



Yearly Status Report - 2018-2019

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.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/2022/10/AQAR-2017-18-1st-Draft.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-18-19.pdf

5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	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		
workshop on the 'Induction program on the implementation of CBCS'	04-Jul-2018 2	31
Workshop on 'Students Induction program (SAGE)'	07-Sep-2018 2	30
Anti-ragging workshop	10-Jul-2018 1	539
Eat Right India Movement Week	20-Aug-2018 6	554
Regional level seminar on 'Environmental Hazards of Electronic waste'	14-Nov-2018 1	217
Training on new mode of CAS	03-Dec-2018 2	20
Regional seminar on 'Effective use of Digital Technology'	04-Mar-2019 1	548
Workshop on Collegiate Student Grievance Redressal	10-Jun-2019 2	29
Workshop on Accelerating the establishment of the Centre for Women Studies	19-Jul-2018 2	20

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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
Institution	RUSA	Central Govt via DPI	2018 730	10000000
Women's Studies, COP	UGC fund for seminar	Centre for Women's Studies, University of North Bengal	2019 2	50000
Dr Kaustav Chakraborty, Dept of English and Dr Mahesh Pradhan, Dept of Nepali	Major Research Project	Nazrul Centre for Social and Cultural Studies, Nazrul University, Asansol, West Bengal	2019 365	500500
Dr Dipty Subba, Dept of Education	National Seminar	ICSSR	2018 2	150000

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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

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

Implementation of CBCS

Implementation of RUSA fund

- Assisted in Organisation of National and International seminars
- Awareness against Caste Discrimination
- Popularization of PARIKSHA PE CHARCHA

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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
Implementation of CBCS	Implemented through a TwoDay Workshop on INDUCTION PROGRAM ON THE IMPLEMENTATION OF CBCS
Implementation of RUSA fund	Implemented through formation of Members of Project Monitoring Unit (PMU) for RUSA of Southfield College, Darjeeling
Continuous Induction program for the teachers:	Benefitted from the regional seminar on "Effective use of digital technology" andReceived Training on 'New Mode of

	CAS'
Undertake Gender related programs	Initiated taken for establishing the Centre for Women's Studies in Southfield College, Darjeeling
Assist in Organisation of National and International seminar	Organised 2 national [1 UGC, 1 ICSSR] seminars and One International symposium
Popularisation of PARIKSHA PE CHARCHA	Popularized
Awareness against Caste Discrimination	Done
Promotion of handloom fabrics	Promoted
Promotion of Anti-ragging	Organised Ant-ragging Workshop
Organised Ant-ragging Workshop	Regional Level Seminar on "Environmental hazards of Electronic waste"
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	17-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	27-Jul-2019
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	09-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	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
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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 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 associated institution of the University of North Bengal, the Southfield College does not have the scope and sovereignty to design and develop the curriculum. However, 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 CBCS 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 in 1+1+1 system. Since the CBCS curriculum has implemented an induction program for the teachers was organized as an initiative of the IQAC. The newly introduced CBCS curriculum is more flexible Hence the students have got more options and choices. The teachers provide the necessary new and additional materials for CBCS. Besides, they also supply notes, books and references with e- resources to the students along with the continuous use of ICT. At the beginning of the session, the entire departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars in which papers are presented 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. New books and reference books are added according to the needs of newly introduced CBCS 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
NIL	NIL	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Programme Course English DSC 1 Sem 1	01/07/2018
BA	Programme Course English DSC 2 Sem 2	20/12/2018
BA	Programme Course LCC 1 English	01/07/2018
BA	Programme Course Hindi DSC 1 Sem 1	01/07/2018
BA	Programme Course Hindi DSC 2 Sem 2	20/12/2018
BA	Programme Course LCC 1 Hindi	01/07/2018
BA	Programme Course Nepali DSC 1 Sem 1	01/07/2018
BA	Programme Course Nepali DSC 2 Sem 2	20/12/2018
BA	Programme Course LCC 1 Nepali	01/07/2018
BA	Programme Course Education DSC 1 Sem 1	01/07/2018
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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
BA	Honours	01/07/2018
BA	Program	01/07/2018

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
VALUING THE VALUES: CONCEPTS AND PRAXIS	01/07/2018	264
EMPATHETIC LEADERSHIP AND COMPASSIONATE MENTORING	01/07/2018	243
TRADITIONAL VALUES AND LIFE SKILLS ENHANCEMENT	01/07/2018	228
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	GEOGRAPHY	12
BA	SOCIOLOGY	25
BA	NSS	63
BA	EDUCATION	26
BA	Environmental Studies	272
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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
<p>Southfield College's NAAC Feedback Analysis Mechanism Session 2018-19 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</p>

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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	EDUCATION HONOURS	46	150	40
BA	ENGLISH HONOURS	46	300	35
BA	GEOGRAPHY HONOURS	28	250	17
BA	HISTORY HONOURS	46	180	34
BA	NEPALI HONOURS	46	110	35
BA	POLITICAL SCIENCE HONOURS	46	320	38
BA	SOIOLOGY HONOURS	30	180	26
BA	PROGRAM	58	200	47

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	272	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	33	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)

In Southfield College there is vogue of mentoring students in an institutionalized manner. Based on the suggestion of IQAC all the departments have taken prompt action to scrutinize 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
272	22	1:12

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	22	5	0	10

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
2019	Dr. Anuradha Rai,	Principal	Appreciation Award by Office of the Superintendent of Police , Darjeeling Govt. of West Bengal .

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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	14/03/2019	10/07/2019
BA	HONOURS	PART II	14/03/2019	25/08/2019
BA	GENERAL	PART III	14/03/2019	10/07/2019
BA	HONOURS	SEMESTER I	24/12/2018	08/01/2019
BA	PROGRAM	SEMESTER I	24/12/2018	08/01/2019
BA	HONOURS	SEMESTER II	14/06/2019	07/09/2019

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

Regular class and continuous evaluation are the important features of Southfield College. The college focuses on the continuous evaluation of the students. Hence the IQAC of the college instructs each department to identify the capability of the students with the help of continuous evaluation (through assignments, tutorials, group discussions, field work and oral test). Faculty members of the each department then categorized the students into advanced learners, average learners and slow learners according to their capacity and capability. For the slow learners the teachers are supposed to take repeated tests as well as open book test to grow their confidence. The advanced learners are sometimes asked to evaluate the assignments, scripts and tutorial papers of the average learners. To fulfil the appetite and reduce the overconfidence of the advanced learners the departments are asked to invite asset teachers (who are academically sound in their respective area of research) of other departments to evaluate them through interaction, oral test and presiding over the departmental seminars. Facility of online submission and correction of assignments and project papers are also provided to students with the assistants of whatsapp groups and emails.

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

Southfield College is an affiliated college of University of North Bengal and hence follows the academic calendar as directed by the parent University. Since the University of North Bengal introduced CBCS curriculum the college is following both the [One plus One plus One] Annual System and CBCS. For Annual System University conducts examination at the end of each academic year. However for CBCS University conducts semester wise exam. It is to be noted that though 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. Faculty members are also 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.

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/192.169.220.245/4xl.09f.myftpupload.com/wp-content/uploads/2022/09/CBCS-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	31	30	96.77
EDUCATION HONOURS	BA	PART II	28	25	89.25
EDUCATION HO	BA	SEM I	38	38	100
EDUCATION	BA	SEM II	36	36	100
ENGLISH HONOURS	BA	PART III	31	29	93.54
ENGLISH HONOURS	BA	PART II	35	33	94.28
ENGLISH	BA	SEM II	32	32	100
ENGLISH	BA	SEM I	33	33	100

GEOGRAPHY HONOURS	BA	PART III	13	12	92.30
GEOGRPHY HONOURS	BA	PART II	19	19	100
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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/192.169.220.245/4xl.09f.myftpupload.com/wp-content/uploads/2022/09/2018-19-Sectional-Analysis-of-Students-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
Major Projects	365	Nazrul Centre for Social and Cultural studies, Kazi Nazrul University, Asansol	500500	448500

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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
FOLKLORE STUDIES AND THE CONCERNS OF INTELLECTUAL PROPERTY RIGHTS	DEPT. OF ENGLISH, SOUTHFIELD COLLEGE SONADA DEGREE COLLEGE	26/02/2019
TECHNIQUES OF FLORICULTURE	SOUTHFIELD COLLEGE KALIMPONG HORTICULTURE SOCIETY	28/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Green Campus Award	Southfield College	Kalimpong Horticulture Society	05/06/2019	Institution

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nill	Nill	Nill	Oyster Mushroom Cultivation	To cater to the Hostel, canteen and	09/07/2018

[View Uploaded File](#)**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
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	3	7.38
International	Education	2	5.3
International	English	1	0.90
International	English	1	6.3
International	Geography	1	Null
International	Political Science	1	Null
International	Political Science	1	Null

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

Department	Number of Publication
Geography	1
Nepali	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
Exploring the Role of Mass Media in Democracy and National Development	Dipty Subba	Scholarly Research Journal for Interdisciplinary Studies	2019	0	Southfield College	0
Global Citizenship Education:	Dipty Subba	Scholarly Research	2019	0	Southfield College	0

A New Imperative for 21st Century Education		Journal for Interdisciplinary Studies				
Higher Education on the Verge of the 21st century	Dipty Subba	Scholarly Research Journal for Interdisciplinary Studies	2019	0	Southfield College	0
Impact of the short stories of R.N. Tagore on the language development of the children	Srikrishna Sarkar	IJRAR: International Journal of Research and Analytical Reviews	2018	0	Southfield College	0
Impact of the short stories of R.N. Tagore on the Mental Development of the Children-Adolescence	Srikrishna Sarkar	International Journal of Multi-Disciplinary and Current Research	2019	0	Southfield College	0
Search of an Endogenous Ecomasculinity	Kaustav Chakraborty	Research Chronicle	2018	0	Southfield College	0
Beyond the Semiotics of Crime: Re-visiting the Female Detectives in the select Nordic Noir	Mandika Sinha	Ajanta: An International Multidisciplinary Quarterly Research Journal	2018	0	Southfield College	0
Sustainable Rural Tourism in Darjeeling Hills:	Sunny Rawat	International Journal of Innovative Studies in	2019	0	Southfield College	0

Case Studies of Takdah and Mineral Spring		Sociology and Humanities				
Tribal Development through Panchayats: A Study of Jorebunglow, Sukhia Pokhri Block of Darjeeling District	Marsha Lama	Research Review: International Journal of Multi-Disciplinary	2019	0	Southfield College	0
An Evaluation of the Post-Matric Scholarship Scheme provided to the Tribal Students of Darjeeling Municipality	Marsha Lama	International Journal of Advanced Scientific Research and Management	2019	0	Southfield College	0
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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
Nill	Nill	Nill	Nill	0	0	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Resource persons	Nill	2	1	Nill
Attended/Seminars/Workshops	16	13	1	Nill
Presented papers	3	19	Nill	Nill
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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
Blood Donation Camp	NSS in collaboration with Red Cross and Darjeeling Sadar Hospital	5	88
Fund Raising Programme for Kidney patients	Organised by NSS Volunteers from Southfield College, Darjeeling Government College, and St. Josephs College	2	57
Three day Residential Camp at Daragaon , Lapchu Tea estate	NSS with Daragoan Primary School	2	63
Donation of Learning and Educational Aids to the special school	NSS Darjeeling Hope Special School, Brahmasamaj, Darjeeling	2	25
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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
Southfield College Cultural Committee Felicitation Award	Recognition	Cultural Committee, Southfield College	4
Parashmani Pradhan Award	Award	Gorkha Jana Pustakalaya	1
Sangeet Ratna	Award	Bangiya Sangeet O Sanskriti Parishad	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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachhta Pakhwada	NSS	Cleaning Drive	2	427
International Girl Child Day Celebration	YAT Club of Southfield College in collaboration with Sociology Department	Awareness regarding the theme of A SKILLED GIRL FORCE	4	72

Legal Awareness Programme for Women	NSS with District Legal Service Awareness	To make the girls aware about the women issues and directed them to approach to the DLSA and also to help other on the same issues	9	186
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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
Faculty Exchange	6	From the Departmental activities fund of Southfield College	3
Student Exchange	96	From the Departmental activities fund of Southfield College	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 institution Towards providing Career orientated training to the final year students	Logic and Reasoning for Competitive Exams	RICE	30/11/2018	30/11/2018	128
Linkage with institution Towards providing Career orientated training to the final year	Current Affairs for Competitive Exams	RICE	26/02/2019	26/02/2019	132

students					
Linkage with Industry to provide training related to income generation	Training on Scope of Floriculture	Kalimpong Horticulture Society	28/02/2019	28/02/2019	158
Linkage with institution to enhance soft skills towards finding of e-resources towards learning and research, and soft skill development of students, faculty and staff	Effective Use of Digital Technology	ITM group of Institutes	04/03/2019	04/03/2019	232
Linkage with institute for career training	career in hospitality	Eklabya Institute of Management	29/11/2018	29/11/2018	159
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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
RICE	01/07/2018	Employability related activities with this institute	432
SONADA DEGREE COLLEGE	31/01/2018	Faculty and Students Exchange Program	422
MARG	03/07/2017	Gender Sensitization and YAT Club Activities	157
Kalimpong Horticulture Society	03/07/2017	For initiation of Incubation Centre , Green Audit and Green Initiatives, Vermicomposting	237
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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
1010000	1008957

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	Newly Added
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
Classrooms with Wi-Fi OR LAN	Newly Added

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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	2018
Soul	Partially	2.0.0.14	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24998	2687033	648	279954	25646	2966987
Reference Books	151	105992	3	5087	154	111079
e-Books	9284	0	71	0	9355	0
Journals	7	10633	0	0	7	10633
e-Journals	6235	0	52	0	6287	0
Digital Database	15438	5900	0	0	15438	5900
CD & Video	126	15472	0	0	126	15472

Library Automation	4492	1243967	1401	466286	5893	1710253
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 2 and 3	Institutional Level (uploaded on the college website)	27/11/2018
Dr Kaustav Chakraborty	ENGH: Year 2 and 3	Institutional Level (uploaded on the college website)	27/11/2018
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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/Vid20221013110001.mp4
E-Content Text And Videos Developed By The Faculties For The Institution.	https://southfieldcollege.org/wp-content/uploads/2022/10/VID20221013114156-1.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
1050000	1000901.53	1650000	1433490

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 Facilities 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/2022/09/4.4.2-2018-2019.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	9	77600
Financial Support from Other Sources			
a) National	Kanyashree parkalpa scholarship, Oasis BCW scholarship, National scholarship portal	62	486365
b) International	Nil	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 implementation	Number of students enrolled	Agencies involved
Soft Skill Development (COP)	06/07/2018	32	Career oriented programme
Workshop on Vermi Compost	02/03/2019	112	Department of Agriculture, Darjeeling.
Remedial Coaching	12/11/2018	137	Faculty Members
Yoga and mental fitness	12/03/2019	110	NSS volunteers and Student Council.
Personal counselling	30/07/2018	1	Southfield Counselling Cell and Shaheed Durga Malla District Hospital, Darjeeling
Personal counselling	19/09/2018	1	Southfield Counselling Cell and Shaheed Durga Malla District Hospital, Darjeeling
Personal counselling	14/05/2019	1	Southfield Counselling Cell and Shaheed Durga Malla District Hospital, Darjeeling
Mentoring	09/07/2018	269	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 Guidance cell, Southfield College.	137	137	0	0
2018	RICE, Siliguri	265	265	1	1
2018	.Eklabya Institute of Management, Siliguri	159	159	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
0	0	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	229	0	RICE	96	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
2019	1	Southfield College	History	KALYANI UNIVERSITY	MA
2019	1	Southfield College	History	SIKKIM UNIVERSITY	PHD
2019	1	Southfield College	History	UNIVERSITY OF NORTH BENGAL	MLIS
2019	2	southfield College	HISTORY	IGNOU	MA
2019	2	southfield College	Education	CPBU	MA
2019	4	southfield	Education	Salesian	MA

		College		College	
2019	6	southfield College	Education	IGNOU	MA
2019	3	southfield College	Education	UNIVERSITY OF NORTH BENGAL	MA
2019	4	southfield College	English	UNIVERSITY OF NORTH BENGAL	MA
2019	1	southfield College	ENGLISH	presidency UNIVERSITY	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	5
Any Other	2
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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
Annual Sports Day, 2018	Institutional	596
Annual Cultural Meet 2018	Institutional	632
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Selection for Participation in the East Zone Inter University Badminton Tournament held at KIIT University Odisha on 20th October 2018	National	1	Nil	01217050 10055	Ms. Dechen Yonzon Tamang
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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 Counsellor 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

108

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02 Meetings: The 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. A grand college

fete was organized by Alumni members in the college premises on 3rd November 2018. The Fete commenced at 10am and continued till 5 in the evening. The Fete was open to all and was marked by large number of people all over the town of Darjeeling. The Alumni senior members took an active initiative to organize career Counselling talk in collaboration with RICE on 26th November 2018 for the students preparing for competitive examinations.

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. Student Council works in Independent fashion: Although there is the absence of political colour and politics, 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. Neither the teachers nor the authority tries to interfere in the activities and programmes of the Clubs and Council. The student council and the students independently take their decision in pursuing their activities and programmes. If they want they take the suggestions of the teachers. They are also free to put complains and grievances against any issues and decisions of the authority and staffs.

2. 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, RUSA Committee (Formed according to RUSA guidelines), Building 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. 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 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 up gradation in terms of procuring more books and enhancing of e-resources in a de-centralised manner.

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
Library, ICT and Physical	The librarian and the library staff

Infrastructure / Instrumentation

have taken every necessary step all through the year to keep our Open access Library intact and easily convenient for the students and teachers. CCTV Surveillance was also continued for the safety and security of the books and other resources of the library. The library staff encouraged the students to make more use of the facility of N-LIST since this is the easier way to get contact with the vast knowledge world. A few important books were added to the library collection in the academic session. • ICT: The College is well equipped with ICT and ICT facilities. However the college decided to provide smart class room/ board (earlier there were only three) to all the departments by the end of 2019. The students are also encouraged to make use of ICT facilities of the library and department by making power point presentation, online submission of project and assignments. Physical infrastructure: For the augmentation and management of the physical and academic facilities the authority of the college allocated following budgets
1. Infrastructure augmentation- 1010000
2. Maintenance of Academic facilities- 1050000
3. Maintenance of physical facilities- 1650000 Besides , the college started the construction(08.03.2019) of new academic building with the help of the RUSA Fund.

Human Resource Management

? Human Resource Management: IQAC is very active in managing the human resource of the college. The IQAC encouraged the teachers, particularly the junior ones to upgrade with new areas of concern. Besides, the teachers were stimulated to pursue orientation and refresher courses, minor and major research projects. They were asked to publish their papers in CARE journals. Multidisciplinary approaches were also adopted. Hence the asset teachers of the English departments are asked to take communicative English classes for the students who came from vernacular background. One history teacher was asked to take one English honours class to give a proper background on French revolution. Similarly Binod Pradhan , one of the creative teachers of the English department made the in charge of Mass-communication. Additionally the

	<p>advanced students of each department were assigned to take some classes of the junior students.</p>
<p>Industry Interaction / Collaboration</p>	<p>Following awareness and training programmes were organised in collaboration with an industry: On August 14, 2018 Kalimpong Horticulture Society organised an awareness programme in the college with the objective to highlight the significance of local medicinal plants. 217 students and 21 teachers took part in the awareness programme. On February 2019 the Kalimpong Horticulture Society organised a training programme on the techniques of floriculture. Besides teachers , 137 students participated in the training programme.</p>
<p>Admission of Students</p>	<p>Online admission was strengthened to make the admission process fair and transparent. Government guidelines relating to admission were also followed and implemented strictly. Hence the admission was concluded completed on merit basis.</p>
<p>Curriculum Development</p>	<p>As an affiliated college of the University of North Bengal, the Southfield College does not have the scope and sovereignty to design and develop the curriculum. However, 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 CBCS 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 in 111 system. Since the CBCS curriculum has implemented an induction program for the teachers was organized as an initiative of the IQAC. The newly introduced CBCS curriculum is more flexible. Hence the students have got more options and choices. The teachers provide the necessary new and additional materials for CBCS. Besides, they also supply notes, books and references with e- resources to the students along with the continuous use of ICT.</p>
<p>Teaching and Learning</p>	<p>Teaching and Learning: To improve the quality of teaching and upgrade themselves with current teaching methodologies and researches the teachers, particularly the junior ones</p>

are always encouraged to take part in the orientation programmes, refreshers, seminars, workshops and other training programmes. The faculty members after coming back from their refresher and orientation, seminar and workshop are advised (by the IQAC) to share their experience and knowledge to the members of other faculties. This practice greatly aids in enhancing the teaching learning process. Besides at the beginning of each session orientation programmes for the new students is organised with the objective of acquainting the students with the syllabus and teaching-learning methodologies and establish a better rapport with the teachers.

Examination and Evaluation

The college follows two-way evaluation method - External (university) and Internal. Regular class and continuous internal evaluation are the important features of Southfield College. Hence the IQAC of the college instructs each department to identify the capability of the students with the help of continuous evaluation through assignments, tutorials, group discussions, field work and oral test. Faculty members of the each department then categorized the students into advanced learners, average learners and slow learners according to their capacity and capability. For the slow learners the teachers are supposed to take repeated tests as well as open book test to grow their confidence. The advanced learners are sometimes asked to evaluate the assignments, scripts and tutorial papers of the average learners. To fulfil the appetite and check the overconfidence of the advanced learners the departments are asked to invite asset teachers of other departments to evaluate them through interaction, oral test and presiding over the departmental seminars. Facility of online submission and correction of assignments and project papers are also provided to students with the assistants of whatsapp groups and emails.

Research and Development

? Research and Development: At the very onset of the academic session the IQAC of the college advised the faculty members of all the departments to take

initiative to organise national and international seminars and workshops. They are also encouraged to apply for major research projects. Consequently a number of seminar and research proposals were sent to concerned bodies and universities to be done in the coming year. ? According to new notification of the UGC the teachers are advised to publish their research papers in CARE journals. ? In order to grow research aptitude, the students are encouraged to do research-oriented projects as part of their internal evaluation. They are also asked to attend in all the seminars and workshops organised by the college.

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. 4. RUSA fund and ICSSR Grant received from Central / State Govt. was utilized via PFMS (Public Financial Management system) in a digitised manner based on the Government norms.</p>
Student Admission and Support	<p>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 provide 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-contents are provided to the students through the college website</p>

<p style="text-align: center;">Examination</p>	<p>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.</p>
<p style="text-align: center;">Planning and Development</p>	<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 audio-visual set-up in 3 classrooms 4. There are 4 projectors and 2 remote controlled projection screen 5. Office area 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 and the initiatives have already been undertaken towards completion 8. Internet and computational facilities have been provided in the library 9. 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. 13. The following software are used for academic related activities: QGIS, SPSS, Shree-Lipi, 14. SOUL and INFLIBNET are installed in the library.</p>
<p style="text-align: center;">Administration</p>	<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</p>

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 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.

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
2019	Prava Lohar	IRC-ICSSR, NATIONAL SEMINAR ON PUBLIC POLICY IN THEORY AND PRACTICE WITH SPECIAL REFERENCE TO INDIA, Organised by Dept of Political Science, Kalimpong College in collaboration with Centre for Training and Research in Public Finance and policy(CTRPFP)	Nil	1000

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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	Nil			20	Nil

	on 'New Mode of CAS'		03/12/2018	04/12/2018		
2019	Nil	Effective use of Digital Technology"	04/03/2019	04/03/2019	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
Orientation	1	12/03/2019	09/04/2019	28
Orientation	3	20/02/2019	19/03/2019	28
Refresher	1	06/07/2018	26/07/2018	21
Refresher	1	29/10/2018	18/11/2018	21
Refresher	2	05/02/2019	25/02/2019	21
Refresher	1	12/06/2019	25/06/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
22	3	7	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>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, paternity and Child care leave</p>	<p>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. Maternity , paternity and child care leave 5. Non-refundable puja bonus to support staff. 6. Non-refundable winter allowance to support staff</p>	<p>1. Rs 77600 is sanctioned to support the needy students from Student Aids Fund 2. College has assisted the students in getting various government scholarships, total amounting to Rs 486365 3. Needy students may borrow the complimentary books that are given by the sellers and publishers to the library, which they have to return at the end of the session. 4. Some of the needy students are sponsored by the faculty members of some of the departments along with some of the sponsoring</p>

philanthropic donors from outside who are in contact with the administration.

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 Education Directorate, Govt. of West Bengal. College has audited its Book of Accounts till financial year 2018-2019.

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
Interest earned on the amount received from Individual	6660	Pawan Chamling award
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6.4.3 – Total corpus fund generated

95076

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 Colleges, University of North Bengal	Yes	IQAC
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. Right after the orientation program of the newly-admitted students the parents are called to share 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 installments during any emergency, as sanctioned by the principal, is provided

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

1. Implementation of CBCS system 2. Implementation of RUSA fund 3. Workshop on Accelerating the establishment of the Centre for Women Studies in the College 4. Workshop on Ant-ragging and Collegiate Student Grievance Redressal Committee

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	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
2018	Workshop on Induction Program on the Implementation of CBCS	04/07/2018	04/07/2018	05/07/2018	31
2018	Ant-ragging Workshop	10/07/2018	10/07/2018	10/07/2018	539
2018	Two Day workshop organised by IQAC, titled "Accelerating the establishment of the Centre for Women Studies"	19/07/2018	19/07/2018	20/07/2018	20
2018	Workshop on 'Students Induction Program (SAGE)'	07/09/2018	07/09/2018	08/09/2018	30
2018	Regional Level Seminar on "Environmental hazards of Electronic waste"	14/11/2018	14/11/2018	14/11/2018	217

2018	Training on 'New Mode of CAS'	03/12/2018	03/12/2018	04/12/2018	20
2019	Regional Seminar on "Effective use of Digital Technology" in collaboration with ITM Group of Institutes	04/03/2019	04/03/2019	04/03/2019	548
2019	Workshop on Collegiate Student Grievance Redressal Committee	10/06/2019	10/06/2019	11/06/2019	29

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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
Workshop on Accelerating the establishment of Centre for Women's Studies in Southfield College, Darjeeling	19/07/2018	20/07/2018	16	4
National UGC Seminar on Counter-cultures of Indian Women: From myth to Contemporary Representations	18/03/2019	19/03/2019	289	23
Celebration of Women's Day	08/03/2019	08/03/2019	583	18
Special Talk on Legal Awareness for Women	06/03/2019	06/03/2019	78	9

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

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

• A Regional Level Seminar on "Environmental hazards of Electronic waste" has been organised on Nov 14, 2018 • The College already is a green campus college that undergoes through green audit every year. • The college has a Mali to ensure that the green campus remains swachh and the greenery is sustained. • The Nature Club of the college that is comprised of the teachers and the students also supervises so that the green campus is plastic free. • The campus is located on the hills and there is constant monkey menaces. However, the college inculcates awareness about the animal rights in the minds of the members of the college. • The period from 15th September, 2018 to 2nd October, 2018, has been celebrated as Swachhta Hi Seva to celebrate the Swachh Bharat. Trees are planted all-round the observatory hill. A pledge has been taken by all students and teachers to observe hygiene and cleanliness in all aspects of daily life • Stopped the usage of plastic and minimized the usage of paper by opting for e mode of communication and transaction • Initiatives to sustain the green campus are taken, such as formation of compost pit, solar panel, rain water preservation and waste management. • Reduced the habit of taking junk foods for a better health towards better learning and living by all the students, and entire staff of the college • Celebrated World Environment Day • Specific projects related to environment and ecology are carried out by the students under Environmental Science Course. • Subjects like Eco-tourism as a part of the Career Oriented Program (COP) that provides certificate course is an important course which sensitizes the students on sustainable, eco-friendly development. • Despite the prevalence of foggy weather, the college has managed to derive approximately TEN PERCENT of its entire power consumption through solar panel.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	4	5	01/08/2018	30	PROVIDED IN THE AT TACHMENT	STATED IN THE FILE ATTACHED	1846
2019	3	3	28/02/2019	9	PROVIDED IN THE AT TACHMENT	STATED IN THE FILE ATTACHED	670
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	02/07/2018	1.Adherence to the

of Conduct for the Students

Southfield values and strive at fulfilling its mission and vision 2. Regular attendance and attentiveness 3. Respect and behave-well with stake-holders 4. Inclusive outlook with no-discrimination based-on differences of class/caste/creed/religion/ethnicity 5. Decent in dressing 6. Carry identity card 7. No ragging and spread consciousness about anti-ragging 8. No use of unfair means in the exam, no-drug and eat-right 9. Participate in college-events like Swachhata-mission, cultural-events, club-events, NSS-activities etc. 10. Consciousness about gynecological diseases 11. Explore CBCS and timely-assignments/projects submission 12. Be an example of scientific-temperament, women-empowerment, compassionate-leader, caring-citizen, and skilled-professional. 13. Care for mental health and hygiene

Southfield College Code of Conduct for the Faculty

02/07/2018

1.Adhere 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 5. Part of Co-cum-extracurricular-activities 6. Contribute to various 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

		<p>and awareness of gender, ecology and community outreach 9. Organise seminars, conferences and undertake projects 10. Participate in induction programs 11. Practise fair evaluation 12. Explore CBCS and undertake necessary reforms</p>
<p>Southfield College Code of Conduct for the Non-teaching Staff</p>	<p>02/07/2018</p>	<p>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. 11. Upgrade library based on CBCS 12. Acquaint with the CBCS reforms</p>
<p>Southfield College Code of Conduct for the Administrator</p>	<p>02/07/2018</p>	<p>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 following the principles of fairness of justice 5. Encourage skill-oriented, gender, environment, outreach, professional</p>

		<p>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. 11. Address the challenges due to CBCS implementation</p>
Southfield College Code of Conduct for the Parents and Guardians	02/07/2018	<p>1. Adhere to the values, mission and vision of the college 2. Active participation in parents'-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 9. Be conscious of the changed-modalities due-to CBCS system</p>
Southfield College Code of Conduct for the Alumni	02/07/2018	<p>1. Be an ambassador of the values, mission and vision of the college 2. Be an exemplary figure of</p>

holistic-learning, empathetic-leadership, woman-empowerment, and a cosmopolitan-patriot. 3. Dedicate in contributing to the alma-mater/society /nation/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. 8. Assist the college in all the requisites related-to up-gradation, accreditation-etc. 9. Assist the college with resources to address the challenges due-to CBCS-system

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
SWACHTA HI SEVA, SWACHHTA PAKHWADA	15/09/2018	02/10/2018	514
GANDHI SAPTAHA: Celebrating 150th birth anniversary of Gandhi	02/10/2018	09/10/2018	502
Vigilance awareness week	29/10/2018	03/11/2018	432
Rashtryiya ekta diwas	31/10/2018	31/10/2018	511
Communal Harmony Week	12/11/2018	19/11/2018	521
Hepatitis day	04/12/2018	04/12/2018	118
Armed forces flag day	07/12/2018	07/12/2018	113
MATRIVASHA DIWAS	21/02/2019	21/02/2019	509
Anti-terrorist day	21/05/2019	21/05/2019	96
No tobacco day	31/05/2019	31/05/2019	298

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

1. Exhibition titled 'Bring your own bag' at the common room on July 3, 2018, to celebrate International Plastic Bag Free Day by Nature Club. Organised inter-department poster competition on NATURE. Sensitising talk was delivered by Mr Roshn Rai, DLR Prerna- an NGO. 2. Tree Plantation: On 1st of Aug, 2018 on the occasion of college foundation day the NSS volunteers with the nature club planted 101 saplings in and around college campus. 3. 10 members of Nature club attended ZERO WASTE ORIENTATION PROGRAM organised by WWF, ECOSS, DLR Prerna and Zero Waste Himalaya, at Mirik Busty from August 4-6, 2018. They learnt about solid waste management and how to change lifestyles as CLEANLINESS IS BEYOND DUSTBIN 4. Nature club celebrated PLASTIC FREEDOM CHALLENGE WEEK , August 8-15, 2018, where awareness campaigns were made about waste segregation and how bio-degradable waste is converted to manure. 5. Nature Club organised a handicraft exhibition on November 23, 2018, to encourage use of hand crafted natural products . 6. Collaborative Workshop by an NGO (MBKS, Darjeeling) and Vice-Chairman Darjeeling Municipality on 'Plastic Free Society'. On November 24 2018, the workshop was organized in order to spread awareness on the hazards due to the use of plastics. The workshop also trained the students to make 'bottle bricks' and utilize these bottle bricks to make concrete stool. 7. Cleanliness and Hygiene Drive through Swachta hi Seva: SWACHHTA PAKHWADA from September 15 - October 2, 2018 8. Talk and workshop on Vermicompost: On 2nd march 2019, two officials from the Agriculture Department of district Darjeeling were invited for a special talk and a workshop on vermicompost. They also gave an inspirational talk on Organic Farming and its need and importance. The students and the teachers actively participated in the workshop. It was a thought-provoking session. The session aimed to spread awareness about managing waste from source by biocomposting. 9. Organised Regional Level Seminar on "Environmental hazards of Electronic waste" on Nov 14, 2018 10. Awareness program on Significance of the local medicinal plants on August 14, 2018 11. Training on Techniques of floriculture on February 28, 2019

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. COUNSELLING THE COUNCILLORS ON COMPASSIONATE AND EMPATHETIC LEADERSHIP AND SURVEILLANCE The college aims in enhancing and nurturing the skills, values and efficiencies synchronous to able leadership. The college students nominate themselves for the class representatives from individual batches of each department. These self-nominated candidates contest for the class representatives or councillors through the practice of electoral process. The students cast their votes and elect their class councillors. The elected councillors of each class can further contest for the election of Head Councillor, the students' representative of the college. The nomination of the Councillors and Head Councillors is practiced every year embodying democratic suffrage system. Based on the complaints received by the grievance cell that the Councillors sometimes act too rigid and officious in implementing the rules and maintaining disciplines, IQAC has launched the program of COUNSELLING THE COUNCILLORS immediately after the investiture ceremony. Also, in the ethics syllabus of the second year, an entire course on Compassionate and empathetic leadership and surveillance has been introduced. 2. FESTIVAL ADVANCE WITHOUT INTEREST TO THE STAFF AND ADVANCE SALARY UPTO 1 LAKH WITHOUT INTEREST IN TIMES OF EMERGENCY It has been a customary practice on part of the college to provide festival advance to the entire staff of the college without demanding any interest. The festival season is a phase when staffs crucially undergo through elevation in capital of expenditure and components of expenditure. There are also staffs originally residing very distant from this region who have to meet their festival expenses with immediate urgency. Hence this festival advance of maximum Rs. 18000 with zero interest that has to be refunded in eight phases in

eight consecutive months acts as a saving grace to the teachers. Moreover, in times of any emergency, the principal in consultation of the IQAC sanctions advance salary of maximum Rupees one lakh to a faculty that has to be reimbursed in five phases in five consecutive months. 3. NONREFUNDABLE PUJA BONUS AND WINTER ALLOWANCE FOR THE SUPPORT STAFF A sum total of maximum Rs. 3000 including the Puja Bonus and the Winter allowance is provided to the support staff of the college that is fully non-refundable. As an institute that is committed to the welfare of the staff and in turn, their families and the community, this policy of supporting the support staff to support their celebration expenses as well as expenses related to the harsh winter of Darjeeling hills, is indeed one of the best practices that is aimed at inclusive and sustainable development of human well-being and happiness. Apart from the monetary assistance, other welfare schemes like providing umbrellas and Gum boots for the monsoon and woollens for the winter to the support staff.

Philanthropic practices like raising funds to support any sick staff, particularly the casual ones, add to the overall culture of caregiving. 4. WELFARE PRACTICES FOR THE STUDENTS Southfield College caters to the need of the students who come from various underprivileged backgrounds. There are various government schemes for the students representing the SC/ST/OBC and minorities like SC/ST scholarships, Aikyashree etc. Also there are certain women focused schemes like Kanyashree. Even the meritorious students from economically weaker section can avail for Swami Vivekananda Scholarship. The college assists the students in applying for these scholarships. However, the college institutionally provides assistance to some of the needy students who apply for support through the Students Aid Fund. Apart from this, the mentoring teachers who keep constant watch on the overall well-being of the students often bear the cost of the tuition fees either personally or departmentally. 5.

CELEBRATION OF AN ALL INCLUSIVE BHASA DIWAS Nepali language was included in the 8th Schedule of the Indian Constitution on August 20, 1992. However, India is not limited to diversifying topographical and geological features but same proves to be truth for its population and language. One language-one nation ideology of language policy and national identity is no longer the only available one worldwide. Each language occupies significance on assorted heterogeneous national context, though only 22 languages have been granted recognition in the Eighth schedule of Indian constitution. Although Nepali Bhasha Manyata Diwas - the day Nepali was included in the 8th Schedule of the Indian Constitution-is celebrated in the Darjeeling Hills on August 20, the college has been practicing the celebration of 'Inclusive Bhasa Diwas' which aims to impart pluralism as resources for nation-building. This practice envisions implementation through multilingual intercultural education, opening up new worlds of possibility for oppressed indigenous and endangered languages and their speakers, transforming former homogenizing and assimilationist policy discourses into discourses about diversity and emancipation. 6. IMMEDIATE

APPOINTING OF STOP GAP TEACHER IN CASE A TEACHER IS ON LONG LEAVE, COURSE WORK, ON LIEN OR TRANSFERRED The college, in order to ensure unhampered teaching-learning process along with providing the facilities to the teachers as per the UGC and government guidelines, immediately appoints a stop gap teacher whenever a teacher goes for long leaves like maternity and child care leaves, course works, on lien or are transferred to some other institutes. The appointment of stop gap teacher is proficiently done through systematic screening and interview under the efficient vigilance of the Principal, Head of the Department and the IQAC members. This is done to meet the requisites and to fulfil the mandate of the completion of the students' curriculum. 7. LIAISON

WITH NCSCS, A RESEARCH SPONSORING CENTRE FOR CONTINUOUS RESEARCH ON NAZRUL UGC and NAAC promote the culture of research in higher education institutes. However, there is a paucity of sponsoring agencies in India so far as humanities and social science are concerned, compared to science and technology. While addressing this challenging scenario, the college has

recently been in liaison with Nazrul Centre for Social and Cultural Studies (NCSCS), a research sponsoring centre of Kazi Nazrul University, Asansol. The fundamental objective of this liaison with NCSCS is to explore, promote, develop and embody the works, ideologies and philosophy of poet Kazi Nazrul Islam. The future research works with NCSCS would also endeavour at nurturing and disseminating Nazrul's humungous idea of inclusiveness and social justice through the cultivation of creative ventures such as literature, performing arts, cultural innovation and critical social inquiry. It also intends to

Introducing major and minor research projects of both individual and collaborative nature in the areas of Nazrul's interest and the emerging allied areas. Organizing Special Lectures, National and International Seminars and Conferences, Workshops, Symposiums throughout the year for 'critical analysis' of Nazrul's thoughts in the scenario of social, religious and political issues of the contemporary world. 8. ENHANCEMENT OF HILL FOCUSED RESEARCH Till date the canonical colonial -historical narratives related to Darjeeling Hills has veiled the raithhaney itihaas. The task to unearth the fossilised history amidst the serum of deceptive living organisms of socio- reality is a need of present time. The college encourages in organising seminars, research works, field works, and projects concerning Darjeeling hills which would help to construct a closely nativatised narratives. These researches and studies would also try to venture into the dialectics of power, culture, knowledge, its emission and dissemination through which inter politico-socio cultural encounters can be re-examined and re-assessed leading to the possibilities of establishment of neo- counternarratives. Students are made aware of the indigenous culture and knowledge system by recurrent awareness programs and faculties are constantly encouraged to undertake research projects and organise seminars focused on the hills. 9. CELEBRATING 25 YEARS OF SERVICE OF THE SOUTHFIELD COLLEGE STAFF It is very important to appreciate and acknowledge the time, dedication, hard work one has vested in his lifetime for the development of the institute. When people are recognized, it gives them a greater sense of purpose - reinforcing how their work contributes to their institute, function and overall architecture of work environment. With that sense of cohesion, staff members are naturally inspired to bring new perspectives to the table. On the other hand, without acknowledgement, these same people can feel disconnected and confused about their impact within the system. In order to celebrate the milestones achieved by the staff the college has a noble tradition of celebrating the 25 years of service. Moreover, this kind of a celebration, for example the ones that have been organised to celebrate the completion of 25 years of service of Miss Rakashree Rai, Mr Dhurjati Paul Choudhury and Mrs Madhu Pakhrin, reinforces the good practice of award and recognition of one's competency and involvement.

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/2022/09/2-best-practices-of-2018-19.pdf>

7.3 – Institutional Distinctiveness

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

SOUTHFIELD COLLEGE HAS PROVIDED A COMMON PLATFORM IN ORDER TO ASSEMBLE THE VISIONS OF THE INTELLECTUALS OF THE HILLS RELATED TO THE UPCOMING DARJEELING HILL UNIVERSITY SO THAT IT MAY ALSO SERVE AS A ROAD-MAP FOR THE ADMINISTRATORS

The bill for Greenfield University (later re-named as Darjeeling Hill University) was passed in the West Bengal legislative Assembly in 2018. Keeping in mind that establishing a university in Darjeeling involves starting from scratch—from laying the infrastructural foundation to starting of courses to

the framing of the syllabi-Southfield College felt it an absolute necessity to contribute in its own way towards the building of the academic framework of the proposed new university. The academic framework of the university involves opening of various courses. The college felt that mere opening of the conventional courses will not justify the aspirations and needs of the people of the Hills. Considering the strategic location of Darjeeling, the socio-economic and cultural heritage of the indigenous people, its topography and its great animal and plant diversity, some relevant basic courses and some pertinent special papers should be introduced. Moreover, this university has been an institution of dream and expectation for all the intellectuals of the Hills. The college, therefore, has thought of providing a common platform to the intellectuals of the Hills where they come together and share their ideas and expectations as well as expertise that would serve as road-map for the administrators of the upcoming university. An International Symposium on "The Hill University and Prospects of Higher Education", has thus, been organised by the IQAC, Southfield College on September 4, 2018. Experts from the academia were invited for the international symposium and an attempt was made to get inclusive perspectives from all the intellectuals who are residing both in the rural and the urban region of the hills. Even experts from Kathmandu contributed towards generating a global perspective regarding the upcoming university in the Darjeeling Hills. Southfield College, thereafter, has ensured that the knowledge that has been generated through interaction among the public intellectuals and the academicians of the hills, get documented in the form of a book. As a result, a book edited by Dr Srikanta Roy Chowdhury, titled Darjeeling Hills University The Prospects of Higher Education in the Hills, has been published by the Southfield College, Darjeeling, with the ISBN number 978-81-943174-0-1. The book, comprised of both the local intellectuals and the academicians of reputed higher education institutions of various parts of India and abroad, is a reflection of multiple perspectives and aspirations from the academicians of the hills and beyond. This multi-disciplinary volume, as an academic guideline for the upcoming university in Darjeeling, will be useful for all who are interested in education, critical pedagogy and Himalayan Studies.

Provide the weblink of the institution

<https://southfieldcollege.org/wp-content/uploads/2022/09/2018-19-institutional-distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. ALL CLASS ROOMS SHOULD BE TURNED INTO SMART CLASS ROOMS: The focus on digitization and Information and Communication Technology (ICT) facilitated teaching-learning has almost made it a mandatory on our part to transform the chalk and talk pedagogy into a smart one that is technology oriented. Hence every initiative should be taken to turn each of the classrooms into smart classrooms and every department into smart department. 2. SCRUTINIZATION AND CATEGORIZATION OF THE FIRST SEMESTER STUDENTS INTO - SLOW, ADVANCED AND AVERAGE LEARNERS: In order to bring out effective need based teaching to the students, IQAC, Southfield College, should not only continue with its categorisation of the students into the slow, average and advanced learners so the teachers may cater to their different needs, but separate programs need to be implemented, particularly, for the slow and the advanced learners. 3. TARGET TO INCREASE THE OVERALL PASS PERCENTAGE TO AT LEAST 90 PERCENT OF THE TOTAL NUMBER OF THE COLLEGE STUDENTS APPEARING FOR THE UNIVERSITY OF NORTH BENGAL EXAMS: The result of the University exams plays a very important role in the life of a student because in future for getting any job, weightages are generally given based on the marks attained by the student during the graduation. Hence, the college would undertake all the measures that are required to assure that at least 90 percent of the total numbers of the college students, who are going to appear for the University

of North Bengal exams, succeed in qualifying the exams and thereby, the percentage of the failures gets diminished. 4. SEMINARS AND CONFERENCES TO BE ORGANISED FOCUSED ON THE LOCAL AND THE LOCALE: The academicians of the Southfield College should aspire towards transforming themselves into not as mere arm-chair scholars but as public intellectuals. Hence, the faculty members need to be encouraged to undertake more initiatives towards organising conferences and seminars that are focussed on Darjeeling and the Eastern Himalayas. 5. AWARENESS PROGRAM TO BE CONDUCTED TO INCULCATE INCLUSIVE OUTLOOK TOWARDS THE LGBTQ COMMUNITY: LGBTQ people have been the victims of taboo-based discrimination based on a compulsive heterosexist outlook. IQAC, Southfield College, aims at organising awareness programs in future in order to make the students and staffs aware of the changes that are required to bring in our perspectives related to the plight of these marginalised people. 6. RENOVATION WORKS TO BE DONE WITH THE HELP OF RUSA FUND: As per the plans chalked out by the Project Monitoring Unit, the renovation works need to be completed abiding by the deadline.