUTHFIELD COLLEGE	Womens Day Celebration	38	528
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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
COLLABORATIVE RESEARCH OF SEMINAR WITH MARG	293	OVERHEAD CHARGES THAT THE COLLEGE HAS RECIEVED FROM THE UGC MRPs	1

Faculty exchange	3	Individual colleges has provided TA, DA as per the NBU rates	3
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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
Linkage with a College for sharing of research facilities	Regional Level Seminar on PLAGIARISM AND INTELLECTUAL PROPERTY RIGHTS	SONADA DEGREE COLLEGE	02/03/2018	02/03/2018	62
Linkages with institutions for sharing of research facilities	Regional Level Seminar on CHALLENGES FOR INNOVATIVE INDUSTRY-ACADEMIA COLLABORATION IN TIMES OF CONFLICT	SONADA DEGREE COLLEGE	07/03/2018	07/03/2018	47
Linkages with MARG, an NGO	A regional level seminar, titled Rehabilitation of the Women and Transgender in Distress	MARG	21/11/2017	21/11/2017	293
Linkage with industry for a project on ecological sustenance	Tree Plantation	KALIMPONG HORTICULTURE SOCIETY	15/09/2017	02/10/2017	83
Linkage with Institute for job-training	Career in Hospitality	Eklabya Institute	09/12/2017	09/12/2017	231
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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
SONADA DEGREE COLLEGE	31/01/2018	ACADEMIC AND RESEARCH EXCHANGES AND COLLABORATIONS	109
MARG, an NGO	03/07/2017	SEMINAR, AWARENESS and SENSITIZATION PROGRAMS RELATED TO GENDER ISSUES	386
Kalimpong Horticulture Society	03/07/2017	INDUSTRIAL TRAINING, JOB ORIENTED TRAINING, RESEARCH	375
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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
750000	734686

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	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
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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	2.0.0.14	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	24763	2610530	235	76503	24998
Reference Books	126	97767	25	8225	151	105992
e-Books	9238	0	46	0	9284	0
Journals	11	10633	0	0	11	10633
e-Journals	6230	0	35	0	6265	0
Digital Database	15438	5900	0	0	15438	5900
CD & Video	126	15472	0	0	126	15472
Library Automation	3030	720965	1462	523002	4492	1243967
Weeding (hard & soft)	0	0	0	0	0	0
Others(s pecify)	0	0	0	0	0	0
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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
Dr. Srikanta Roy Chowdhury Dr. Dinesh Chandra Ray Diki Ongmu Bhutia Dewakar Thatal	HISH: Year 1, 2 and 3	institutional level, uploaded on the college website	11/11/2017
Dr Kaustav Chakraborty	ENGH: Year 1 and 2	institutional level, uploaded on the college website	11/11/2017
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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	43	2	43	5	5	8	7	30	14
Added	0	0	0	0	0	0	0	0	0
Total	43	2	43	5	5	8	7	30	14

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

30 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
E-Content Text And Videos Developed By The Faculties For The Institution.	https://southfieldcollege.org/wp-content/uploads/2022/10/Vid202210121328441.mp4
E-Content Text And Videos Developed By The Faculties For The Institution.	https://southfieldcollege.org/wp-content/uploads/2022/10/Vid20221012140729.mp4
E-Content Text And Videos Developed By The Faculties For The Institution.	https://southfieldcollege.org/wp-content/uploads/2022/10/Vid20221012142617.mp4

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
512000	506929.63	850000	838902

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)

Maintenance of Physical Facilities Policy: Although as a hilly college it possesses only 2.37 acre land, we try to utilize this minimum land resource for good infrastructure. The main building of the college is a heritage building of the Raja of Darbhanga, we give emphasis to keep intact the art and architecture of the same. There is a provision to take consent of the Governing Body if there is a need of fund above Rs 50000 either for maintenance of existing infrastructure or for augmentation of the same. The auditorium of the college (Damien Hall) is utilised for income generation through renting it out to other institutions. But the preference is always given to the educational and social awareness and welfare programmes. Procedure: The Building Committee looks after the maintenance and augmentation of the physical infrastructure. After getting a proposal for a new construction or renovation of the existing Building committee enquires the feasibility of the proposal. Annual maintenance and Repair of the furniture and electrical equipment's, flooring, ceiling, drainage, roofing etc., are mainly done during the winter vacation. However the repair works are also done whenever it is needed. Nature Club with a Mali consistently looks after the physical environment of the college to keep it green. To rent the Damien Hall the institutions are needed to take prior permission from the principal. **Maintenance of Academic Facilities Policy :** As the highest academic committee the IQAC made the rule that academic calendar should be made in the beginning of the session. The IQAC instructs the faculty members to use the ICT equipped classrooms at least once in a week. Provision is there to upgrade the library in regular basis. The IQAC encourages the faculty members to enhance their research activities. Procedure: Prior to the beginning the academic session IQAC instructs all the departments to provide the information of yearlong activities for the preparation of academic calendar. The departments therefore chalk out and provide the tentative dates

of different activities. The faculty members prepare PPT, downloads video lectures, fictional and historical movies to be used in the ICT equipped classrooms. The library officials maintain and upgrade the library with the assistance of a Library committee. Besides books, the students can use the desktops with internet of the library to use and downloads their e-books and journals through Enlist. The asset teachers help and suggest the other teachers in preparing research proposals. Maintenance of Support Facilitates Policy: For their all-round development the college encourages the students to participate in different sports activities. The college always try to maintain the health and hygiene in the campus. Procedure: For the sports activities there is a Sports committee which organises Basketball, Volley ball, Badminton on the same ground. Table tennis practices are done in the girl's common room. Yoga and meditation and Gym practices are done in the Yoga and Gym room respectively. For the maintenance of hygiene there is a Canteen Committee which frequently inspects and regulates the food quality.

<https://southfieldcollege.org/wp-content/uploads/2022/09/2017-18-Policy-Proceedure.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	14	70000
Financial Support from Other Sources			
a) National	Kanyashree Prakalpa Scholarship, Oasis BCW Scholarship, National scholarship Portal	41	233185
b) International	0	0	0

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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
Soft Skill development (Career oriented Programme)	03/07/2017	30	Career oriented programme (COP), Southfield College. (Self Finance course under North Bengal University)
Remedial Coaching	06/11/2017	134	Career oriented programme (COP), Southfield College. (Self Finance course under North Bengal University)
Language Lab	14/08/2017	7	Language Departments, Southfield College.

Yoga and Meditation Class	20/07/2017	35	Faculty members and Senior students.
Interactive Session focused on Adolescent Wellbeing and personal counseling	23/11/2017	201	Southfield Counselling Cell and Shaheed Durga Malla District Hospital, Darjeeling.
Mentoring	16/11/2017	265	Faculty members
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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
2018	Career counseling cell Southfield College.	264	264	1	1
2017	RICE, Siliguri	258	258	1	0
2017	Eklabya Institute of Management, Siliguri	231	231	0	0
2018	Career Mantra, Gwalior	85	85	0	0
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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
2	2	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
Career Power	72	0	RICE	11	1
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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
2018	5	Southfield College	History	University of North Bengal	MA
2018	1	Southfield College	History	Presidency UNIVERSITY	MA
2018	1	Southfield College	History	SIKKIM UNIVERSITY	MA
2018	2	southfield College	History	IGNOU	MA
2018	2	southfield College	Education	Sikkim University	MA
2018	1	southfield College	Education	NSOU	MA
2018	1	southfield College	English	Presidency University	MA
2018	1	southfield College	English	University of North Bengal	MA
2018	2	southfield College	English	IGNOU	MA
2018	3	southfield College	Geography	University of North Bengal	MA

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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
NET	2
SLET	2
Any Other	1

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

Activity	Level	Number of Participants
Celebration of Bhanu Jayanti on 13th July, 2017 is done	Institutional Level	236
Celebration of Nepali Bhasha Manyata Diwas on 20th August is done	Institutional	345
Cultural Fest on November 22, 2017	Institutional	428

Observation of World AIDS Day	Institutional	354
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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
2017	Bharatiya Nepali Shikhar Sammelan	National	1	Nil	01213050 10185	Trishala Gurung

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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)

An elected Student Body (Student Council) looks into the interest of the students and also assists the administration in redressing student-related issues and problems. The college has an election commission and the students file their nomination. Thereafter, they address the students about their visions, missions, that are related to the vision and mission of the college as well, and the transformations that they are going to initiate if they are elected. Once the departmental councillors are elected through secret ballot, there is a debate among the councillors, again on the reforms that they are going to undertake in case one of them becomes the Head Councillor. All the students of the college, under strict supervision of the election commission, elect the Head Councillor. The Head Councillor of the apolitical Student Council is the member of the Governing Body. The students elect the Secretaries of different Clubs who manages the activities of clubs like, Literary Club, History Club, Current affairs Club, Debating Club, Dynamic Club, Nature club etc. There is an investiture ceremony where the elected representatives take the oath in front of the principal, faculty, staff and the students. The student representatives are incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees. In this way the Student Council functions at par with the college's mission to become a student-centric institution. The Student Councillors are also important parts of Anti-ragging committee, and dress and discipline committee. With their able dedication the college has been able to become a ragging-free campus. The important activities that the Student Council undertake are as follows: 1. Engage actively to ensure over-all wellbeing of the students. 2. Ensure that the campus is free of plastic, ragging, harassment, or any sort of discrimination. 3. Become a bridge between the students and other stake holders like faculty, non-teaching-staff, administration, parents and alumni. 4. Organise events like Fresher's welcome, annual fest, farewell programs etc. 5. Ensure that the students abide by the rules and regulations of the college. 6. Represent the voice of the students in the Governing Body through the Head Councillor. 7. Ensure that the admission is done as per the government guidelines. 8. Ensure that the teaching-learning and evaluation are conducted as per the rules and regulations provided by the affiliating university. 9. Recommend and assist in bringing positive changes related to the service provided by the institute to the students. 10. Ensure that the students, apart from academics, engage with community outreach programs, skill oriented and value based programs, NSS, sports and co-curricular activities. During the political turmoil, the Student Council has

also assisted in communicating with the people of the localities so that the teachers may organise classes in the samaj (particular locality).

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

84

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

30000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association of the College keeps the record of Alumni Students. They are in contact through social networking sites also. The members are invited for attending different programmes of the College. In view of the turmoil political situation it was not easy to conduct regular classes. When the situation was extreme the alumni came forward to extend their help to regularize the education of the current students. The members of Southfield Alumni co-ordinated with various organizations of Darjeeling area and arranged to provide community halls and primary schools of different areas to conduct classes by the faculty members of Southfield college. The Alumni members worked in close liaison with the students and the authorities of the community halls and primary schools.

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)

1. INCLUSIVE MANAGEMENT THROUGH DEMOCRATICALLY ELECTED AND DECENTRALISED SYSTEM: Southfield College follows decentralisation and participatory management in all its activities through democratically elected system both at the administrative and academic level. At the administrative level, college has the Governing Body, Principal, Teachers Council, IQAC, Finance Committee, Admission Committee, Examination Committee, Women Harassment Cell/Complains Committee etc. Four teaching and two non-teaching staffs and the Head Counsellor of the apolitical Student Council are democratically elected as the members of the Governing Body. All the issues are initially placed in the teacher's council meeting. After passing the significant issues in the TC meeting the important issues are placed before Governing body. Only financial matters are placed from Finance Committee to Governing Body. IQAC assists the principal and the teacher's council in academic and related matters. An elected student body (Student Council) looks into the interest of the students and also assists the administration in solving student-related problems. The students elect the Secretaries of different Clubs who manages the activities of clubs like, Literary Club, History Club, Current affairs Club, Debating Club, Dynamic Club, Nature club etc. The student representatives are incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees. Thus, with the decentralised decision making at all levels - administrative, student, curricular and extracurricular, every member of the institution feels empowered. Our admission process is made completely online based (except during the suspension of the internet during extraordinary situation by the government) on merit which greatly assists in the administrative

decentralisation. The IQAC along with the Routine-committee prepare the annual calendar and the annual time table along with the allocation of class rooms. The library committee with the coordination of the librarian who remains in constant touch with the IQAC, head of the various departments and the principal, ensures constant upgradation in terms of procuring more books and enhancing of e-resources in a de-centralised manner. 2. EDUCATION IN ONE'S OWN NEIGHBOURHOOD UNDER EXTRAORDINARY SITUATION BY THE ASSISTANCE OF VARIOUS STAKEHOLDERS IN A DECENTRALISED MANNER: The GJM (Gorkha Janmukti Morcha) under the leadership of Bimal Gurung started a fresh agitation in the month of June, 2017 which brought about a turmoil and chaotic situation in the hills bringing multiple challenges to run and complete the academic session (2017-2018). The students were unable to come to the college as ours is a women's college. Most of the students come from different socio-economic background residing at remote villages. When the situation was extreme and hostile the management of our college decided to reach out to the various stakeholders like the Alumni, Parents, Local Intellectuals and Educators, and Neighbours. Then, the management instructed the teachers of various departments to divide the students into micro-groups to take classes in different samajs (community halls) and the premises of primary schools with the help and assistance of the local people who as patrons of education silently assisted us in our endeavours. This decentralized mode of teaching-learning has resulted in ensuring good results in the NBU examination.

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

Yes

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
Curriculum Development	Southfield College as an affiliated college of NBU has no sovereignty in framing the syllabus. Some of the teachers as members of Board of Undergraduate Studies, NBU are regularly involved in development of curriculum. Several teachers are also involved in the NBU workshops for the curriculum development towards implementing CBCS. The college has framed the syllabus of the topic introduced for the ethics class: TRADITIONAL VALUES AND LIFE SKILLS ENHANCEMENT. Some of the departments also introduce new special papers. The faculty members frame topics for project work, field work, assignments that are the part of the UG syllabus.
Teaching and Learning	<ul style="list-style-type: none"> • A student's orientation programme at the session's beginning to introduce the upgraded teaching-learning pedagogy. • Syllabus distributed as-per teacher's specialization. • Chalk-talk, group-discussion, seminar, viva-voce, assignments, tutorials, remedial teaching, field work, projects along with ICT is used. • The academic

calendar/ time-table provided. • Teachers upgrade through RC, OP and short-term courses. • Mentoring of slow, average and advanced learners. • Classes in micro groups and in online mode on whatsapp • INFLIBNET (N-LIST) with library upgradation • E-resources are used. • feedbacks of teachers for making teaching and learning process more effective.

Examination and Evaluation

• The Exam committee with two elected faculty members and one non-teaching staff for two years • University of North Bengal conducts annual exam, but teachers do paper-setting, moderation, invigilation, evaluation, head-examination, reassessment • Students are also evaluated through periodic assignments, test, group-discussion, class seminar, viva-voce, tutorials, remedial teaching, field work, projects. • Fair evaluation , script shown to students • Continuous evaluation for slow learners • Evaluation by advanced, co-students • Selection Test • prohibition of unfair means as circulated in calendar and in parent's declaration-form • Permitted to sit for NBU exam with attendance of 75 percent and above • Training to fill up examination booklets given

Research and Development

Amidst the extraordinary political crisis, the Research Cell of our college has been set towards promoting research aptitude among the faculty members and students. • No of Minor Research Projects: 2 Dr Ratna Kumari Mishra and Dr Marsha Lama. • Regional Collaborative seminar-3: Rehabilitation of the Women and Transgender in Distress (with MARG)-December 21, 2017 PLAGIARISM AND INTELLECTUAL PROPERTY RIGHTS (with Sonada Degree College) 2.3.2018 CHALLENGES FOR INNOVATIVE INDUSTRY- ACADEMIA COLLABORATION IN TIMES OF CONFLICT (with Sonada Degree College) 7.3.2018 • Research oriented training for students: Field works-3 for data collection-and-analysis • RC:2 • Publication in Journals:8 • Book-chapters:3 • Books:3

Library, ICT and Physical Infrastructure / Instrumentation

• Library: 3-storied reading rooms-3 OPEN LIBRARY, text-books-24998, reference-books-151, journals-11, newspaper-5 employment-news-2, SOUL , e- Resouces:-INFLIBNET (N-LIST) CCTV computer-6, Xerox-machine-1 • ICT:

Office fully-digitised Desktop cum internet: Office-4, Staffroom-6, language lab-1, examcomitte-laptop-1 laptop-3 smart-classroom-2, sacanner-cum-photocopier-2, printer-4 rooms with projector-2 Remote controlled projection screen-2 software: QGIS, SPSS, Shree-Lipi, TALLY college website e- mail communication whatsapp and online-classes PPT • Physical Infrastructure/Instrumentation: 2.37 acres campus-area buildings-3 staffroom-2 Classrooms-18, laboratory-2, solar-panel-1, rain water-conservation-1, water-purifiers-2, infirmary-1, NSS room-1, councillor room-1, outdoor-sports court-1, common-room/TT court-1 gym-1 auditorium-1, yoga-meditation-1, store-room-1, guard-room-2, IQAC-room-1, canteen-1, hostel-facilities-1, ramps for differently-abled-2 washrooms-22 research--consultancy room-1 office-room-2 principal's office-1 private-room with kitchen-1 examcommittee-room-1.

Human Resource Management

To manage the human resource in effective way the college authority has sent its staff and teachers in a number of training programme and workshops: 1) On April 25, 2018 Anand Biswakarma and Manish Ranjan Srivastav, non-teaching staff of our office participated in a Training programme on GPF Module of IFMS. 2) Similarly Gyanshree Pradhan and Dinesh Chandra Ray were sent to Refresher courses in the month of January and February to upgrade themselves with the new area and trend of research in their respective subjects.

Industry Interaction / Collaboration

The kalimpong Horticulture Society, a renowned Industrial body of the Darjeeling hills visited and made a survey in and around the college campus to in regards to greenery and sustainable practices of the college. The Society also surveyed some other campuses of the hills . After analysis of the result of all the campuses the Society awarded the Southfield college with Green Campus award on the Environment Day of 2018(05/06/2018)

Admission of Students

To support the Digital India Scheme, the dream project of our Prime minister and to make the admission process fair the college introduced online mode of

admission. Filling up of forms, publication of merit lists and payment of fees all are made online.

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

E-governance area	Details
Finance and Accounts	<p>1. The office uses TALLY software to maintain all the accounts digitally 2. Calculations and procedures related to Tax are supervised and executed digitally. 3. Transactions and maintenance related to the grants/ funds received from the state government, central government, UGC, ICSSR etc are done digitally, namely through PFMS (Public financial Management System)</p>
Planning and Development	<p>1. As the college has distributed notebook to the teachers of substantive posts, they have become more focused on online planning and development 2. All documents related to college planning and development are maintained and documented in the college website. 3. There are 2 classrooms with LCD facilities 4. There is 1 classroom where Wi-Fi/LAN has been enabled 5. Office area is partially Wi-fi enabled. 6. There are two seminar halls with ICT facilities. 7. Planning has been made towards up-gradation in e-resources and IT with the help of the RUSA grant that is to be received 8. Internet and computational facilities have been provided in the library 9. Most of the computers have internet connection in the staff room 10. The College makes interaction with e-mails 11. Website has become more actively used for interaction and a platform for networking, and Information exchange. 12. Emphasis has been made by IQAC on digitization of the College Management and college functioning at various level.</p>
Administration	<p>1. The Principal's room is fully digitised. 2. The principal constantly checks the CC TV camera footages for erasing out any kind of discriminatory practices through online surveillance 3. The office receives fees from the students through online payment 4. The office digitally maintains uploads all the data and submit to the All India Survey of Higher Education (AISHE) every year. 5. IQAC uploads the minutes and action taken report online 6. The</p>

office conducts all the communication through e-mail 7. The office uploads the relevant notices in the college website 8. All teaching staff, nonteaching staff and students of the college can avail internet facility of the Internet in the library during college-hour.

Student Admission and Support

1. The admission process of the undergraduate admission, right from the notification, submission of the online forms, publication of the merit lists, and payment of the fees are done online. 2. The application for various students' scholarships are done online 3. The record of the students admitted has been digitised 4. The students can make use of the e-books made available in the library 5. The students are encouraged to submit their assignments through the e-mail 6. The students also can send their grievances through the e-mail provided in the college website. 7. The students can send their leave application through e-mail of communication in times of emergency. 8. The learning outcome of the courses offered, details of the courses and e-content are provided to the students through the college website

Examination

1. Examination related activities, like the compiling of data for getting the registration of the students done as well as the filling-up of the university examination forms are fully computerised. 2. All the communications that the college needs to do related to guidance and clarifications with the Controller section of the University of North Bengal are made through e-mail. 3. All the circulars and notices from the university related to the examination are sent via mail. 4. All the appointment letters related to spot evaluation and reassessment are sent through mail. 5. The results of the students are published online. 6. The students can apply for reassessment and scrutiny through online process.

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
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2017	Dinesh Chandra Ray	Indian History Congress, 2017	Nill	2200
2017	Srikrishna Sarkar	National Workshop on FORTE	Nill	1200
2018	Srikrishna Sarkar	Rabindranather Natak Ebang Nataker Rabindranath	Nill	2100
2018	Srikrishna Sarkar	Satabarsher Alope Sahityik Narayan Gangopadhyay: Ekaler Sahityik O Samalochakder Dristite	Nill	2100
2018	Mandika Sinha	Changing World, Changing Scenario: Challenges and Developments in Contemporary Times	Nill	1000
2017	Mandika Sinha	Workshop on Restructuring the Undergraduate Syllabus Based on CBCS (Honours and General)	Nill	600
2017	Benoy Pradhan	Workshop on Restructuring the Undergraduate Syllabus Based on CBCS (Honours and General)	Nill	600
2018	Bishal Chhetri	4th International Seminar on Population, Urbanization and Environment: Contemporary Issues and Challenges	Nill	1500

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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	TRAINING PROGRAM TO EQUIP THE FACULTY WITH THE CONTINUOUS EVALUATION RELATED TO UPCOMING CBCS	Nil	16/03/2018	17/03/2018	27	Nil
2018	Nil	TRAINING PROGRAM FOR THE NON-TEACHING STAFF ON REFORMS AND RULES RELATED TO UPCOMING CBCS	05/04/2018	06/04/2018	Nil	7
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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
Refresher	1	17/01/2018	06/02/2018	21
Refresher	1	08/02/2018	28/02/2018	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
24	3	11	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Cooperative society 2. Advance salary in case of emergency, without interest, to be repaid in installments . 3. Easy availability of G.P.F. loan, 4. Maternity,	1. Umbrella for rainy season and warm cloths for the winter, 2. Advance salary without interest to be repaid in installments in time of need, 3. GPF loan 4.	1. Rs 70000 is sanctioned to support the needy students from Student Aids Fund 2. Money donated by the former-students has been distributed among the

paternity and Child care leave	maternity , paternity and child care leave 5. Non-refundable puja bonus to support staff. 6. Non refundable winter allowance to support staff	meritorious students. 3. College has assisted the students in getting various government scholarships, total amounting to Rs 233185 4. Needy students may borrow the complementary books that are given by the sellers and publishers to the library, which they have to return at the end of the session. 5. Some of the needy students are sponsored by the faculty members of some of the departments along with some of the sponsoring philanthropic donors from outside who are in contact with the administration.
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6.4 – Financial Management and Resource Mobilization

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

6.4.1 Institution conducts internal and external financial audits regularly. The college audit is done in two phases, Internal and External Statutory audit. After the book of Accounts are made up-to-date, the college internal audit is conducted by a local chartered Accountant. For external or Statutory Audit, the college keeps all the Book of Accounts complete along with the supporting vouchers relating to accounts for any particular financial year before the Auditor is called for audit. Statutory Auditor is appointed by the Govt. of West Bengal. College has audited its Book of Accounts for the financial year 2017-2018.

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
Philanthropic donation by Ex-students of 1992 batch	30000	To be given to meritorious students of the year as decided by the faculty and administration
View File		

6.4.3 – Total corpus fund generated

74026

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	Inspector of	Yes	IQAC

		Colleges, University of North Bengal		
Administrative	Yes	Inspector of Colleges, University of North Bengal	Yes	IQAC

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

1. MAN KI BAAT WITH THE PARENTS have been organised on 25/07/2017 where 530 parents have shared their views, appreciations, apprehensions and suggestions related to the teaching-learning-evaluation and overall well-being of the student. 2. The parent's feedback form is collected and analysed for further actions towards improvisations 3. During Pawan Chamling award given to the best all-rounder student of the year, the parents of the student- awardee are invited to share the moment of pride that they feel for their daughter 4. Anti-ragging declarations and declarations stating that they will be abiding by the rule and regulations of the college are taken from the parents. 5. The contact numbers of the parents are well documented so that they may be contacted immediately in times of emergency

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

1. Non-refundable puja advance is given to the support staff 2. Non-refundable winter allowance is given to the support staff 3. Monsoon and winter accessories are distributed 4. Salary advance without any interest to be refunded in instalments during any emergency, as sanctioned by the principal, is provided

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

1. Student and Faculty exchange has been conducted with Sonada Degree College 2. MOU has been done with RICE for career guidance 3. Collaborative programs have been undertaken with NGO, like MARG 4. SPECIAL DRIVE FOR SLOW , AVERAGE, ADVANCED LEARNERS AND STUDENTS FROM UNDERPRIVILEGED BACKGROUNDS has been undertaken by IQAC on 18/08/2017

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Yes

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
2017	Formation of RUSA committee	02/07/2017	02/07/2017	02/07/2017	28
2017	Formation of the Gender Sensitization Committee Against Sexual	04/07/2017	04/07/2017	04/07/2017	26

	Harassment (GSCASH)				
2017	Affidavits are signed by the students and parents against anti-ragging	25/07/2017	25/07/2017	25/07/2017	530
2017	ACADEMIC PLANNING SESSION	03/07/2017	03/07/2017	03/07/2017	37
2017	MAN KI BAAT WITH THE PARENTS	25/07/2017	25/07/2017	25/07/2017	530
2017	SPECIAL DRIVE FOR SLOW , AVERAGE, ADVANCED LEARNERS AND STUDENTS FROM UNDERPRIVILEGED BACKGROUNDS	28/08/2017	28/08/2017	28/08/2017	261
2017	Mass pledge is taken by all students and employees on maintaining a clean and sanitised campus.	03/09/2017	03/09/2017	03/09/2017	581
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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
Anti-Harassment Awareness Program	14/08/2017	14/08/2017	551	11
World AIDS Day Celebration	01/12/2017	01/12/2017	513	15
A regional level seminar, titled Rehabilitation	21/12/2017	21/12/2017	274	19

	advantages and disadvantages	and contribute to local community					
2017	5	7	01/07/2017	6	PROVIDED IN THE ATTACHMENT	STATED IN THE FILE ATTACHED	631
2018	1	1	01/01/2018	8	PROVIDED IN THE ATTACHMENT	STATED IN THE FILE ATTACHED	43
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)
Southfield College Code of Conduct for the Parents and Guardians	03/07/2017	Parents: 1. Adhere to the values, mission and vision of the college 2. Active participation in parent's forum and regular interaction with the faculty, administration and staff. 3. Incorporation of universal values 4. Awareness against anti-ragging, anti-discrimination, anti-drug, and gynaecological diseases 5. No excess pressure and no to unhealthy competition 6. Equal care and concern for the girl child 7. Inculcate the good practices of reading, writing, eating-right, and updating with the current affairs of the society, nation and the world 8. No to early marriage and encouragement for women's empowerment through education
Southfield College Code of Conduct for the Alumni	03/07/2017	Alumni: 1. Be an ambassador of the values, mission and vision of the college 2. Be an exemplary figure of holistic learning, empathetic leadership, woman empowerment, and a cosmopolitan-patriot. 3. Dedicate in contributing

		<p>to the alma mater, society, nation and the world. 4. Take active participation in the college events 5. Provide constructive criticism and feedback for overall development of the institution. 6. Act as a bridge between the past, present and the future. 7. Organise academic, cultural, awareness/sensitizing/training programs related to human values, gender, ecology, skill development, employability etc.</p>
Southfield College Code of Conduct for the Students	03/07/2017	<p>Students: 1. Adherence to the Southfield values and strive at fulfilling its mission and vision 2. Regular attendance and attentiveness is expected 3. Respect and behave well with all stakeholders 4. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 5. Decent in dressing 6. Carry identity card within the campus 5. No ragging and spread consciousness about anti-ragging 6. No use of unfair means in the exam as per the signed declaration 7. Participate in college all events like Swachhata mission, cultural events, club events, NSS etc. 8. Consciousness about gynecological diseases</p>
Southfield College Code of Conduct for the Faculty	03/07/2017	<p>Faculty: 1. Adhering to the values, mission and vision of the College 2. No to sexual harassment. 3. Constant Up-gradation related to the concepts, new developments related to the subject and technology 4. Be an example of an empathetic and compassionate mentor</p>

		<p>5. Part of Co and extracurricular activities 6. Involvement with the committees 7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 8. Contribution to ant-harassment, anti-ragging, anti-corruption and awareness of gender, ecology and community outreach 9. Organise seminars, conferences and undertake projects 10. Participate in induction programs</p>
<p>Southfield College Code of Conduct for the Non-teaching Staff</p>	<p>03/07/2017</p>	<p>Non-teaching Staff: 1. Adhering to the values, mission and vision of the College 2. Need to be Punctual, disciplined, and follow zero corruption. 3. Never involve in sexual harassment. 4. Update regularly digitally. 5. Participate in training programs for regular updating 6. Cooperation with all the stakeholders 7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 8. Contribution to ant-harassment, anti-ragging 9. Regular maintenance acts and up-gradation of the infrastructure and enhancement of the services provided 10. Participate in the college programs.</p>
<p>Southfield College Code of Conduct for the Administrator</p>	<p>03/07/2017</p>	<p>Administrators: 1. Adhere to the values, mission and vision of the college 2. Keep ideal working ambiance, encourage academic and extracurricular activities 3. Maintain and upgrade resources 4. Address complaints</p>

following the principles of fairness of justice 5. Encourage skill-oriented, gender, environment, outreach, professional programs 6. Practice compassionate-leadership and humanitarian-management. 7. Enhance services provided to stakeholders. 8. Constant surveillance against ragging, discrimination based on differences of class, caste, creed, religion or ethnicity 9. De-centralise the power, unbiased co-ordination among the stakeholders 10. Cordial relation with neighbouring institutes, MOU institutes and collaborators.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti-Harassment Awareness Program	14/08/2017	14/08/2017	516
Communal Harmony Week	11/11/2017	18/11/2017	117
A regional level seminar, titled Rehabilitation of the Women and Transgender in Distress	21/12/2017	21/12/2017	293
Awareness and Sensitizing the students about animal rights and ecological sustenance	05/06/2018	05/06/2018	485
National Flag Day	22/07/2017	22/07/2017	512
Independence Day	15/08/2017	15/08/2017	512
Gandhi Jayanti to preach Gandhian Philosophy[hy	02/10/2017	02/10/2017	511
Nation Salutes Sardar Vallabhbhai Patel	31/10/2017	31/10/2017	524
Matrihasha Diwas.	21/02/2018	21/02/2018	527
World Environment	05/06/2018	05/06/2018	288

Day

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

- Yearlong drive for Swachh and Swasth Campus inspired by “Swachh Bharat and Swasth Bharat” campaign and observation of 1st to 15th September, 2017 as Swachh Pakhwada where Mass pledge is taken by all students and employees on maintaining a clean and sanitized campus along with other activities .
- Stopped the usage of plastic and minimized the usage of paper by opting for E-mode of communication and transaction
- Use of solar panel and rain water conservation
- Projects related to environment and ecology are carried out by the students under Environmental Science Course.
- Apart from planting 70 trees around the observatory hills, the mali along with the Nature Club consistently sustains the greenery of the campus and through awareness programs about the animal rights despite monkey menace we try to become Eco-friendly individuals.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

TWO BEST PRACTICES OF SOUTHFIELD COLLEGE: 2017-18

1. STRATEGIZING EFFECTIVELY TOWARDS UNINTERRUPTED ACADEMIC ACCOMPLISHMENTS AMIDST THE POLITICAL CRISIS

Recurring Demand of a separate statehood of Gorkhaland is very old and sensitive demand in Darjeeling hills which fluctuates and distracts the normal livelihood and socio-economic orchestration here. The GJM (Gorkha Janmukti Morcha) under the leadership of Bimal Gurung started a fresh agitation in the month of June, 2017 which brought about a turmoil and chaotic situation in the hills bringing multiple challenges to run and complete the academic session (2017-2018). Multiple strikes, surveillances, demolition of government properties, vandalism by the protestors led to tremendous hindrance for the students in their unhindered and regular attendance to the College. Additionally, the steps of the state government aggravated the situation by suspending the internet services, charging sudden raids, ordering mass arrests and deployment of paramilitary forces in all the corners of the hills which further hindered the normalcy of communication too. As our college is in the prime location near to the regional administrative centre our students and staff were vehemently detached from primordial teaching and learning method, which led to more difficulties. The students were unable to come to the college as ours is a women’s college. Most of the students come from different socio-economic background residing at remote villages. Some students hail from distant region of the state and some even from different states. The students had to acutely suffer as the protestors had declared an indefinite strike and the administration had called for curfew by imposing Article 144 of Indian Penal Code. This aggravated the crisis for the students to commute as no vehicles were allowed to freely ply on roads. The college administration and teaching staffs were undergoing a challenging phase as the non-hill colleges were continuing with regular studies and classes and the University examination was impending. Such situation demanded a crucial strategic reformation of pedagogy to complete the syllabus of that period and not ostracise students of their studies and academic year. Hence, our college on much contemplated serious advice of IQAC adopted a number of measures to cope up with the extreme situation. When the situation was extreme and hostile the management of our college instructed the teachers of various departments to divide the students into micro-groups to take classes in different samajs (community halls) and the premises of primary schools with the help and assistance of the local people who as patrons of education silently assisted us in our endeavours. With the restoration of internet services by the state government the teachers of our college initiated an alternative mode of teaching by forming whats app groups for each class to take online classes and to provide e-materials to the

students. In order to complete the syllabus, besides online classes, the teachers of our college on the advice of the IQAC, unanimously decided to curtail the winter vacation and took extra classes to complete the syllabus effectively. As an outcome of such selfless toil engulfed to challenging circumstances the students of our college have succeeded to keep the trend of good results in the University examination. This mode of alternative pedagogical praxis can serve as a model for sustainable education in areas that are bracketed as 'conflict zones'.

2. THURSDAY: THE YOGA MEDITATION DAY India has gifted to the world the physical, mental, and spiritual praxis of Yoga. Yoga is not just a physical exercise. Rather, it is a psychosomatic therapy towards self-healing. Yoga allows providing a synchronisation between the body and the mind. Hence, it heals the body that mostly suffers because of the turmoil of the distressed soul. The Darjeeling Hills with its serene topography has been always a hub of spirituality and mysticism. Sri Aurobindo, Swami Vivekananda, Sister Nivedita have come to the Himalayas for yogic living. Buddhism too has a great impact on the lives of the hill communities. Yoga is central to the Buddhist way of living as well. The college has been celebrating INTERNATIONAL YOGA DAY every year on June 21. However, to turn this into a part of one's everydayness, the college has introduced half an hour Yoga praxis on every Thursday, from 8.30 am to 9:00 am, just before the commencement of the classes. The students, teachers, principal and non-teaching staffs take part in meditation and Yoga exercise. Dr. Mahesh Pradhan, who attends Vipassana Meditation every year during the winter vacation, is the meditation ambassador of the college. Mrs. Gyanshree Pradhan is a Yoga expert. They have successfully been able to engage the students in Yoga and meditation for an emotionally sound, and physically stable living. This best practice has been adopted to inculcate awareness of Yoga on Physical, Mental, Social and Spiritual level. Sleep disorder, anxiety disorder, frustration, depression, addiction often get reduced by the regular praxis of Yoga. Yoga has multiple effects on sensation, perception, attention, memory, learning, feeling, emotional intelligence and social intelligence. Dr. Mahesh Pradhan has a deep understanding of the philosophy of Yoga and the effect of meditation on holistic development of the personas through inculcating human values such as patience, compassion and urge for self-discovery of one's strength and weaknesses. Mrs. Gyanshree Pradhan has instructed in learning of the postures for an improvised health. This best practice of THURSDAY: THE YOGA MEDITATION DAY has attempted to approach Yoga as a way of life, and has, thereby, brought about major positive outcomes. The entire students and staffs have become stronger emotionally, which has been reflected in the students' enhancement of caliber in solving problems related to stress and strain. The students and the staff have also felt that this practice of meditation and Yoga has resulted in strengthening the immunity against diseases. Finally, THURSDAY: THE YOGA MEDITATION DAY, by promoting Yoga as a means of value-oriented education, has contributed to the holistic development of the Southfield family, and in turn, has resulted in the development of human society by the development of consciousness in not only in civic sense, but has also added on to the patriotic feelings, and zeal for social service and spiritual advancement. The college as a women's college has been able to serve the women of the hills in empowering them with the skills and knowledge of Yoga that would not only allow a better development of the self, but of the family, the entire society and the nation.

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

<https://southfieldcollege.org/wp-content/uploads/2022/08/BEST-PRACTICES-2017-18-1-1.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

SKILL, COMPETENCE AND CHARACTER BUILDING TOWARDS IDEAL WOMEN OF INDIA:

"Education is the manifestation of perfection already in man"- this is what Swami Vivekananda has made us alert of. Southfield College does not merely aim at creating valueless, mindless women possessing degrees, but in moulding the young minds in a way so that the ideals and values that are already within the uncorrupted minds remain unaffected. More than a woman of success, the motto of the college is to create woman with a difference. To do so, the college treats the notion of skill in a different way. Skill is not about technology but it is the manifestation of what lies within by revealing in the best way, the humanly essences. The mission of Southfield College is to cherish love, sincerity and service, and thereby, strive towards turning the society into a humane and a just one. This demands an enhancement of skill on a much wider and universal stage. Providing care out of an empathy and social responsibility is a skill with which the college has tried to empower the students. Apart from the curriculum, a care-based epistemology and pedagogy framed upon out-reach programs aimed at the needy and the underprivileged have served to improvise the skill of the women students of our college in their service to the society and the nation. Competence needs constant working and reworking on the skill. Hence, the skill of serving the needy has been put to constant practice through the organising of the various events throughout the year that are based on service and care providing. Right from cleanliness drive, yoga practice, becoming concerned about the plight of the transgenders to the visit to the elderly homes, orphanages, and learning to prepare indigenous organic healthy food recipes, the students have been constantly exposed to areas of providing selfless care, so that they would become competent in providing support to the needy. Finally, through their competence in the skill of providing care and service to the underprovided, a character that is rooted to the societal needs and national causes gets built. Indian cultural norms regard philanthropy as something intrinsic to one's personality and private living. The college aims at considering each student as a responsible catalyst of social change and development. The change and transformation on part of students that the college aspires is not only cognitive, but emotive, as understanding emotions is the highest form of intelligence. The present digital and social media has squeezed the world and humanity within the screen of mobile phones and virtuality. The present world is also a fragile world, continuously challenged with violence, hatred, discrimination and emotional sterility. Hence, it is an alarming call of modern times to infuse the students with intra- human relationship so that they can understand the objective of being a human from quark to quantum. This would certainly not only lead to the holistic character building of the students but also will gradually enhance the evolution of society and humanity.

Provide the weblink of the institution

<https://southfieldcollege.org/wp-content/uploads/2022/08/One-area-of-distinctiveness-2017-18-1.pdf>

8.Future Plans of Actions for Next Academic Year

1. To take preparation for the implementation of CBCS: The University of North Bengal is planning to introduce the CBCS system. Many of our teachers have been invited in the workshops conducted by the university. However, there are issues peculiar to the institutional level that need to be addressed while adopting CBCS. Hence, workshop needs to be organised in order to make the faculty and the staff aware of the structure and mode of CBCS system so that it can be implemented without much difficulties. 2. To chalk out plan for the utilization of RUSA fund: The committee for monitoring RUSA fund has to be constituted so that the committee in a de-centralized manner may carry out their functions. The new committee may initiate the process of infrastructure development through

enhancement, up-gradation, construction and renovation. 3. Initiative towards the setting up of a Centre for Women Studies: Southfield College is the only college in Darjeeling town that is committed fully to serve the women of the town and nearby places. Based on the recommendations of the NAAC peer team initiatives need to be taken, first, to get the letter for the formation of Centre for Women Studies in Southfield College, forwarded by the registrar, NBU 4. To send proposal to UGC/ICSSR for the organization of national and international level seminars: National seminars, including collaborative ones, need to be organised. Also initiative should be taken for an international symposium to provide guidelines regarding the new university that is going to be founded in the Darjeeling Hills. As an institute that is supposed to fulfill the dreams and expectations of the people of the hills, this initiative would enable us to put structured demands on behalf of the people of the hills about issues that that desire from the new university. Southfield College, hence, need to act as an interlocutor between the government and the local people of the hills. 5. Initiative to start PG Courses in three subjects (English, History and Education): The previous NAAC peer team in their recommendation had recommended for the introduction of Post Graduate Courses. Accordingly, initiative has to be taken so that post graduate programs are introduced in English, History and Education. It is decided that besides Pawan Chamling Award , college will provide award to five meritorious students from the fund which the college received from the Alumni(1992 Batch) on 7th May 2018.