Yearly Status Report - 2019-2020

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://southfieldcollege.org/wp-content/uploads/2022/10/AQAR-18-19-1.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-19-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity 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**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Induction for students	01-Jul-2019 6	265
Workshop on INTERNAL COMMITTEE FOR DISABILITIES	19-Jul-2019 2	15
Research Conclave on RESEARCH LIAISON WITH SPONSORING ORGANISATIONS	26-Jul-2019 1	28
Foundation Day Symposium on SISTERHOOD AS EMPOWERMENT with MARG	01-Aug-2019 1	268
Training program on STRIDE	02-Aug-2019 2	30
Awareness Special Talk on USE OF RECYCLED PAPER, with DLR- Prerna	05-Aug-2019 1	192
Workshop on FIT INDIA MOVEMENT along with MARG	29-Aug-2019 2	523
Environment Oriented Program on ONE STUDENT ONE TREE	31-Aug-2019 1	481
Regional Seminar on PROCURING INDUSTRIAL AID FOR ACADEMIA: EXPLORING CORPORATE SOCIAL RESPONSIBILITY in collaboration with Kalimpong Horticulture Society	02-Sep-2019 1	204
SWACHHATA HI SEWA CAMPAIGN in collaboration with NSS and Nature Club	11-Sep-2019 15	637

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Dinesh Chandra Ray, Assistant Professor in History	Seminar Grant	ICHR	2019 3	200000
Dr Kaustav Chakraborty, Assistant Professor in	Major Research Project	Nazrul Centre for Social and Cultural Studies, Kazi	2019 730	513000

English		Nazrul University, Asansol			
Dr Srikanta Roy Chowdhury, Assistant Professor in History	Major Research Project	Nazrul Centre for Social and Cultural Studies, Kazi Nazrul University, Asansol	2019 476	1000000	
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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 :	**10**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View 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)

1. Awareness Program to inculcate inclusive outlook on LGBTQ issues and concerns

2. Accomplishment of Hill focused research, organisation of seminars and publication of books

3. Contribution towards Effective management of COVID19 emergency

4. Supervision of RUSA activities and ensured the completion of the following: 1. All Department Smart Department: installation of Smart Board completed on 10.02.2020 2. Renovation: Administrative building (completed on 20.09.2019), Basketball (completed on 22.11.2019), 22 toilets (completed on 22.11.2019) 3. Addition of Physical Facilities: New Sound System (completed on 20.02.2020), New Construction of Vertical extension for MA course (completed on 22.11.2019) 4. Addition of Academic facilities: UPS (completed on 01.04.2020), Books and Journals (completed on 01.08.2019), Library Equipment (completed on 17.07.2019), Mini laptop for teachers (completed on 22.02.2020), Desktops (completed on 24.04.2020)

5. Appointing of a counselor assistance to provide assistance related to Disability [Divyang]

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

Plan of Action	Achivements/Outcomes
1. INDUCTION FOR STUDENTS on July 16, 2019	Done and details provided in the attachment
2. Workshop on INTERNAL COMMITTEE FOR DISABILITIES on July 19-20 2019	Done and details provided in the attachment
3. Research Conclave on RESEARCH LIAISON WITH SPONSORING ORGANISATIONS on July 26, 2019	Done and details provided in the attachment
4. Foundation day Symposium on SISTERHOOD AS EMPOWERMENT with MARG on August 1, 2019	Done and details provided in the attachment
5. Training program on STRIDE on August 2-3, 2019	Done and details provided in the attachment
6. Awareness Special Talk on USE OF RECYCLED PAPER, with DLR- Prerna on August 5, 2019	Done and details provided in the attachment
7. Workshop on FIT INDIA MOVEMENT along with MARG on August 29-30, 2019	Done and details provided in the attachment
8. Environment oriented program on ONE STUDENT ONE TREE on August 31, 2019	Done and details provided in the attachment
9. Regional Seminar on PROCURING INDUSTRIAL AID FOR ACADEMIA: EXPLORING CORPORATE SOCIAL RESPONSIBILITY in collaboration with Kalimpong Horticulture Society on Sep 2, 2019, 2019	Done and details provided in the attachment
10. SWACHHATA HI SEWA CAMPAIGN in collaboration with NSS and Nature Club on 1 1th September till 2nd October 2019	Done and details provided in the attachment
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	01-Jun-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**25-Jul-2020**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**28-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton 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 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. 4. Library management software modules: The main Library has software 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. 5.West Bengal Integrate Financial Management System (WBIFMS) implemented by the Govt. of West Bengal for smooth running of the Office. Staff Provident Fund, Pay Bill, Fixation of New Appointee, Promotion etc. is carried out through Human Resource Management System (HRMS) module of WBIFMS. Grants sanctioned by the Central Authority (RUSA, ICSSR,ICHR) is monitored through Public Financial Management System (PFMS) . College book Keeping and records are maintained in Tally ERP9 Software . 6.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. 7.The Institutional email system, Smart Classrooms, CCTV and Security Systems add on to the effective functioning of the management information system of the College.

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 the affiliated college of University of North Bengal, the Southfield College does not have the autonomy to design and develop the curriculum. Yet, However, the principal of our college is a Court member of the University of North Bengal. Besides, the faculty members of the College, those who are members of the Board of Studies of the University are vigorously associated in designing and framing the curriculum. At the very onset of the session, the teachers provide the students with the syllabus along with the choice of the special papers in the third year. The teachers provide the necessary additional materials, notes, books and references along with e resources to the students along with the continuous use of ICT. At the beginning of the session, the departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars that are done by the students. Group discussions, open book exams, mentoring of the students add to the effective completion of the syllabus along with in-depth knowledge creation among the students. Question bank is also provided to the students to enable them for an intimate knowledge with the curriculum. The teachers as per their specializations also groom the students in their special papers. The library as a repertoire of previous year question papers helps the students in preparing themselves for the exams as per the curriculum. 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. However with the initiative of the IQAC the faculty members had to reframe of their teaching methods and teaching aids as the whole educational institutions of India(because of Pandemic situation) started online mode of teaching from the month of March. The University of North Bengal provided truncated syllabus to the colleges. The Government of India and Government of West Bengal too provided a number of guidelines relating to teaching learning. The faculty members of Southfield college accomplished the syllabus by following the University and Government guidelines.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	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	Skill Enhancement Course for English DSC3 Program	01/07/2019
BA	Skill Enhancement	01/07/2019

	Course for Education Honours Semester 3	
BA	Skill Enhancement Course for English Honours Semester 3	01/07/2019
BA	Skill Enhancement Course for Geography Honours Semester 3	01/07/2019
BA	Skill Enhancement Course for History Honours Semester 3	01/07/2019
BA	Skill Enhancement Course for Nepali Honours Semester 3	01/07/2019
BA	Skill Enhancement Course for Political Science Honours Semester 3	01/07/2019
BA	Skill Enhancement Course for Sociology Honours Semester 3	01/07/2019
BA	DSC 3 for Semester 3 program course	01/07/2019
BA	Skill Enhancement Course for Education DSC3 Program	01/07/2019
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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	01/07/2019
BA	programme	01/07/2019

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
STRENGTHENING THE NATION THROUGH KAUSHAL BIKASH, MULYABODH AND EK BHARAT SHRESTHA BHARAT	01/07/2019	248
EMPATHETIC LEADERSHIP AND COMPASSIONATE MENTORING	01/07/2019	231
TRADITIONAL VALUES AND	01/07/2019	213

LIFE SKILLS ENHANCEMENT

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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	Sociology	28
BA	Education	29
BA	NSS	80
BA	Environmental Studies	273

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained

Southfield College's NAAC Feedback Analysis Mechanism Session 2019-20 1. Introduction: A structured process was formulated to conduct a comprehensive feedback mechanism for all the stakeholders under different categories and components. A quantitative data extracted from qualitative scale was consolidated to draw a conclusion. A questionnaire consisting of 63 questions grouped in six categories was framed as per UGC and NAAC guidelines and each question has the point allocation system, varying from 1 to 5. The questionnaire so framed was compared with the standard questionnaires used by some reputed institutions and found at par with the standards and reliability of questionnaires used for the same objective. 3. Methodology: The feedback form was distributed to all current students of final year pursuing their undergraduate course. An anonymous status was maintained for freedom of thought and expression. The feedback was taken for all teaching faculty members working different departments of the college. Each question has a rating scale from 5 to 1, in which 1 being POOR (not satisfactory) (needs immediate improvement) and 5 being excellent. Then the mean of all variables was obtained which is the total score is given to each faculty member. Apart from important dimensions, the statistical instruments like averages, deviations and graphs and charts were used to assess the feedback data. 5. Analysis: The data available through feedback forms are mined using different statistical tools and outcomes of the assessment are to be utilized as pointer and information to mould and shape the students of Southfield College as future leaders and best social being. Also, the feedback outcomes are used as an important criterion for the evaluation and appraisal process for faculty development. To achieve the objective, an analysis was done based on the strengths and shortcomings and scope for improvement of each component. Finally, a review committee is there to discuss the concerns with each member of the college and constructive communication was established to motivate college staff. Feedback Obtained: The questionnaire for feedbacks were provided to and submitted by the outgoing 3rd Year students of

different departments under UG (111). We have provided each of the students with a detailed questionnaire formulated carefully keeping in mind the guidelines provided by the UGC. Some salient features of collection and analysis of the feedbacks were as follows – 1. The feedbacks were provided to the students anonymously. 2. The feedbacks submitted by the students were for the teaching faculty, administration, library and laboratory altogether. 3. We have grouped the questions for the readiness of analysis. Eg: Questions about teaching perception are grouped together like perception regarding the number of teachers and the teaching quality. 4. For analysis we've calculated the weighted percentage for each option of a certain question. 5. We have used 'Pie Chart' and 'Bar Diagram' to show the analysis for each question/group in a graph. 6. We have also used the above-stated graphs to compare the departments based on each question in order to identify the potential areas for further improvement, department-wise.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	EDUCATION HONOURS	47	170	28
BA	ENGLISH HONOURS	47	350	45
BA	GEOGRAPHY HONOURS	28	210	21
BA	HISTORY HONOURS	47	190	40
BA	NEPALI HONOURS	47	100	34
BA	POLITICAL SCIENCE HONOURS	47	310	39
BA	SOCIOLOGY HONOURS	30	190	30
BA	GENERAL	58	250	36

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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
2019	273	Nill	22	Nill	Nill

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	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and

Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
38	36	19	12	12	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 full time 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 extracurricular 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
273	27	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	26	1	4	11

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	Academic Association of Darjeeling

2019	Dr. Anuradha Rai	Principal	Lions Club of Darjeeling
2019	Dr. Anuradha Rai	Principal	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	17/03/2020	16/04/2020
BA	GENERAL	PART III	17/03/2020	16/04/2020
BA	HONOURS	SEM II, IV	26/05/2019	19/07/2019
BA	HONOURS	SEM I, III	22/11/2019	21/12/2019
BA	PROGRAM	SEM II, IV	26/05/2019	19/07/2019
BA	PROGRAM	SEM I, III	22/11/2019	21/12/2019

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

Since some months of the academic session belong to pandemic period the college had to initiate online mode of internal evaluation. Each department formed what's app group for online mode of teaching and evaluation. Links of Zoom and Google meet are provided to these groups. With the help of Zoom and Google meet our teachers used to take oral tests on regular basis. Topics for tutorial and assignments were provided and evaluated through these whatsapp groups. Project papers were also evaluated through the help of these whatsapp groups. Finally at the instruction of the University the exam committee took necessary steps for online written exam The exam committee had to develop a mechanism/new email ID where our students uploaded their answer scripts. Using the same email ID our evaluators/teachers evaluated the scripts.

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. However the college had to prepare and follow a separate calendar from the 2oth March 2020 to June 30th 2020 since we all faced unprecedented pandemic situation. Instruction/ calendar have also come from the University of North Bengal. Teaching mode has transferred from offline to online mode. Government and the University decided to go for online exam and the College implemented the same.

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
EDUCATIO HONOURSN	BA	PART III	25	25	100
EDUCATION HONOURS	BA	SEM I	25	25	100
EDUCATION HO	BA	SEM II	23	23	100
EDUCATION	BA	SEM III	35	35	100
EDUCATION	BA	SEM IV	35	35	100
ENGLISH HONOURS	BA	PART III	33	33	100
ENGLISH HONOURS	BA	SEM I	42	42	100
ENGLISH HONOURS	BA	SEM II	41	41	100
ENGLISH HONOURS	BA	SEM III	31	31	100
ENGLISH HONOURS	BA	SEM IV	31	31	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)

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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	731	Nazrul Centre for Social and Cultural Studies, Kazi Nazrul University, Asansol, West Bengal	513000	10000
Major Projects	476	Nazrul Centre for Social and Cultural Studies, Kazi Nazrul University, Asansol, West Bengal	1000000	10000
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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
PROCURING INDUSTRIAL AID FOR ACADEMIA: EXPLORING CORPORATE SOCIAL RESPONSIBILITY	IQAC, SOUTHFIELD COLLEGE KALIMPONG HORTICULTURE SOCIETY	02/09/2019
ACADEMIC INTEGRITY AND INTELLECTUAL PROPERTY RIGHTS	DEPT. OF POLITICAL SCIENCE, SOUTHFIELD COLLEGE SONADA DEGREE COLLEGE	04/11/2019

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	05/06/2020	Institution
FELICITATION	Dr Anuradha Rai	Academic Association, Darjeeling Unit	10/09/2019	Principal
YOUTH PARLIAMENT COMPETITION-2019	Participants of Southfield College	Govt. of West Bengal	07/11/2019	Students/ Institution
EKANKI NATAK PRATIYOGITA-2019	Participants of Southfield College	GORKHA DUKHA NIWARAK SAMMALAN	08/09/2019	Students/ Institution

Outstanding Support during the year 2018-19	Dr. Anuradha Rai	DARJEELING ROTARY CLUB OF DARJEELING	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nill	Nill	Nill	Hybrid Cymbidium Orchid Culture	Income generation of Nature Club and ROTARACT	18/07/2019
Nill	Nill	Nill	Medicinal Plants and Herbs gardening	Conservation and inculcation of local/ indigenous knowledge	01/08/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
		1

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

Name of the Department	Number of PhD's Awarded
Education	1

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	English	3	5.6
International	Economics	1	5.5
International	History	3	5.6

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

Department	Number of Publication
Education	4
English	3
Geography	1
History	6
Principal	2

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
The Relevance of Introduction of Basic Academic Courses in the Proposed New University of Darjeeling for Widening the Scope of Research and Employability	Anuradha Rai	Darjeeling Hills University the Prospects of Higher Education in the Hills	2020	0	Southfield College	0
Role and Prospects of Higher Education in Darjeeling Hills: An Environmental Perspective	Anuradha Rai	Darjeeling Hills University the Prospects of Higher Education in the Hills	2020	0	Southfield College	0
Introduction	Dipty Subba (ED.)	Integrating ICT with Education	2020	0	Southfield College	0
"Role of ICT on Democracy and E-Governance in Education"	Dipty Subba	Integrating ICT with Education	2020	0	Southfield College	0
Unification of ICT in Teaching Learning Process and Perception	Srikrishna Sarkar	Integrating ICT with Education	2020	0	Southfield College	0

Title of paper	Name of author	Title of journal	Year of publication	Citations	Institution	Citations
of Teacher at upper primary level						
Perception of Teachers and Students towards ICT in Classroom Settings: A Review	Pratistha Gurung	Integrating ICT with Education	2020	0	Southfield College	0
Introduction	Kaustav Chakraborty	The Politics of Belonging in Contemporary India	2019	4	Southfield College	3
Memories of a Queer Sexuality: Revisiting Two 'Toto' Folk Tales	Kaustav Chakraborty	(Hi)Stories of Desire: Sexualities and Culture in Modern India	2020	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	Nill	Nill
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	8	Nill	Nill
Presented papers	4	15	Nill	Nill
Resource persons	Nill	3	1	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, November 5, 2019	NSS Units in collaboration Red Cross and Darjeeling Sadar Hospital	5	150
NSS Special Camp at the Adopted Village(MIM Tea esatate) 16-18 November, 2019	NSS Units	2	80
Special Talk on COVID-19 Protocol(16 march 2020)	NSS Units	24	110
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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
Sports	Recognition	Government of West Bengal	2
Youth Parliament	Award	Government of West Bengal	15
Best Parliamentarian	Award	Government of West Bengal	1
District level Declamation Contest	Award	Nehru Yuva Kendra	1
Go Green	Green Campus Award	Kalimpong Horticulture Society	589
Sports	Award	Education Directorate, Higher Education of West Bengal	2
MS. Hills Culture Fashion Show	Award	Hill Culture Fashion Show Committee	1
Ms. Himalaya Competition 2020	Award	GTA	1
Parasmani Pradhan Saikshik Yogyata Purashkar	Award	Gorkha Jan Pustakalaya Kurseong	1
Miss Darjeeling Competition 2019	Award	Darjeeling Fest	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	Rotaract Club of Southfield College in Collaboration with NSS	Cleanliness Drive throughout Darjeeling Bazaar	3	76
Environment Programme	NSS in collaboration with Rotaract Club	Each one plant one	3	150
Awareness Programme	Rotaract Club of Southfield	Carried Awareness Drive in the ward no 14, Darjeeling to make aware the janta of that ward about how to deal with biodegradable and non-biodegradable waste	1	32
Blood donation	Rotaract Club of Southfield	A member of Rotaract Club donated blood to a Blood Cancer Patient	0	6
Swachhta a Jan Andolon	NSS Units	Summer Internship 2.0	2	150
Swachcha Pakhwada	NSS Units	1st August ,2019: Seminar on Swachchhata 2 -5 ,, ,, Campus cleaning 6-8 ,, ,, Awareness programme on Swachhata at the adopted villge MIM Tea esatate 14 ,, '' Rally was organised with the banners, placards co	2	170
Worlds Aid day	NSS Units	December 1, Seminar on Red Ribbon 2019	29	268
LGBTQ awareness	IQAC in collaboration	5/3/2020	41	152

program with INDRENILINGO				
Workshop on Gender Awareness	Centre for Womens Studies, University of North Bengal in Collaboration with ITC Centre Kolkata	18/11/2019	15	275
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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
student exchange program	91	Departmental activities fund of Southfield College	3
Faculty exchange program	6	Departmental activities fund of Southfield College	3
Nepal- Darjeeling Sahitya Sangeet Natya Bimarsha	32	Chindo Books and Mandala Theater, Kathmandu - Nepal	3
Tin Desh Tin Shrastha	195	Southfield College Fund	1
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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
Industry Linkage	On the job training	Kalimpong Horticulture Society	02/09/2019	02/09/2019	52
Industry Link	Enhance Research Facilites	P. C. Chandra Group	17/02/2020	17/02/2020	531
Linkages with institutions	Seminar organisation	Sonada Degree College	04/11/2019	05/11/2019	164
Linkages with institutions	Seminar organisation	Sonada Degree College	16/12/2019	16/12/2019	99
Linkage with institute for career	career in hospitality	Eklabya Institute of Management	02/03/2020	02/03/2020	187

| training | | | | | |
| Linkage with International Institution | sharing of research facilities | Chindo Books and Mandala Theatre Kathmandu Nepal | 18/12/2019 | 20/12/2019 | 32 |

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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	Career Counselling	223
Sonada Degree College	31/01/2018	Faculty and Student exchange program	436
MARG	03/07/2017	Gender Awareness Program	166
Kalimpong Horticulture Society	03/07/2017	For initiation of Incubation Centre , Green Audit and Green Initiatives, Vermicomposting	264
Chindo Books and Mandala Theatre, Kathmandu - Nepal	18/12/2019	sharing of research facilities	32

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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
600000	594149
6400000	6331811

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased	Newly Added

	during the year (rs. in lakhs)	
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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 patially)	Version	Year of automation
SOUL	Partially	2.0.0.14	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25646	2966987	541	390589	26187	3357576
Reference Books	154	111079	20	80190	174	191269
e-Books	9355	0	52	0	9407	0
Journals	3	954	0	0	3	954
e-Journals	6287	0	23	0	6310	0
Digital Database	15438	5900	0	0	15438	5900
CD & Video	126	15472	0	0	126	15472
Library Automation	5893	1710253	1024	227525	6917	1937778
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	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	Module: HISH: Year 3	Institutional Level (Uploaded on the college website)	25/11/2019
Dr Kaustav Chakraborty	Module: ENGH: Year 3	Institutional Level (Uploaded on the college	25/11/2019

| | | | | | | | | website) | |

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	130	14
Added	15	0	15	0	0	0	0	0	0
Total	58	2	58	5	5	8	7	130	14

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

130 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/Vid20221013125417.m4v
E-Content Text And Videos Developed By The Faculties For The Institution.	https://southfieldcollege.org/wp-content/uploads/2022/10/Vid20221013124111.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 incurredon maintenance of physical facilites
700000	649506.26	2250000	2061283

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 Facilitates 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 the 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. Besides building committee a RUSA Committee is also there for the RUSA works. 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 Facilitates Policy : As the highest academic committee the IQAC made the rule that academic calendar should be made in the beginning of the session. Decision was taken to provide smart board to all the departments. 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 have started to take their classes by using smart board. The library officials maintain and upgrade the library with the assistance of a Library committee. Besides books, the students can use the desktops with internet of the library to use and downloads their e-books and journals through Enlist. The asset teachers help and suggest the other teachers in preparing research proposals. Maintenance of Support Facilitates Policy: For their all-round development the college encourages the students to participate in different sports activities. The college always try to maintain the health and hygiene in the campus. Procedure: For the sports activities there is a Sports committee which organises Basketball, Volley ball, Badminton on the same ground. Table tennis practices are done in the girl's common room. Yoga and meditation and Gym practices are done in the Yoga and Gym room respectively. For the maintenance of hygiene there is a Canteen Committee which frequently inspects and regulates the food quality.

https://southfieldcollege.org/wp-content/uploads/2022/09/4.4.2-2019-2020.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	0	0	0
Financial Support from Other Sources			
a) National	Oasis BCW Scholarship , National Scholarship Portal	124	1287300
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
COP(Career Oriented Programme)	06/08/2019	33	Career Oriented Programme, Southfield College
Remedial Teaching	20/11/2019	187	Faculty members

Language Lab	13/08/2019	7	Language Departments
Yoga and Meditation	10/07/2019	126	Faculty Members and Students
Personal counselling	11/09/2019	2	Southfield Counselling Cell and Shaheed Durga Malla District Hospital, Darjeeling.
Mentoring	05/08/2019	268	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 passedin the comp. exam	Number of studentsp placed
2019	Career Guidance Cell	236	236	0	0
2020	Career Guidance by RICE	178	178	2	2
2019	Eklabya Institute of Management, Siliguri	122	122	0	0
2019	Career Guidance by CAREER POWER	148	148	0	0
2019	Career Counseling by Xavier Institute of Social Science	133	133	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		
Nameof	Number of	Number of	Nameof	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
RICE , SILIGURI	178	2	Nill	Nill	Nill
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	SOUTHFIELD COLLEGE	HISTORY	UNIVERSITY OF NORTH BENGAL	MA
2020	2	SOUTHFIELD COLLEGE	HISTORY	IGNOU	MA
2020	2	SOUTHFIELD COLLEGE	HISTORY	SRBT	B.ED
2020	1	SOUTHFIELD COLLEGE	EDUCATION	NSOU	MA
2020	1	SOUTHFIELD COLLEGE	EDUCATION	VISVA BHARATI UNIVERSITY	MA
2020	1	SOUTHFIELD COLLEGE	EDUCATION	UNIVERSITY OF NORTH BENGAL	MA
2020	1	SOUTHFIELD COLLEGE	EDUCATION	SRBT	B.ED
2020	3	SOUTHFIELD COLLEGE	ENGLISH	UNIVERSITY OF NORTH BENGAL	MA
2020	2	SOUTHFIELD COLLEGE	ENGLISH	GOVERNMENT COLLEGE(pg)	MA
2020	3	SOUTHFIELD COLLEGE	ENGLISH	ST. JOSEPHS COLLEGE (pg)	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	4
Any Other	9
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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
Final of Sports Events on the Independence Day	Institutional	66

Foundation Day	Institutional	389
Bhanu Smriti Diwas and Bhasha Diwas	Institutional	298
Freshers Welcome	Institutional	392
Investiture Ceremony	Institutional	382
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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
2019	First Prize in Ekanki Natak Prat iyogita 2019, organised by Gorkha Dukha Niwarak Sammelan	National	Nill	1	01217050 10002, 012 1805010039 , 01218050 10165	Aditi Tamang, Baishali Pradhan, Priyanka Tamang
2019	Certific ate of rec ognition	Internat ional	Nill	1	01219055 010045, 01 2190501003 6	Shivani Rai, Rachana Bardewa
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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. DURING THE TURMOIL DAYS (PANDEMIC SITUATION) THE STUDENT COUNCILLORS ASSISTED A LOT TO MAKE COMMUNICATE WITH THE STUDENTS TO ARRANGE ZOOM AND ONLINE CLASSES.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

123

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

3

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. INCLUSIVE MANAGEMENT THROUGH DEMOCRATICALLY ELECTED AND DECENTRALISED SYSTEM: Southfield College follows decentralisation and participatory management in all its activities through democratically elected system both at the administrative and academic level. At the administrative level, college has the Governing Body, Principal, Teachers Council, IQAC, Finance Committee, 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. An elected student body (Student Council) looks into the interest of the students and also assists the administration in solving student-related problems. The students elect the Secretaries of different Clubs who manages the activities of clubs like, Literary Club, History Club, Current affairs Club, Debating Club, Dynamic Club, Nature club etc. The student representatives are incorporated in the

functioning of Cultural Committee, NSS, Magazine and Sports Committees. Thus, with the decentralised decision making at all levels - administrative, student, curricular and extracurricular, every member of the institution feels empowered. Our admission process is made completely online based (except during the suspension of the internet during extraordinary situation by the government) on merit which greatly assists in the administrative decentralisation. The IQAC along with the Routine 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. 2. Freedom to the departments in pursuing ONLINE mode of teaching due to unprecedented Pandemic situation: Since there was lock-down from 20th March 2020 the Southfield authority has provided full freedom to the faculty members of each departments in pursuing online classes. Accordingly the faculty members have formed whatsapp groups to provide notifications relating to their classes. The teachers were even allowed to take Zoom and Google meet classes all through the day(morning to evening). At that time there was no imposition, no timetable of classes. Teachers have taken their classes according to their feasibility and the possibility of the students. Management just wanted from the teachers that syllabus was going to finish and enough E-study materials were provided to the students.

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
Admission of Students	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.
Curriculum Development	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 1plus 1 plus 1 system. Since the CBCS curriculum has been 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. Due to the pandemic, the teachers have uploaded the e-materials and e-resources in the groups along with e-books. Following planning has been made in the meeting held on 6.3.21 1. Blended mode of teaching learning would be introduced as and when the college remains closed and is reopened based on complete and partial lockdown that is to be implemented based on the instructions from the government. 2. E-materials, e-books and e-resources like e-libraries are to utilized 3. E-notes may be uploaded in the college website 4. Hardcopies of the study materials to be distributed among the students who do not have smart phones the moment there is a lift in lockdown 5. Teachers may take online classes with full flexibility based on the mutual feasibility of the students and the teachers 6. Encourage open book and assignment based evaluation 7. Teachers need to upgrade with digital teaching-learning mode 8. Teachers are encouraged to participate in webinars and organize webinars 9. Stress management counseling needs to be done 10. Informal interactions with the students need to be done to cheer up their mood and help them to deviate from the stress of the crisis 11. Provide constant updates on COVID -19 precautionary measures to the students 12. Keep constant check on the physical and mental health for the students and enable them to provide with contact numbers of emergency service providers in times of need
Teaching and Learning	To improve the quality of teaching and upgrade themselves with current teaching methodologies and researches the teachers, particularly the junior ones 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. Due to the COVID-19 situation the teaching and learning has been done online from early 2020. The E-materials, e-books and e-resources like e-libraries have been utilized. E-notes has been uploaded in the college website. Teachers have started taking online classes with full flexibility based on the mutual feasibility of the students and the teachers. Stress management counseling has been done regularly.
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. Th 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. With the onset of the pandemic, the examination pattern has been changed. Assignment based, open book, online examinations are

	conducted. An innovative question bank has to be prepared to assist the students with the new mode of examination. Even the students have been taught how to compress the pdf files so that they may send the assignment online.
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. Teachers have been suggested to update themselves with digital mode of teaching learning by participating in online training programs, webinars, online refresher courses and short term courses.
Library, ICT and Physical Infrastructure / Instrumentation	The librarian and the library staff 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. Each department has been turned into a smart department, with total 12 smart classrooms. 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. With the onset

	of the pandemic the entire teaching-learning-evaluation process has been conducted in online mode. Physical infrastructure: For the augmentation and management of the physical and academic facilities the authority of the college allocated following budgets 1. Infrastructure augmentation- 6925960 2. Maintenance of Academic facilities- 649506.26 3. Maintenance of physical facilities- 2012283 Besides , the college completed the construction of new academic building with the help of the RUSA Fund on 22.11.2019
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 advanced students of each department were assigned to take some classes of the junior students. During the pandemic, the college has initiated regular interaction with the students, staff and faculty so that the mental and emotional support and counselling may decrease the anxieties that one suffer from physical distancing.
Industry Interaction / Collaboration	Following awareness and training programmes were organised in collaboration with an industry: Regional Seminar on PROCURING INDUSTRIAL AID FOR ACADEMIA: EXPLORING CORPORATE SOCIAL RESPONSIBILITY in collaboration with Kalimpong Horticulture Society on Sep 2, 2019, 2019 On February 17, 2020, Rupees Two lakhs (Rs 200000) has been received from P. C. Chandra Group for the library to build up the "P.C. Chandra Group Knowledge Centre". The knowledge

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

E-governace area	Details
Administration	1. The Principal's room is fully digitised. 2. The principal constantly checks the CC TV camera footages for erasing out any kind of discriminatory practices through online surveillance 3. The office receives fees from the students through online payment 4. The office digitally maintains uploads all the data and submit to the All India Survey of Higher Education (AISHE) every year. 5. IQAC uploads the minutes and action taken report online 6. The 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. 9. Due to COVId-19 the entire administration is based on digitisation and online mode
Finance and Accounts	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. West Bengal Integrate Financial Management System (WBIFMS) implemented by the Govt. of West Bengal for smooth running of the Office. Staff Provident Fund, Pay Bill, Fixation of New Appointee, Promotion etc. is carried out through Human Resource Management System (HRMS) module of WBIFMS. Grants sanctioned by the Central Authority (RUSA, ICSSR,ICHR) is monitored through Public Financial Management System (PFMS) .
Student Admission and Support	1. The admission process of the undergraduate admission, right from the notification, submission of the online forms, publication of the merit lists, and payment of the fees are done online. 2. The application for various students' scholarships are done online 3. The record of the students admitted has been digitised 4. The students can make use of the e-books made available

	in the library 5. The students are encouraged to submit their assignments through the e-mail 6. The students also can send their grievances through the e-mail 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 9. Due to COVID-19 the students are given counselling via online mode along with the facility of tele-counselling. 10. The teachers have uploaded e-materials in the website to enable the students get leaning-aids online. 11. Due to COVID-19 the e-resources have been linked in the college website 12. All COVID-19 related information and precautionary measures have been provided through the website
Examination	1. Examination related activities, like the compiling of data for getting the registration of the students done as well as the filling-up of the university examination forms are fully computerised. 2. All the communications that the college needs to do related to guidance and clarifications with the Controller section of the University of North Bengal are made through e-mail. 3. All the circulars and notices from the university related to the examination are sent via mail. 4. All the appointment letters related to spot evaluation and reassessment are sent through mail. 5. The results of the students are published online. 6. The students can apply for reassessment and scrutiny through online process. 7. With COVID-19 the examination has been conducted online, through open book , assignment based mode 8. The evaluation is done in a blended mode of both online and offline as per the guidelines of the University of North Bengal
Planning and Development	1. Details of Augmentation in Infrastructure Facilities Classroom with LCD facilities (newly added): 10 Value of the equipment purchased during the year(Rs in lacs): 295001774080419040449226184894114 4600 RS. 4001340.00 Number of important equipment purchased (greater than 1-0

	lacs): UPS-1(Rs 29500) Smartboard-10(Rs, 1774080) Library equipments-(RS 419040) Sound System-(Rs 449226) Mini laptops-(Rs 184894) Desktops-(Rs.)1144600 2. All department have become smart department 3. There are 12 smart classrooms. 4. As the college has distributed notebook to the teachers of substantive posts, they have become more focused on online planning and development 5. All documents related to college planning and development are maintained and documented in the college website. 6. Office area is Wi-fi enabled. 7. There are 3 projectors and 3 display boards. 8. Planning has been made towards up-gradation in e-resources and IT with the help of the RUSA grant that is to be received 9. Internet and computational facilities have been provided in the library 10. Most of the computers have internet connection in the staff room 11. The College makes interaction with e-mails 12. Website has become more actively used for interaction and a platform for networking, and Information exchange. 13. Emphasis has been made by IQAC on digitization of the College Management and college functioning at various level. 14. Due to COVID-19 entire teaching-learning-evaluation is done in online mode

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
2020	Mahesh Pradhan	"???????????? ????? ????? ??????? ???????: ??????? ????????? ??".UGC Sponsored two-day International Seminar on Conjugal Relationship in Society and Literature,	Nill	1000

2019	Ratna Kumari Mishra	"Samkalin Hindi Kavita: Samvedana Avam Sarokar".UGC Sponsored Seminar, North Bengal University	Nill	1000
		Organized by Parimal Mitra Smriti Mahavidhyalaya, Mal, Jalpaiguri		

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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)
2019	Training program on STRIDE	Nill	02/08/2019	03/08/2019	30	Nill
2019	Interactive programme for the newly appointed teachers	Nill	16/10/2019	16/10/2019	17	Nill
2019	Nill	Finalising the promotion of teachers under Career Advancement Scheme (CAS)	05/12/2019	05/12/2019	Nill	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	05/08/2019	24/08/2020	21

Refresher	2	04/02/2020	17/02/2020	14
Faculty Development Programme	1	08/06/2020	14/06/2020	7
Faculty Development Programme	1	26/06/2020	29/06/2020	4

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	14	5	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.Cooperative society 2. Advance salary in case of emergency, Puja advance without interest, to be repaid in instalments. 3. Easy availability of G.P.F. loan. 4. Casual leave, earn leave, Maternity, Duty leave, paternity and Child care leave. 4.Financial incentive for attending Seminars, Workshops and Conferences. 6. Staff Picnic. 7. Financial support to the departments for conducting excursions. 8. Financial support extended for faculty exchange programme.	1.Umbrella for rainy season and worm clothes for the winter. 2. Advance salary without interest to be repaid in instalments in time of need. 3. GPF loan 4. Casual leave, Earn Leave, Maternity , paternity and child care leave 5. Non-refundable puja bonus to support staff. 6. Financial incentive for attending training programmes 7. Non-refundable winter allowance to support staff. 8. COVID-19 kits have been given to support staff.	1. College has assisted the students in getting various government scholarships, total amounting to Rs 1287300 2. Needy students may borrow the complementary books that are given by the sellers and publishers to the library, which they have to return at the end of the session. 3. Some of the needy students are sponsored by the faculty members of some of the departments along with some of the sponsoring philanthropic donors from outside who are in contact with the administration. 4. Free WIFI . 5.Online Counselling and tele-counselling have been provided during COVID-19

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. The college audit is done in two phases, Internal and External Statutory audit. After the book of Accounts are made up-to-date, the college internal audit is conducted by a local chartered Accountant. For external or Statutory Audit, the college keeps all the Book of Accounts complete along with the supporting vouchers relating to accounts for any particular financial year before the Auditor is called for audit. Statutory Auditor is appointed by the Govt. of West Bengal. College has audited its Book of Accounts till financial year 2019-2020.

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	6923	Pawan Chamling Award

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6.4.3 – Total corpus fund generated

108900

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. Interactive programme for the newly appointed teachers 2. Training program on STRIDE 3. Research Conclave on RESEARCH LIAISON WITH SPONSORING ORGANISATIONS, and accordingly on February 17, 2020, Rupees Two lakhs (Rs 200000) has been received from P. C. Chandra Group for the library to build up the "P.C. Chandra Group Knowledge Centre". The knowledge centre is composed of the books related to Eastern Himalayan Studies.

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
2019	INDUCTION FOR STUDENTS	01/07/2019	01/07/2019	07/07/2019	265
2019	Workshop on 'INTERNAL COMMITTEE FOR DISABILI TIES'	19/07/2019	19/07/2019	20/07/2019	15
2019	Research Conclave on RESEARCH LIAISON WITH SPONSORING O RGANISATIONS	26/07/2019	26/07/2019	26/07/2019	28
2019	Foundation day Symposium on SISTERHOOD AS EMPOWERMENT with MARG	01/08/2019	01/08/2019	01/08/2019	268
2019	Training program on STRIDE	02/08/2019	02/08/2019	03/08/2019	30
2019	Awareness Special Talk on USE OF RECYCLED PAPER, with DLR- Prerna	05/08/2019	05/08/2019	05/08/2019	192
2019	Workshop on FIT INDIA MOVEMENT along with MARG	29/08/2019	29/08/2019	30/08/2019	523
2019	Regional Seminar on PROCURING INDUSTRIAL AID FOR ACADEMIA	02/09/2019	02/09/2019	02/09/2019	204
2019	Interactive programme	16/10/2019	16/10/2019	16/10/2019	17

		for the newly appointed teachers				
2019	Coordination of Faculty exchange program	17/10/2019	17/10/2019	19/10/2019	4

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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
Foundation Day Symposium on SISTERHOOD AS EMPOWERMENT with MARG	01/08/2019	01/08/2019	255	13
LGBTQ+ awareness program, INDRENILINGO 2020	05/03/2020	05/03/2020	160	33
Awareness Drive on POSHAN MAAH in collaboration with MARG	21/10/2019	22/10/2019	285	6
Workshop on FIT INDIA MOVEMENT along with MARG	29/08/2019	30/08/2019	509	14

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
• Awareness Special Talk on USE OF RECYCLED PAPER, with DLR- Prerna on August 5, 2019 • Environment oriented program on ONE STUDENT ONE TREE on August 31, 2019 • Awareness program on JAL SHAKTI ABHIJAN on Sep 22, 2019 • 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 11th September, 2019 to 2nd October, 2019, has been celebrated as Swachhta Hi Seva to celebrate 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
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	7	10	30/07/2019	45	As mentioned in the attached file	As mentioned in the attached file	4180
2020	1	3	17/01/2020	4	As mentioned in the attached file	As mentioned in the attached file	545

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

Title	Date of publication	Follow up(max 100 words)
Awareness about the various guidelines related to Anti-Ragging, Anti Caste Discrimination, Anti-discrimination against disability, Student Grievance Redressal Committee as available in the college website	01/07/2019	The various guidelines related to Anti-Ragging, Anti Caste Discrimination, Anti-discrimination against disability, Student Grievance Redressal Committee are available in the college website. The college uploads all these guidelines so that

			all the stakeholders including the students, teachers, staff, administrator, parents and the alumni know about the various ethical and humanistic commitments of the college towards inclusiveness.
Southfield College Code of Conduct for the Students	01/07/2019		1. Adherence to the Southfield values and stive at fulfilling its mission ad vision 2. Regular attendance and attentiveness is expected 3. Respect and behave well with all stake-holders 4. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 5. Decent in dressing 6. Carry identity card within the campus 5. No ragging and spread consciousness about anti-ragging 6. No use of unfair means in the exam as per the signed declaration 7. Participate in college all events like Swachhata mission, cultural events, club events, NSS etc. 8. Consciousness about gynecological diseases
Southfield College Code of Conduct for the Faculty	01/07/2019		1. Adhering to the values, mission and vision of the College 2. No to sexual harassment. 3. Constant Up-gradation related to the concepts, new developments related to the subject and technology 4. Be an example of an empathetic and compassionate mentor 5. Part of Co and extracurricular activities 6. Involvement with the committees 7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 8. Contribution

			to ant-harassment, anti-ragging, anti-corruption and awareness of gender, ecology and community outreach 9. Organise seminars, conferences and undertake projects 10. Participate in induction programs
Southfield College Code of Conduct for the Non-teaching Staff	01/07/2019		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 stake-holders 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.
Southfield College Code of Conduct for the Administrator	01/07/2019		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 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 institute s and collaborators.
Southfield College Code of Conduct for the Parents and Guardians	01/07/2019		Parents: 1. Adhere to the values, mission and vision of the college 2. Active participation in parent's forum and regular interaction with the faculty, administration and staff. 3. Incorporation of universal values 4. Awareness against anti-ragging, anti-discrimination, anti-drug, and gynaecological diseases 5. No excess pressure and no to unhealthy competition 6. Equal care and concern for the girl child 7. Inculcate the good practices of reading, writing, eating-right, and updating with the current affairs of the society, nation and the world 8. No to early marriage and encouragement for women's empowerment through education
Southfield College Code of Conduct for the Alumni	01/07/2019		Alumni: 1. Be an ambassador of the values, mission and vision of the college 2. Be an exemplary figure of holistic learning, empathetic leadership, woman empowerment, and a cosmopolitan-patriot. 3. Dedicate in contributing to the alma mater, society, nation and the world. 4. Take active participation in the

college events 5. Provide constructive criticism and feedback for overall development of the institution. 6. Act as a bridge between the past, present and the future. 7. Organise academic, cultural, awareness/sensitizing/training programs related to human values, gender, ecology, skill development, employability etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Ethics Classes on STRENGTHENING THE NATION THROUGH KAUSHAL BIKASH, MULYABODH AND EK BHARAT SHRESTHA BHARAT	01/07/2019	14/03/2020	600
FIT INDIA MOVEMENT	29/08/2019	30/08/2019	523
SWACHHATA HI SEWA	11/09/2019	02/10/2019	637
POSHAN MAAH	21/10/2019	22/10/2019	391
Workshop on INTERNAL COMMITTEE FOR DISABILITIES	19/07/2019	20/07/2019	15
Regional Seminar on ACADEMIC INTEGRITY in collaboration with Sonada Degree College	04/11/2019	05/11/2019	66
Independence Day Celebration	15/08/2019	15/08/2019	589
Bhasa Diwas	20/08/2019	20/08/2019	241
Vigilance awareness Week Celebration Day	04/11/2019	04/11/2019	186
Communal harmony week	19/11/2019	25/11/2019	574

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

1. Organised Awareness Special Talk on USE OF RECYCLED PAPER, with DLR- Prerna, an NGO, on August 5, 2019, attended by 192 students and staff 2. Organised Environment oriented program on ONE STUDENT ONE TREE on August 31 where 481 students have planted saplings. 3. SWACHHATA HI SEWA CAMPAIGN in collaboration with NSS and Nature Club was carried out through various eco-centric programs

and anti-plastic campaign for 15 days from 1 1th September till 2nd October 2019 where 637 students and staffs have taken part. 4. Visit to the Botanical Garden of Darjeeling for First semester program course Students as an initiative of Nature Club was undertaken on August 5, 2019, where 211 students along with 6 staffs have visited the Botanical Garden and derived awareness on the need to preserve the ecology. 5. Awareness program on JAL SHAKTI ABHIJAN on Sep 22, 2019 was carried out to make the students aware of water conservation. 6. On March 3, students were taken to Padmaja Naidu Himalayan zoological Park to make the students aware of taking care of animals as a part of sustaining ecology 7. Nature Club has taken several programs to make the students become green people 8. NSS has taken several sensitizing programs on sustaining the ecology. 9. Specific projects related to environment and ecology are carried out by the students under EVS program 10. Subjects like Eco-tourism as a part of the Career Oriented Program (COP) that provides certificate course is an important course which sensitises the students on sustainable, eco-friendly development. 11. Despite the prevalence of foggy weather, the college has managed to derive a percentage of its entire power consumption through solar panel. 12. The college has a Mali to ensure that the green campus remains swachh

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES OF SOUTHFIELD COLLEGE: 2019-20 1. STRENGTHENING THE HUMANITARIAN OUTLOOK OF THE INSTITUTE BY PROMOTING THE CULTURE FOUNDED UPON SEVA PARAMO DHARMA ????? ??????? ?????? ?????? || Southfield College believes that one's own happiness is related to the happiness of the multiple others who are in our surroundings. Happiness for all is the best way towards self-gratification. Hence, expressing gratitude and undertaking welfare measures towards the people who are serving us or are lesser privileged have been the main focus of this institute. Seva (dedication to others) as per the ethos of Bharatvarsha has been an inspiration towards dedication for humanitarian service. In Indian tradition, the concept of dharma does not denote mere religion it connotes duty, obligation and righteousness. It is a complete way of life in which ethical values are regarded to be supreme and everybody is expected to accomplish his or her duty according to his or her social position and station in life. The two central values that dominate the entire ethos of Buddhism are karu?a (empathy) and maitri (friendliness). Inspired by the virtues of Daya (compassion) and dana (charity), Southfield College aims at promoting the culture of dedication towards inclusive welfare through endorsing the outlook of SEVA PARAMO DHARMA. a. IMPLEMENTED COVID-19 APPEALS MADE BY THE PRIME MINISTER OF INDIA Prime Minister made a fervent appeal to the nation with an urge to follow the concept of 'Janta Curfew' on 22 March, 2020 from 7 AM to 9 PM, which he remarked as "a curfew imposed for the people, by the people, on the people themselves." This is the Prime Minister's unique way of communicating with the citizens of India. Prime Minister had stressed on the success of people's movement and the experiences gained from it will prepare the nation for the challenges ahead. He added that the efforts of the people on March 22 would be a symbol of self-restraint and determination to perform duty in the national interest. Requesting state governments to take the lead, Prime Minister asked all youth organizations including NCC and NSS, civil societies to generate awareness among people about the 'Janta Curfew'. He had said, "Our experience of Janata Curfew will help us chart the way ahead for tackling coronavirus in India". Prime Minister mentioned about the honest, dedicated and brave people who are in the forefront of fighting the COVID-19 pandemic like medical staff, police, government servants, airline staff, media persons, bus/train/auto operators and those involved in providing home delivery. Highlighting the importance of the Indian value of KRITAGYA (????????), as a

mode of paying respects to the front-line workers for their huge service to the nation during such trying times, Prime Minister appealed "On Sunday at exactly 5 pm, we all stand at the doors, balconies, windows of our homes, and give them all a 5-minute standing ovation. We clap our hands, beat our plates, ring our bells to boost their morale, salute their service. To inform people about this, I request local authorities across the country to ring a siren at 5 pm on 22nd March. We must with full sincerity, express our feelings towards all such fellow citizens who have lived by our value-system of 'SEVA PARMO DHARMA', that is, Service being the highest Duty." The college urged the students, teachers, and staff to implement these appeals made by the Prime Minister, which was undertaken with great enthusiasm. b. EXEMPTION OF LATE FINE KEEPING IN MIND THE FINANCIAL CRUNCH THAT THE FAMILIES ARE FACING WITH BECAUSE OF THE COVID-19 It is difficult to fathom the social and economic disruption the covid-19 pandemic has caused. The pandemic and the long months of lockdown brought several changes in the lives of people all around the world.The college has keenly observed the economic instability faced by the families of the students during the covid-19 lockdown era. Majority of the students in the hills come from the tea estates whose family's source of income is dependent on the regular operation of tea garden's business. As tea estates and business faced stagnation during the lockdown period majority of students were unable to pay fees on stipulated period. Similar situation prevailed with students whose families'income was depended on tourism, household business and daily wage labourers. It was also sad to learn that many family members of the students working in private sectors had to lose their job. During such times of hardships people were worried over how they would meet the basic necessities of their lives like food, clothing, accommodation and education of their children. They had to also face economic hardships coupled with food insecurity. In such times of socio- economic crisis the college decided to exempt late fees for the students to curtail the burden of economic instability on part of the students' family. c. DONATION OF RS.73168 FOR THE RELIEF WORK OF AMPHAN AFFECTED PEOPLE TO WEST BENGAL EMERGENCY RELIEF FUND AS 1 DAY SALARY OF THE EMPLOYEE FROM THE SALARY OF APRIL 2020 On May 20, 2020, devastating Cyclone Amphan made landfall which had affected built-up area, cropland, brick-kiln industries and vegetation cover of nine districts of West Bengal viz Barddhaman, Nadia, North 24 Parganas, South 24 Parganas, Purba Medinipur, Paschim Medinipur, Haora, and Kolkata.It was one of the one of the devastating natural disasters because it caused damage to vegetation, wild and human lives, public and private proper-ties of the coastal and inland areas during landfall. Amphan cyclone was more economically damaging than the previous cyclones because of its passage through densely populated urban regions such as Kolkata which has much more physical infrastructure. Meanwhile, the restrictions on usual economic activities due to the pandemic have definitely helped in bringing down the human casualties to a large extent.At a time when the state's health infrastructure continues to be overburdened due to the COVID-19 outbreak, only time will tell how the state plans to manage the morbidity that will ensue from the flooding and homelessness caused by this natural calamity.At a time when the national reserves was in a sorry state due to the on-going economic crisis and substantial aid could be received in near future, the employees of the college felt that contributing financial assistance to the victims of the affected area would be a great task of humanitarian value. Considering the plights faced by the people who suffered this calamity the employees of the college made a donation of Rs. 73168 to West Bengal Emergency Fund by contributing 1 day salary of the employees from the salary of April 2020. 2. INTRODUCING INNOVATIVE MEASURES FOR THE BENEFIT OF THE STUDENTS a. TEACHING OF THE JUNIORS BY THE MERITORIOUS SENIORS It is important to implement innovative plans for inculcating the values of solidarity and fellow-feeling among the seniors and the juniors through innovative programs. After lots of brain-storming the college has finally initiated a very innovative practice towards the benefit of

both the seniors and the junior learners. The college has introduced the practice where the advanced and meritorious senior students of an upper semester undertake the teaching of the juniors. The senior meritorious students from each department are asked to choose a topic on which they feel that they are confident. Accordingly, topics are assigned to the meritorious seniors from the syllabus of the junior students for re-explanation. This practice enables to foster confidence, in-depth preparation of subject and topics, communicative skills and also caring-and-sharing environment among students. This practice also allows of students to cooperate and learn. The senior students also learn to become more understanding and patient. The juniors also in turn approach their seniors for getting assistance related to the issues that are both academic and personal. Also, this acts as an add-on to the mentor-mentoring system towards benefitting the slow learners from the junior semester courses. b. BOOK LOAN TO THE NEEDY STUDENTS FROM THE COMPLIMENTARY BOOKS IN THE LIBRARY THAT THEY RETURN AT THE END OF THE SESSION The college shows an adequate concern for the students who have the zeal to study and perform better academically. The college also ensures that such students who are not financially sound, should not be deprived of the accessibility of books and reference materials, only because of the financial difficulties. The representatives of various publishers and book-sellers who visit the college give complementary books and the library has a collection of various complimentary books for such section of the students who come from economically weaker section. These students can borrow these complimentary books from the library. The due date of return for such books is not determined in terms of regular book borrowing policy of the library. However, it is ensured that the students who borrow such books return it back at the end of the session.

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/Best-practices-19-20-completed.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

ALL DEPARTMENT SMART DEPARTMENT Technology has enhanced and surpassed the concepts and practices of the conventional classroom. It has also comprehensively revolutionised pedagogical binaries of teaching experiences and learning processes. The traditional teaching equipment constrains the learning aptitude as well as pejoratively limits the attentiveness of the students. With an intention to subvert the conventional teaching learning constrains, the college has introduced smart boards in all the departments. The college has also turned certain classrooms into smart classrooms by installing equipment like a digital board, projectors, computers, LED, etc., for imparting quality education. The audio/visuals displayed through the equipment are intriguing for students and helps build interest in them. It also works in sharpening the creative imagination of students. The recent studies made by Psychologists show that visual learning using smart technology elements like images, graphs, flow charts, videos, etc., are considered to be exceptionally efficacious assisting students grasp the concepts quickly. Smart classrooms also reduce distractions, and therefore, students can concentrate more and retain more information. The students' today are more gadget oriented and technology savvy. They find convenience in technological tools for sharing and transferring study materials for their learning. This enables learning to be adventurous and interesting for the students along with complete attention in the classroom. Smart classes are rapidly changing the way teachers and students are experiencing learning activities with innovative technology. The usages of technology can be explored

to enhance the knowledge from. These equipment and mediums will also allow students to access a database of online resources. Teachers can also use the database for online study materials, videos, images, documentaries, etc. The technological tools provide a lot of learning styles for the students. Through these technological devices teachers can convert texts into images, graphs, flowcharts and animated videos for a better understanding of the concept. It will assist students to retain information for a long period of time. It is a fact that through visuals, information can be stored in our minds better than words. The entire functioning of smart classroom also proves to be environment friendly as delivery of lectures will be digitalised which would gradually limit the use of paper, pen, ink, pencils, etc. In a conventional classroom students spent their valuable time in writing notes in scheduled class instead of learning but through smart classes notes and lectures can be shared through a document presentation from the teachers. Hence smart classroom proves to be time saving on part of the teachers and the students. The assessments, attendance and performance of the students can also be assessed through the use of smart applications. The college tends to improve teaching learning method by turning ALL DEPARTMENTS INTO SMART DEPARTMENTS .Some more technological and digital devices will turn all classrooms into smart classrooms in near future so that teaching and learning will not only be squeezed within boards and books, rather it will enable teachers and students to explore, access and decipher information from abundant resources and, thereby, lucidly imparting and presenting, it to students through the smart applications and tools.

Provide the weblink of the institution
https://southfieldcollege.org/wp-content/uploads/2022/09/INDISTINCTIVENESS-OF-THE-INSTITUTE-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

1. All the procedures and requirements are to be fulfilled so that NCC is introduced in the next session. 2. Part Time Teachers, employed by Southfield College, Darjeeling, play an important role in the teaching-learning-evaluation process of the college. However, due to restraint of avenues and regulatory powers, the college cannot provide them with adequate financial support, retirement benefits as well as job security. The government of West Bengal has initiated the process of regularising the part time teachers. The college, with the help of IQAC, should supervise and assist the entire process of applying for regularising these part time teachers into State Aided College Teachers (SACT). 3. All the requirements are to be fulfilled and the papers need to be made ready for the implementation of Online Human Resource Management System (HRMS) towards the payment of the salaries. 4. Regular interaction will be done with the University of North Bengal so that permission is granted for the introduction of M.A. in English and History 5. Regular interaction will be done with the University of North Bengal so that permission is granted for the introduction of 2 New Career Oriented Program (COP) subjects on HUMAN RIGHTS AND VALUES IN EDUCATION, and MUSIC 6. Curriculum and planning need to be revised as per the truncated syllabus. 7. All necessary steps are to be taken for online accomplishment of teaching-learning-evaluation along with all co and extra-curricular activities 8. The institution will be reopened for the students and faculties only based on the notifications received from the central and the state government 9. The office staff will work from home during lockdown period and will join the institute in person only based on the guidelines received from the competent authorities. 10. Constant sanitisation programs are to be done on campus. 11. COVID-19 kits are to be given to the support staff 12. Full support needs to be provided to the University of North Bengal for conducting examination and publication of the results on time. 13. Stress management talks are to be given by all the teachers to help the students cope-up with COVID-19 paranoia. 14. All COVID-19 protocols are to be adhered to, and contribution need to be made

towards serving the community in times of the pandemic crisis 15. Measures should be taken to take care of the mental health of all the stakeholders during this challenging situation. 16. Encouragement should be given to the teachers to develop their skills related to online mode of education. 17. Various e-resources are to be provide to the students 18. Teachers are going to be encouraged to conduct and participate in various online academic activities like webinars, e-conferences, etc.