



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes	
• Phone no./Alternate phone no.	03542254238	
• Mobile No:	9434053434	
• Registered e-mail	southfieldcollegedarjeeling@yahoo.co.in	
• Alternate e-mail	southfieldcollege1961@gmail.com	
• Address	MALL ROAD, OPPOSITE TO GORKHARANGAMANCH BHAVAN	
• City/Town	Darjeeling	
• State/UT	West Bengal	
• Pin Code	734101	
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution	Women	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr Kaustav Chakraborty				
• Phone No.	03542254238				
• Alternate phone No.	9733184654				
• Mobile	8918528115				
• IQAC e-mail address	kc.southfield@yahoo.com				
• Alternate e-mail address	kaustavchakraborty2011@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://southfieldcollege.org/wp-content/uploads/2022/10/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://secureservercdn.net/72.167.242.17/4x1.09f.myftpupload.com/wp-content/uploads/2022/10/diary-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.25	2004	08/01/2004	07/01/2008
Cycle 2	A	3.05	2016	25/05/2016	24/05/2021
6.Date of Establishment of IQAC			01/03/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Kaustav Chakraborty, Assistant professor in English	Minor Research Project	Nazrul Centre for Social and Cultural Studies, Nazrul University, Asansol, West Bengal	2020 (12/08/2020) , for six months	Rs. 255000
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
• Upload latest notification of formation of IQAC			View File	
9.No. of IQAC meetings held during the year			6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report			View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
• If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
• IQAC has ensured, by supervising the entire process from documentation to forwarding to the government, that all the posts of the Part time teachers of the college are made permanent by the Department of Higher Education, Government of West Bengal by re-designating them as State Aided College Teachers (SACT).				
• IQAC has taken all the initiatives towards the successful introduction of NCC (4 Bengal Girls Battalion and 5 Bengal				

Battalion) in the Southfield College
<ul style="list-style-type: none">• IQAC has undertaken workshop and ensured the implementation of Online Human Resource Management System (HRMS)
<ul style="list-style-type: none">• IQAC has received verbal intimation about the permission granted by the University of North Bengal regarding the introduction of M.A. in English and History, with the maximum intake capacity of 20 in each course, from the July session of 2021.
<ul style="list-style-type: none">• IQAC has received verbal intimation about the permission granted by the University of North Bengal regarding the introduction 2 New Career Oriented Program (COP) subjects on HUMAN RIGHTS AND VALUES IN EDUCATION, and MUSIC with maximum intake of 30 seats for each course, from the July session of 2021.
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>Celebration of Important Dates 1 CATCH THE RAIN CAMPAIGN from 1.07.2020 for water conservation 2 Celebration of BHANU JAYANTI on 13th July, 2020 3 SPITTING FREE INDIA MOVEMENT from July 28, 2020. 4 FOUNDATION DAY, August 1, 2020. 5 INDEPENDENCE DAY on 15th August, 2020 6 Celebration of BHASHA DIWAS on 20th August, 2020 7 September 5, 2020, Teacher's Day 8 September 14, 2020: Hindi Divas 9 September 15 - 16 2020: SWACHTA HI SEVA 10 Gandhi Jayanti, October 2, 2020 11 November 2-3, 2020 celebration of SATARK BHARAT SAMRIDDH BHARAT, as a part of Vigilance Awareness Week, October 27 - November 7, 2020 12 November 18, 2020 Celebrated COMMUNAL HARMONY WEEK (November 11 to November 18, 2020). 13 26th November 2020, Samvidhan Diwas (Constitution Day) 14 12th January 2021, NATIONAL YOUTH DAY on Swami Vivekananda's Birth Anniversary 15 NATIONAL ROAD SAFETY MONTH observation from 18th January to 17th February 2021. 16 21st February 2021 Matribhasha Diwas 17 23rd January 2021 celebration of 125th birth anniversary of Netaji Subhash Chandra Bose 18 26th January, 2021 Republic Day 19 22 March 2021 JAL SHAKTI ABHIYAN 20 AMBRDKAR JAYANTI, 14th April 2021 21 NO TOBACCO DAY on 31st May 2021 22 World environment Day 5th June, 2021 23 INTERNATIONAL YOGA DAY 21st June, 2021</p>	<p>Celebrated as per the plan</p>

Preparation of the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)	Done
Frame the syllabus Syllabus for Add on courses on Ethics for the Various Semester Students	Framed and implemented
Diksharambh: Student Induction to be conducted	Conducted on October 2, 2020
Induction Program for the State Aided College Teachers (SACT)	Conducted on July 27, 2020
Webinars and e-Conferences to be organised related to COVID 19	Organised a National Level and an International level e-seminar on COVID-19
Encourage the students to involve with AajKaVakya as a part of EK BHARAT SHRESHTHA BHARAT Activities	The students have engaged themselves with AajKaVakya as a part of EK BHARAT SHRESHTHA BHARAT Activities w.e.f. 25-09-2020.
Organise gender sensitization programs	Organised, in collaboration with NSS, NCC, and local NGOs, various programs related to gender sensitization and woman empowerment
Farewell for the retiring staff	Arranged for Mrs Madhu Pakhrin and Mr Dhurjati Paul Choudhury
Organise Environment awareness and sustainability programs	Organised, in collaboration with NSS, NCC, Nature Club, and local NGOs, various programs related to environment, ecology and sustainable development
Undertake measures related to mental health of staff/faculty	Seminars related to sensitization, and various measures of tele-counselling have been provided, along with regular sharing of precautionary measures in the college website
Organise Skill Development programs related to online	Regional seminar on VIRTUAL INTERVIEW AND VIDEO PROFILING on

education	November 3, 2020
Professional/Job oriented training and Career Guiding programs	Conducted in collaboration with RICE and Kalimpong Horticulture Society
Preparation of online hand-outs for providing additional notes to the students	Prepared and uploaded in the college website
Prepare Innovative Question Bank	Prepared and uploaded in the college website
Creation of online links for e-resources for student-support	Prepared and uploaded in the college website
Discussion on various UGC initiatives	Discussed and accordingly framed the Ethics syllabus based on the various UGC initiatives
Encourage the teachers to take online courses	The teachers have actively participated in various online courses
Conduct awareness regarding NEP 2020	Organised A National level webinar
Organise Cyber security awareness program	Organised on January 28, 2021
Workshop for celebrating Azadi Ka Amrit Mahotsav	Encourage Students to write on Freedom Fighters and encouraged teachers to apply for seminar grants
Organise awareness program related to BLENDED MODE OF TEACHING LEARNING	conducted on on May 3, 2021
Successful implementation of RUSA programs are to be ensured	Implemented successfully
Organise programs related to Multidisciplinary / interdisciplinary studies, Academic Bank of Credits , Appropriate integration of Indian Knowledge system, Outcome based education (OBE):	Conducted successfully

Expose the students on issues related to Program on Professional Ethics, Human values,	Accomplished successfully				
Promote experiential learning through project work	Project works were done. Due to COVID-19 lockdown regulations field works could not be conducted				
Receive and analyse feedback from stakeholders	Received and analysed				
Organize special Programmes for advanced learners and slow learners	Organised successfully				
Collaboration with the community	Done with success, along with actively involvement in General Election				
Collaborate with the industry	Collaborated with industries like PC Chandra				
Conduct Faculty exchange, and Student exchange Programs	Online faculty exchange and student exchange programs are carried out with Sonada Degree College				
Professional development /administrative training Programmes to be organized for teaching and non-teaching staff	Organised HRMS workshop				
Undertake MOU	Undertaken with two organisations				
13.Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> </thead> <tbody> <tr> <td>Governing Body , Southfield College</td><td>21/07/2021</td></tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body , Southfield College	21/07/2021
Name	Date of meeting(s)				
Governing Body , Southfield College	21/07/2021				
14.Whether institutional data submitted to AISHE					

Year	Date of Submission
2022	28/01/2022

15. Multidisciplinary / interdisciplinary

1. Inter-department Faculty Exchange Program: In Southfield College, faculties from one department takes class for the students from another department on interdisciplinary topics, for example a faculty from Economics Department takes class for the students of History Honours related to Economic History, and a faculty member from English Department whose specialization is on gender takes classes on gender related paper of Sociology Honours students.

2. Organized a Regional level Webinar on *Multidisciplinary Approach: Significance for the Individual, Higher Education and the Society* on November 21, 2020

Speakers:

1. Dr. Anup Shekhar Chakraborty, Assistant Professor (Political Science and Political Studies), Netaji Institute for Asian Studies: Kolkata, West Bengal. TOPIC: "Critical Masculinity Studies and cross-disciplinarity"
2. Parjanya Sen, Assistant Professor in English, Sonada Degree College. TOPIC: "Himalayan Studies and Multidisciplinary Research"

OBJECTIVES ARE TO STUDY

1. The Relevance of Collaboration with Institutes of Higher Educations towards Multidisciplinary
2. The Role of NEP 2020 in promoting interdisciplinary and multidisciplinary research
3. The Importance of Multidisciplinary Research for self and the society
4. The Need to Strengthening of infrastructure towards multidisciplinary studies
5. The Relevance of Promoting Access, Equality and Inclusion by providing a greater range of disciplines of interest
6. The Necessity of breaking beyond the rigidity of discipline specifications for generating a wider perspective
7. The ways of Challenging the Western theoretical hierarchies by exploring Indic and Nativist theories.

OUTCOME

1. The college has aimed at strengthening the existing MOUs (e.g. with Sonada Degree College) and undertaking further MOUs with other HEIs.
2. The webinar has made the participants aware of the relevance of implementing NEP 2020
3. The seminar has made the participants conscious of the positive impact of inculcating multidisciplinary approach in the life of a person as well as on the community towards inclusive development
4. The seminar has provided guidelines about the avenues of infrastructural development towards promoting interdisciplinary and multidisciplinary approach
5. The faculty has understood the relevance of decolonising the disciplines through the acquaintance of Indic and vernacular theories and concepts.
6. Southfield College has started popularising the inter-departmental faculty exchange program like the teachers of Economics department taking the classes of History Honours students on Economic history and teachers of English department taking the classes on gender for the Sociology Honours students. Also the COP (Career Oriented Programs) courses like Women Studies is taught by the teachers of various departments.

16.Academic bank of credits (ABC):

Organised a State level Webinar *ON ACADEMIC BANK OF CREDITS: FEATURES, FUNCTIONS AND BENEFITS* on February 1, 2021.

The Academic Bank of Credit referred to as ABC in short, is a virtual/ digital locker/ storehouse which holds the credits earned by individual students throughout their learning journey. The ABC verifies the information of individual students ensuring authenticity. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.

KEY OBJECTIVES/OUTCOMES OF THE SEMINAR

To introduce the concept of Academic bank of credits.

Elaborating the various features and functions of Academic bank of

credits.

Enabling the stakeholders to understand how academic bank of credits work.

Evaluating the expected impact of Academic bank of credits on higher education.

To appraise the process of initiation of Academic bank of credits in institutions of higher educations.

To evaluate the efficacy of academic bank of credits in creation of multidisciplinary/ interdisciplinary approach in all higher education institutions across the county.

Building a student centric learning system

SPEAKERS:

Dr. PARIMALENDU BANDYOPADHYAY, Assistant professor of Commerce, Kazi Nazrul University, Asansol. TOPIC: "Academic bank of credits and enhancement of multidisciplinary cum interdisciplinary approach"

Dr MANAS DUTTA, Assistant Professor in History, Aliah University, Kolkata. TOPIC: "FEATURES AND FUNCTIONS OF ACADEMIC BANK OF CREDITS"

17.Skill development:

1. Kalimpong Horticulture Society has delivered lectures on the scope of floriculture on February 26, 2021
2. Organised a Regional online seminar on VIRTUAL INTERVIEW AND VIDEO PROFILING on November 3, 2020 in collaboration with ITM Group of Institutions
3. Introduced the Ethics syllabus for Sem 5 ETHSFC 301 on Professional Ethics and Integrity

Tenure: 6 months (once in a year)

Objectives of the course are to ensure the following Outcomes:

- Enhance academic integrity like anti-plagiarism, non-manipulation of data, abiding by copyright regulations etc.
- Enhance Jeevan Kaushal and Mulya-bodh towards professional enhancement
- Learn to work individually and with groups
- Receive trainings and guidance towards enhancing professional

ethics

Syllabus:

- Use of virtual and e-resources in an ethical manner
- Individual and group activities, group discussion, leadership
- Use of technology, body language, communication skills, interacting with peer groups
- Anti-discrimination rules in workplaces
- Portfolio, collaboration , time-line, feedback, evaluation
- Application of precise ethical theories to existing social issues by the case-study method.
- Application of precise ethical theories to examples of institutional or interpersonal conflict by the case-study method.
- Application of key concepts of professional ethics.
- Ethical practices related to work from home

Evaluation:

Because of COVID-19 assignment based exam will be undertaken at the end of the semester of total 50 marks.

4 Introduced the Ethics syllabus for Sem 6 ETHSFC 302 on Skill Enhancement Education

Tenure: 6 months (once in a year)

Objectives of the course are to ensure the following Outcomes:

1. Acquire skills in Writing of CV/Resume
2. Acquire skills in Critical and creative writing, Formal and informal writing
3. Acquire skills in writing for the new media
4. Receive training for jobs/services like facing the interview, current affairs, basic maths, basic English etc.
5. Learning the skills to maintain balance between the private and the professional life
6. Acquire Stress management skills

Syllabus:

1. Training by the RICE as collaborator regarding mock interviews and group discussions
2. Basic mathematics, functional grammar, current affairs

3. Communicative English

4. Stress management through yoga and meditation

5. Knowledge about the various kinds of formal and informal writing along with writing for the social media, blogs etc.

6. Earning through online resources

Evaluation:

Because of COVID-19 assignment based exam will be undertaken at the end of the semester of total 50 marks.

5 RICE Education Coaching Center has conducted online Professional cum Job oriented training and Career Guiding programs to the students of Southfield College, on September 21, 2020 and March 23, 2021.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

1. In order to inculcate consciousness on various Indian knowledge systems, on Independence Day and Republic Day, IQAC along with the Cultural Committee organises programs related to the Singing of Patriotic songs in Regional Languages along with Hindi, and recitation of patriotic poems in various Indian languages to celebrate the unity amidst the various Indian Language and cultures.
2. August 20th 2020 is celebrated as 'Nepali Bhasha Manyata Diwas' as on this day, the language was recognised in the eighth schedule of the Indian Constitution in 1992. Southfield College celebrates an inclusive Bhasha Diwas as initiatives are made to promote *Ek Bharat Shreshtha Bharat* is by organising cultural programs in various bhashas along with Nepali. The students, for example, with Bangla as mother tongue is encouraged to sing in other Indian languages like Nepali.
3. The students have engaged themselves with Aaj Ka Vakya as a part of EK BHARAT SHRESHTHA BHARAT Activities w.e.f. 25-09-2020.
4. Also the students have started translating the sentences in the various local-languages of the multi-ethnic communities of Darjeeling, like Lepcha, Limbu, Tamang, etc.
5. Vision and Mission of the college are uploaded in the college website in the Indian languages like Bangla, Hindi, and Nepali

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

1. Mr. Arka Deb, Senior Journalist, Network 18, Kolkata, has delivered an online talk, related to Outcome based education (OBE), titled, "QUALITY IMPROVEMENT THROUGH OUTCOME BASED EDUCATION", organised by the Internal Quality Assurance Cell (IQAC), Southfield College, Darjeeling on February 9, 2021.
2. NEP 2020 encourages the Outcome based education (OBE). Hence a National level webinar has been organised in collaboration with Sonada Degree College on January 30, 2021, and knowledge has been gathered as the speakers have touched upon the issues related to Outcome based education (OBE).

Speakers:

Dr. SANJIB KR. ROY. Professor &H.O.D. Department of Education, Cooch Behar Panchanan Barma University

Dr AKSHAYA KUMAR RATH. Assistant Professor, Humanities and Social Sciences, NIT Rourkela

20.Distance education/online education:

1. Due to COVID-19 the entire session has followed online teaching-learning and evaluation mode
2. The Teachers have uploaded study materials, links to the open access recourses and question bank for the open book/assignment based online exams
3. The students have done online exams and evaluation also has been done in both online and offline mode
4. Online faculty exchange with Sonada Degree College has been organised on February 15-18, 2021
5. Online student exchange with Sonada Degree College has been organised on February 15-18, 2021
6. Organised a two day International Virtual Conference titled, "World after COVID-19: The Future of Higher Education" on August 3-4, 2020.
7. Mr. Jayanta Loha, Faculty, Department of Computer Science, St. Joseph's College, Darjeeling has delivered an online talk, titled, "Inclusive Education through Blended mode of teaching-learning", related to BLENDED MODE OF TEACHING LEARNING, organised by the Internal Quality Assurance Cell (IQAC), Southfield College, Darjeeling May 3, 2021.
8. Debarghya Goswami, Assistant Professor in Physics, St. Joseph's College, Darjeeling, has delivered a cyber-security

awareness online talk titled, "Security-concerns in the Virtual World", organised by the Internal Quality Assurance Cell (IQAC), Southfield College, Darjeeling on January 28, 2021

Extended Profile

1.Programme

1.1 329

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 874

Number of students during the year

File Description	Documents
Data Template	View File

2.2 162 out of total intake capacity of 351 students

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 242

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 24

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	27
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	27
Total number of Classrooms and Seminar halls	

4.2	4413388.00
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	69
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being an affiliated college of the University of North Bengal, members of Board of Studies from our college are vigorously associated in framing the curriculum. However our college ensures effective syllabus delivery through an organized and documented practice. Due to COVID the college had to make a well organised plan to ensure effective curriculum delivery. The University of North Bengal provided truncated syllabus to the colleges. The departments were asked to chalk out their yearlong academic activities which could be accomplished through online mode. After getting the information from each department an academic calendar was prepared and uploaded in the college website.

Besides, IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and

Sustainability into the Curriculum. Therefore, an add-on programme was introduced on Ethics. Hence syllabus was also framed on ETHICS for the Various Semester Students.

The faculty members implemented their academic plans and activities with the help of ZOOM, Google Meet Classroom and WhatsApp groups. For the fulfilment of the plan the teachers also provided the necessary E- materials, notes, e-books and references to the students. The teachers also provided the relevant topics for the online discussions and open book test.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://4xl09f.p3cdn1.secureserver.net/wp-content/uploads/2022/09/CBCS-PROGRAM-BASED-OUTCOME.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliated college of University of North Bengal we follow the academic calendar as directed by the University. Presently the University of North Bengal is following CBCS. For CBCS University conducts semester wise exam. So there are ample areas of concern related to the internal, continuous and practical, field work, projects cum viva-voce exams. However there was no possibility of field work owing to COVID-19. But the plans of other yearlong activities including for the conduct of Continuous Internal Evaluation are made after getting data from all the departments and the same are incorporated in the college Diary which(Soft) was distributed to the students so that they would know when to keep themselves unengaged with any other preoccupations. 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 online test/open book at least a week prior to the scheduled test. Faculty members are also involved in a continuous evaluation of students through online 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://southfieldcollege.org/wp-content/uploads/2022/11/link-please-for-internal.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

57

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**2**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**420****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****420**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The curriculum enrichment enables the students to elevate and enhance their learning beyond their main course of study. IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Therefore, an add-on programme was introduced on Ethics. Hence syllabus was also framed on ETHICS for the Various Semester Students. As the Southfield College is the only Women's College in Darjeeling town it ensures gender equality to eliminate gender bias and discrimination resulting from social and cultural attitudes and practices and economic status. The Career Oriented Program (COP) in Women Studies has efficiently incorporated syllabus to ensure Women's Empowerment. The NBU syllabus on Environmental

Science included in AECC -1 for First semester students offers theoretical and practical lessons on sustenance of environment. This syllabus also encourages students to do field work, survey and projects on environmental sustainability. The college organised campaigns like Catch the Rain, Spitting Free India Movement, Swachta Hi Sewa, World Environment Day and awareness program on 'Safety of Women: How to Address Domestic Violence and Other Discriminatory Practices Against Women During Lockdown.'

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

366

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://southfieldcollege.org/students-corner/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

351

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

136

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College pursues a policy of catering to the educational needs of all the different types of students. The HODs with the help of the other teachers divide the students into three categories: the Slow learners, the Average learners and the Advanced learners based on their online class responses and the assignments.

The slow learners are given more attention with regard to remedial classes and re-explanation of various topics. Additional study materials and notes are circulated to the slow learners. 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 average learners were constantly reminded and motivated that they are the hub of possibilities towards betterment through hard work , confidence and dedication.

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. Moreover they are inspired to prepare for competitive examinations services. Since webinars proliferated during these two

semesters, the advanced learners were encouraged to attend these sessions.

File Description	Documents
Link for additional Information	https://southfieldcollege.org/wp-content/uploads/2022/09/Special-Programme-for-Advanced-Average-and-Slow-Learners.pdf
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
876	38

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Since field trips were not possible due to the ongoing pandemic students were encouraged to be active participants in online mode of teaching. Interactive sessions were conducted where students were given various platforms to explore their creative side. Departments regularly held online creative competitions like poster making, video presentations and caption contest. The students also took active part in various webinars and symposiums at the departmental and inter-departmental level which were conducted keeping in mind the mental and physical wellbeing of all the stakeholders of the institution. Students were also given individual as well as group based research projects to promote an active learning process. Under the leadership of entry into service cell a few workshops were held to enhance the learning process of the students. The students were also updated on the new modes and avenues of learning to create a

multidisciplinary approach and skill based learning. At the departmental level participative learning was encouraged through tutorial learning and dissertation. The career oriented programmes also conducted projects on interdepartmental promote interdisciplinary approach. Value and ethics based classes continued via various online platforms to promote a holistic development of each individual student

File Description	Documents
Upload any additional information	View File
Link for additional information	https://secureservercdn.net/72.167.242.17/4x1.09f.myftpupload.com/wp-content/uploads/2022/10/diary-2020-21.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT has revolutionised all facets of our lives. This includes academia in general and the teaching learning processes in particular. The lockdown phenomenally increased the use of these various technologies. Classes are being held on zoom and google meet. All the students have been connected via google classroom, which has also served as the most important platform for uploading course work material. The students also upload their assignments on this platform and put forward any queries that they have, both academic and administrative on the main homepage. Since this homepage is meant to be seen by all the participants, this also serves as a major platform for academic discussions and communication to all. Moreover, students have also exposed to major educative videos on various online platforms. Since some of the faculty underwent faculty development programmes specifically on the use of ICT in education and have been updated with the use of various online quizzes and other engaging activities that can be posted on google classroom. This also includes the use of OBS (Open Broadcasting Software) for the making of innovative educational videos. The faculty have been using Power Point Presentations for teaching purposes even before the lockdown,

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://southfieldcollege.org/wp-content/uploads/2022/09/ICT-enabled.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

261

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

An induction programme of the First semester students is conducted at the beginning of each new session where the students are given information related to the process of examination both internal and external. On the same day the students are asked to sign one declaration form stating that they are not going to use any unfair means. The students are given prior-intimation of the examination schedule and the process of continuous evaluation. The students are also briefed on the process of 15 marks of continuous internal evaluation as per university guideline.

The students are thoroughly prepared for the university level examination as they undergo multiple levels of evaluation throughout the semester via class tests, assignments, quizzes, MCQ, open books tests, tutorials, seminars, presentations and group discussions. The results of the tests are duly given to the students and they are encouraged to approach their respective departments for queries and

clarifications. This provides ample scope for rectification and clarity for the students.

The exam committee ensures that all examinations are conducted by strictly following the guidelines and rules issued by our institution and the affiliating university.

The value system of our college also helps to conduct the exam in transparent way.

File Description	Documents
Any additional information	View File
Link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/11/link-please-for-internal.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is a proper system in place to deal with grievances of the students which are related to examinations. There is an option for the student to go for a review of their answer sheet if they are unsatisfied with their marks and feel that they deserved more based on their own self-evaluation of how they performed in the examinations. However, the examinations have shifted the online open book system with a truncated syllabus as of the moment due to the necessity implied by the Covid-19 pandemic. Hence, they are few candidates from the college that are opting for this mechanism as of the moment. Southfield College Examination Committee provides full support to the students with regard to any grievances related to examinations and results. The mentor-mentee relationship has also become a platform for feedback and grievance redressal for purposes of examination and otherwise.

File Description	Documents
Any additional information	View File
Link for additional information	https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/Grivances-Meeting.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

To ensure transparent and improved process of teaching-learning, the teachers and students are informed about the programme specific outcomes of each course regularly. The students are also informed about the programme outcomes before the commencement of classes at the induction programme. The students are addressed by the principal, the heads of each department and coordinators of various committees to inform them about specific outcomes of each course. This covered the scope of learning based on value and skill of each course. The programme outcome creates an understanding of the contents of the syllabus and explains the scope of the course. This enables each department to chart out the process of teaching and promotes efficiency among the faculty. This also enables the students to get a comprehensive understanding of the course in which they are enrolled and facilitates a better understanding of the outcomes of each course.

This proved beneficial when teaching shifted to online mode during the pandemic since it created a sense of assurance and motivation among the students at a time of uncertainty. The faculty was also encouraged to attend workshops via online mode on new modes of course development to create a continuous process of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://southfieldcollege.org/courses/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

To ensure transparent and improved process of teaching-learning, the teachers and students are informed about the programme specific outcomes of each course regularly. The students are also informed about the programme outcomes before the commencement of classes at the induction programme. The students are addressed by the principal, the heads of each department and coordinators of various committees to inform them about specific outcomes of each course. This covered the scope of learning based on value and skill of each course. The programme outcome creates an understanding of the contents of the syllabus and explains the scope of the course. This enables each department to chart out the process of teaching and promotes efficiency among the faculty. This also enables the students to get a comprehensive understanding of the course in which

they are enrolled and facilitates a better understanding of the outcomes of each course.

This proved beneficial when teaching shifted to online mode during the pandemic since it created a sense of assurance and motivation among the students at a time of uncertainty. The faculty was also encouraged to attend workshops via online mode on new modes of course development to create a continuous process of learning.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://youtu.be/lB9coALlYbO , https://secure.servercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/2020-21-Sectional-Analysis-of-Students-Feedback-Report.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

242

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://nbuexams.net

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/2020-21-Sectional-Analysis-of-Students-Feedback-Report.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****255000**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****1**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.knu.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****5**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

12

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. 18-7-2020: Raksihatam 2.0: Guarding India's Covid-19 Warrior (Health Workers); Venue: Chataidhura subcentre, under Sukia Pokhari Block (primary health centre; 20 Face Shields, 30 sanitizers, 30 pair

of gloves and 30 masks were provided to the working staff as an acknowledgement of their commitment towards the betterment of the humanity.

2. 17.01.2021: Covid-19 Awareness Programme. 50NSS Volunteers participated in a Covid Awareness Rally following Covid Protocols.

3. Rotaract club of Southfield College distributed 42 sanitizers received from District RID 3240. The mission was carried out in 4 health centers of rural areas (Tea Gardens) as a precautionary measure against the COVID-19 virus.

4. 09.02.2021: 35 NSS Volunteers actively participated in Cleaning Drive at Mahakal Mandir following Covid Protocols.

5. 22-04-2021, Emergency Blood Donation Camp organized by Rotaract Club, Southfield College, Darjeeling, 17 donors contributed 350 litres of blood each.

6. Collaborative seminar on SICKNESS AND ISOLATION with Kishore Bharati Bhagini Nivedita College, Kolkata, to deal with the issues related to society, literature, mental health and coping up with physical distancing and quarantine.

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/10/rotaract-club-20-21.xlsx
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

387

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Southfield College is situated below Observatory Hill, Darjeeling consisting of 2.37 Acres of Land. Though the college possessess limited arears of land the manazementbelieves in '' if there is a wish , there is a way''. Hence the managementtried constantly and successfully developed a suitable infrastructure and physical facilities for teaching - learning by utilizing its limited reseources in mamximum way.

It Possess:

1 Class Rooms - With ICT - 17

Class Rooms - Without ICT - 06

2. Laboratories -4

3. COP like Mass Communication and Journalism has digital equipments.

4. WI-FI for teachers, students and all the staff of the college.

5. 2 Ramps, 1 Wheel Chair with railing, Braille Books, audio able books with Head Phones, 1 Book on sign language for differently abled students.

6. There is a desktop in the hostel of Southfield College that is located off campus for the students to prepare assignments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/09/ICT-ENABLED-CLASS-ROOM.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

1. Auditorium, that is equipped with modern sound system, and projector, is used for Cultural and Co-curricular activities.
2. The College provide both indoor and outdoor games facilities like - Table Tennis, Basketball, Volley Ball, Futsal, Badminton, Chess, Carrom, Chinese Checker etc.
3. Every Thursday begins with yoga and meditation.

4. A room is allotted for yoga and meditation.
5. Dr. Mahesh Pradhan, who attends Vipassana Meditation every year during the winter vacation, is the meditation ambassador of the college. Mrs. Gyanshree Pradhan is a Yoga expert.
6. A gym is there for the students and staff.
7. The students who stay in the hostel are also encouraged to practise yoga, meditation and other indoor games like Chess, Carrom, Chinese Checker etc.
8. Every year the college organises the Annual Sports (with the exception during COVID 19 restrictions) in which students and teachers compete each other.
9. College Lawn and Terrace, Common Room used for NSS/ NCC activities, Canteen/ Cafeteria for the staff / students.
10. Even there is smart TV with OTT App in the hostel for the entertainment of the students
11. The college has its own Teakwondo team of girls

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/12/teakwondo.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/09/ICT-ENABLED-CLASS-ROOM.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in

Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

465196.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

1. Library is partially automated using Soul- Software version 2.0.0.14
2. Institutional membership with N-LIST
3. Inflibnet
4. E-resources for students
5. CCTV
6. RAMP for differently abled students to access Library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://southfieldcollege.org/wp-content/uploads/2022/10/23399_Library_1665578560-1.xlsx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

145457

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

9, 8

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

WI-FI facilities for teachers

2. WI-FI for the students.

3. Regular maintenance of Computer.

4. Anti virus installed.

5. Smart Board ICT enabled.

6. LCD Projector at Auditorium and Audio Visual Classroom.

7. C.C. TV updates regularly .

8. Wifi (150 MBPS), smart TV with OTT App and CC TV arethere in the college hostel

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/09/ICT-ENABLED-CLASS-ROOM.pdf

4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)**1746371.00**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of Physical Facilitates**Policy:**

Due to Pandemic situation when other activities have almost stopped the RUSA and Building committee decided to continue the works of construction and renovation.

Procedure: The works, particularly the construction under RUSA funds are continued under the supervision of RUSA and Building Committee with maintaining COVID-19 protocol.

Maintenance of Academic Facilitates**Policy :**

IQAC instructed all the departments to prepare plans of activities which are feasible to accomplish through online mode.

Procedure:

All the department have made plans of yearlong activities which could be carried through online. The faculty have taken ZOOM and Google meet classes. The librarian with the suggestion of Library committee disclosed the password of ENLIST .

Faculty have organised some webinars and most of the teachers

participated in webinars.

Maintenance of Support Facilities

Policy: To carry fitness and hygiene awareness programmes among the students.

Procedure:

The sports committee involved the Yoga and Meditation Cell of the college to keep the students fit and healthy by continuing online Yoga and meditation practices.

Canteen Committee has also made the students conscious about the necessity of precautions to fight against the menace of COVID-19.

The warden-and-staff take care of the students staying in college-hostel

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/09/4.4.2-2020-2021.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

373

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

23

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://southfieldcollege.org/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

97

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

97

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

63

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Southfield college facilitates the students' representation and engagement in various administrative bodies, co-curricular and extracurricular activities for the fulfilment of its vision i.e. all round development of the students. To grow effective leadership quality among students in various institutional practices, an elected student body (Student Council where all the departments send their class representatives) exists for the interest of the students and to assist the administration. Student elected secretaries for different Clubs to manage the activities of clubs like, Literary Club, History Club, Current affairs Club, , Nature club etc . The student representatives are incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees etc.

Besides the above mentioned student bodies, students councillors are also incorporated in various administrative and academic and decision making bodies along with teaching and non-teaching representatives.

During the year most of the administrative, co-curricular and extra-curricular activities were done through online mode where student and student representatives were the integral part of the programmes.

File Description	Documents
Paste link for additional information	https://secureservercdn.net/72.167.242.17/4x1.09f.myftpupload.com/wp-content/uploads/2022/10/diary-2020-21.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Though the college has an active Alumni Association, the process of registering the association has been initiated and is an ongoing process, as the process got delayed due to the pandemic. However it is contributing significantly to the development of the college through their help and assistance. Ringee Eden Wangdi, an old alumni of the college is the member of the current IQAC. Rakashree Rai, another alumni member cum teaching staff of the college is a member of the Governing Body. Besides this, the alumni members always come forward with their helping hands.

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/10/WhatsApp-Image-2022-10-21-at-14.36.55-1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college 'aims at imparting value based education to women' of the hills towards 'holistic development'. As a result the 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 as-per RUSA-guidelines), Building-Committee, Admission-Committee, Examination-Committee, Sports-Committee, Cultural-committee, Community-Engagement Cell, Dress-and-Discipline Committee etc. where the representatives of the faculty, non-teaching staff and the students are involved for a dialogic and democratised working culture. The committees like Gender Sensitization Committee against Sexual-harassment, Anti-ragging committee, Inclusive squad, Committee for Differently-abled-persons, Nature Club etc. sensitise the stake-holders towards becoming conscious of protecting human rights and ecology through the promotion of value-oriented education. The mission of the college underscores 'academic excellence', 'ideals of love, sincerity and service', 'Empowerment' and 'social justice'. The inclusion of representatives from various underprivileged backgrounds in various committees that is zero tolerant to corruption/discrimination/hegemony and is encouraged to function digitally, along with the introduction of welfare schemes, mentor-

mentee classes, and NSS cum NCC activities, the holistic development based on academic-excellence, community-service, social-consciousness and affectionate-leadership is ensued towards fulfilling the mission of the college.

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

1.Has democratically elected system both at the administrative and academic level such as the Governing Body (including democratically elected four teaching and two non-teaching staffs and the Head Counsellor of the apolitical Student Council) , Teachers Council, IQAC, Committees for Finance, RUSA Committee (Formed according to RUSA guidelines), Internal Complaints Committee/ Grievance cell, Gender sensitization against sexual harassment, Anti-Ragging Squad, for prevention of caste based discrimination, Cultural, Routine ,Library etc

To grow effective leadership quality among students in various institutional practices, an elected student body (Student Council)exists for the interest of the students and to assist the administration .Student elected secretaries for different Clubs to manage the activities of clubs like, Literary Club, History Club, Current affairs 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.

2. Freedom to the departments in pursuing ONLINE mode of teaching due to unprecedented Pandemic situation. Teachers have taken their classes according to their feasibility of the students

3. Non-teaching staff was assigned to be in charge of HRMS

File Description	Documents
Paste link for additional information	https://secureservercdn.net/72.167.242.17/4x1.09f.myftpupload.com/wp-content/uploads/2022/10/diary-2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Admission process was made online

2. With the initiative of the IQAC the faculty members had to formulate a well organized strategy in regards to teaching- learning methods and teaching aids as the whole educational institutions of India were following COVID protocols. The teachers decided to provide the students with the syllabus and an academic calendar (e-copy) which has the details of the academic plan for the year and necessary e-materials, notes, e-books and references among the students.

3. As per the plans made by the institution for new courses and rigorous efforts made towards implementation, it is now come to fruition and new courses like Masters Programme (MA) in English and History and New COP courses like Music and Human Rights were introduced. The institution now has two battalions of NCC- 4 Bengal Girls Battalion and 5 Bengal Girls Battalion.

4 . All exam process was made online

5. Conduction and participation in Webinars and Virtual Conferences

6. Implementation of HRMS has been finalised

7. Full assistance provided to the part time teachers in regularization into SACT (State Aided College Teacher)

8. Collaborative Programme with Kalimpong Horticulture Society.

9. Online Career Counselling with RICE.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://secureservercdn.net/72.167.242.17/4x1.09f.myftpupload.com/wp-content/uploads/2022/10/diary-2020-21.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The overall-functioning and recruitment of non-teaching-staff is based on the criteria specified in WEST BENGAL UNIVERSITIES COLLEGES ADMINISTRATION REGULATION ACT-2017

The highest administrative body, the Governing-Body is comprised of :1. President-Mr. C. B. Rai (University-Representative) 2. Secretary-Dr. Anuradha Rai-Principal 3. Mr. Pranay Rai Government-Nominee 4. Mr. Satyam Rai Government-Nominee 5. Mrs. Sushma Ghosh University-Representative 6. Ms. Raka Shree Rai Teacher-Representative 7. Mr. Dinesh Chandra Ray Teacher-Representative 8. Mr. Bishal Chettri Teacher-Representative 9. Mr. Dewakar Thatal Teacher-Representative 10. Mrs. Madhu Pakhrin Non-Teaching-Representative 11. Mr. Anand Biswakarma Non-Teaching-Representative 12. Ms. Hanifa Fareen, Head-Councillor of the Students' Council.

The college-policies are documented in the college-diary.

The teacher's-council provides recommendations based on which decisions are taken in the GB. The teacher's-council gets feedback and recommendations from the various sub-committees comprised of teaching, non-teaching, students, alumni, NGO-representatives along with that from students'-council and council of non-teaching staff.

The appointment of the principal and faculty is done on the recommendation of West Bengal College Service Commission. For non-teaching staff, appointment is done based on the screening committee, formed following the government criteria.

The service rules and procedures are in accordance with the THE WEST BENGAL COLLEGE TEACHERS (SECURITY OF SERVICE) ACT, 1975.

File Description	Documents
Paste link for additional information	https://secureservercdn.net/72.167.242.17/4x1.09f.myftpupload.com/wp-content/uploads/2022/10/diary-2020-21.pdf
Link to Organogram of the Institution webpage	https://southfieldcollege.org/students-corner/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Welfare Measures

1. Covid Kits distributed to the teaching and non-teaching staff of the institution to help during the difficult time of the pandemic
2. Raincoats given to the non-teaching staff
2. Cooperative Society
3. Puja Advance given without interest
4. Emergency loan without interest

5. GPF Loan**6. Corpus Fund****7. Regular sanitization of the campus to protect the staff against COVID-19****8. Creation of COVID 19 corner and COVID 19 Support in the college website for the wellbeing of the stakeholders**

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/rules-and-regulations/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****1**

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****8**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Staff appraisal system of the college has two phases:

1. Self-appraisal
2. Appraisal by the principal.

Appraisal of the faculty members:

1. First, the online self-appraisal forms of the teachers are made available online through

<https://southfieldcollege.org/wp-content/uploads/2022/09/Appraisal-Report-Teaching-and-Non-Teaching.pdf>

1. Second, the teachers fill in the forms, with the testimonials and submit it to the principal.
2. Third, after the self-appraisal done by the teachers themselves, the principal prepare the employer's feedback .
3. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the teacher's self-appraisal forms.

Appraisal of the non-teaching staffs:

1. First, the online self-appraisal forms of the non-teaching staffs are made available online through

<https://southfieldcollege.org/wp-content/uploads/2022/09/Appraisal-Report-Teaching-and-Non-Teaching.pdf>

2. Second, the non-teaching staffs fill in the forms, with the testimonials and submit it to the principal.
3. Third, after the self-appraisal done by the non-teaching staffs themselves, the principal prepare the employer's feedback .
4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the non-teaching staffs' self-appraisal forms .

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/09/Appraisal-Report-Teaching-and-Non-Teaching.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: The college conducts regular audits, internally.

The internal audit for the year 2020-21 is done by S. Mazumder and Company.

The RUSA fund has also been audited internally by S. Mazumder and Co. for the year 2020-21.

Details have been attached with the link provided below.

Mechanism for settling audit objections: The first Internal Audit report on the accounts done by S. Mazumder and Company for the financial year 2020-2021 and had provided some suggestions and accordingly the audit suggestions were addressed by the college and thereafter, a final internal audit report was acquired.

External Audit Report: The college is a government sponsored college. Hence the external audit has to be done by the auditors sent by the Government. Despite multiple prayers as provided in the attachment below, the Department of Higher Education, Government of West Bengal has not yet finalised the external audit of the college. Hence the external audit for 2020-21 is pending.

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/wp-content/uploads/2022/11/Audit-Report-20-21.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.35

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fund mobilization:

1. The funds raised by the college include online-fees from the students, which is utilised by the assistance of Finance-Committee and the Governing-Body.

2. The salary, received through online HRMS, is mobilised with transparency.

3. The research-grants recieved are monitorised by the Research-Committee and the utilization reports areacquired from a Chartered Accountant.

4. The seminar grants received aremonitorised by the Seminar-Committtee and utilisations are acquired from a Chartered accountant.

5. The RUSA fund is monitored by the members ofProject Monitoring

Unit (PMU). The internal audits are done.

6. The Building-Committee monitors the funds related to building construction with the help of Finance committee and Governing-Body.

7. The Finance-Committee deals with expenditure below 50000. Expenditure above this has to be done only after getting sanctioned by the Governing-Body.

8. Internal audits of all the expenditure including RUSA are done. The external audit is yet to be finalised by the Government of West Bengal.

Fund generated from the existing resources:

1. From the Interest earned from the money donated by Pawan Chamling:

2. Interest earned on the Corpus fund of the teacher' council and non-teaching staff.

3. Interest earned on the Co-operative Society:

File Description	Documents
Paste link for additional information	https://southfieldcollege.org/functionaries/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

COVID-related awareness

Celebrated Important Dates

Prepared academic calendar

Framed Syllabus for Add-on-course

Student Induction

Induction Program for SACT-teachers

Webinars related to COVID 19

Encouraged the students to involve with AajKaVakya

gender sensitization programs

Environment awareness and sustainability programs

Undertaken measures related to mental health of staff/faculty

Skill Development programs related to online education

Professional/Job oriented training and Career Guiding programs

Online hand-outs

Innovative Question Bank

Online links for e-resources for student-support

Encouraged the teachers to take online courses

NEP 2020 webinar

Cyber security awareness program

Special talk on BLENDED MODE OF TEACHING LEARNING

Measures taken to implement HRMS

Measures taken to introduce NCC

Initiatives for Introducing Masters Program

New Career Oriented Pragmas

Successful implementation of RUSA programs

Webinars on Multidisciplinary/interdisciplinary-studies

Academic Bank of Credits

Appropriate integration of Indian Knowledge system (teaching in Indian-Language, culture, using online-course)

Seminar on Outcome based education (OBE)

Program on Professional Ethics

Human values

Promoted experiential learning through project work/field work etc

Receive and analyse feedback from stakeholders

Organized special Programmes for advanced learners and slow learners

Collaboration with the community

Collaboration with the industry

Online Faculty exchange, Student exchange

Professional development /administrative training Programmes organized by the institution for teaching and non-teaching staff

Undertaken MOU

File Description	Documents
Paste link for additional information	https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/rectified-IQAC-minutes-2020-21-to-upload-today-1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Review of teaching-learning Process: In the micro level the mentors review the performances of the mentees. The Head of the Department is the head of the departmental academic committee along with all the other faculty members. There is constant review of teaching-learning and of the universality and internal assessment results.

structures & methodologies of operations: The department academic committee, at the very beginning of the session, divides the portions of the syllabus among each of the faculty members. The lesson plan is chalked out, as provided in the course outcome document which is uploaded in the college website.

learning outcomes: The learning outcome has been uploaded in the college website. 100% passed in NBU-exam.

Role of IQAC : The IQAC conducts student's survey, survey by the parents and the employer. The feedbacks are analysed and accordingly, recommendations are made to the individual departments related to measures to be undertaken for improvising teaching-learning, and methodologies.

The e-materials, provided by the departmental teachers, e-link to e-resources, question bank related to open book/ assignment based examinations are provided in the college website. As the students could not take the benefit of the library, e-books were downloaded and circulated in the whatsapp groups.

File Description	Documents
Paste link for additional information	https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/CBCS-PROGRAM-BASED-OUTCOME.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

B. Any 3 of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://secureservercdn.net/192.169.220.245/4x1.09f.myftpupload.com/wp-content/uploads/2022/09/rectified-IQAC-minutes-2020-21-to-upload-today-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Organised gender sensitization programmes:

1. Online Awareness program with MARG was organised on the 'Safety of Women: How to address Domestic Violence and other Discriminatory Practices against Women during the Lockdown', on August 1, 2020 to celebrate the College Foundation Day.
2. Online NSS AIDS awareness programme on December 1, 2020, to celebrate World AIDS Day.
3. Conducted the Gender audit for 2020-21.
4. Offered a course on Gender, Equity and Leadership as apart of the Ethics program for semester 2 students virtually.
5. Series of talks/ telephonic-guidance (9933874649) on WOMEN'S MENTAL AND PHYSICAL HEALTH DURING THE PANDEMIC, by Mrs. Minu Gurung, former Matron of Yuma Nursing Home on the second Saturday of every month from 1.9.2020 to 31.8.2021. The address of the notice

is <https://southfieldcollege.org/rules-and-regulations/>

6. Syllabus for Add on courses on Ethics for all the semesters conducted in the ONLINE MODE. Sem 2 ETHSFC 102 Tenure: 6 months (once in a year) Gender, Equity and Leadership.

Evaluation: Because of COVID-19 assignment based examinations were undertaken at the end of the semester of total 50 marks.

Due to the Covid-19 restrictions, facilities such as the common room was not used by the students.

File Description	Documents
Annual gender sensitization action plan	https://southfieldcollege.org/wp-content/uploads/2022/12/Action-plan-of-annual-gender-sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://southfieldcollege.org/wp-content/uploads/2022/12/m-s-link-.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- 1. Solid waste management-** A separate room for storage of paper waste is maintained for the purpose of the recycling/ plastic bottles recycled and turned to a bench for the students (eco-bricks)/ food/ kitchen waste from canteen added in the vermi-

compost pit/ separate dustbins for waste segregation/use of compost pit for leaves etc/ sanitary waste are disposed off using the incinerator/ wood and metal scrap are given to scrap dealers for recycling.

2. Liquid waste management-Water used to wash vegetables etc in canteen in used to water plants.
3. Biomedical waste management-NON APPLICABLE
4. E-waste management- A separate room for e waste in the B.A building for further recycling where old desktops etc are identified and segregated/ Toners are recycled/ led bulbs and calling bells are repaired and reused/ computers are dismantled and parts are reused/ old generators have been put for resale when they became obsolete for college usage.
5. Waste recycling system
6. Hazardous chemicals and radioactive waste management-NON APPLICABLE

Southfield College also as a Memorandum of Understanding (MOU) with two Non-Governmental Organisations whose one of the focus areas is also WASTE MANAGEMENT.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://southfieldcollege.org/wp-content/uploads/2022/09/E-Waste-.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photos / videos of the facilities</td><td>View File</td></tr> <tr> <td>Any other relevant documents</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	View File					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	View File										
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution											
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>View File</td></tr> <tr> <td>Certification by the auditing agency</td><td>View File</td></tr> <tr> <td>Certificates of the awards received</td><td>View File</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	View File	Certificates of the awards received	View File	Any other relevant information	No File Uploaded	
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Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	View File										
Certificates of the awards received	View File										
Any other relevant information	No File Uploaded										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	A. Any 4 or all of the above										

**Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1. BHANU JAYANTI was celebrated on 13th July 2020 commemorating the birth anniversary of the great Nepali poet.
2. INDEPENDENCE DAY, 15th August, 2020 was celebrated.
3. Celebration of BHASHA DIWAS on 20.08.2020 : Every year 20 August is celebrated as 'Nepali Bhasa Manyata Diwas' as on this day, the language was recognised in the eighth schedule of the Indian Constitution in 1992.
4. Celebrated COMMUNAL HARMONY WEEK (November 11 to November 18, 2020): The students were encouraged to learn to cook the recipes of different cultures at home. Students were provided with a list of the tourist spots all over the country that they may visit to make exchanges with diverse cultural heritages. An online talk was delivered by MOSARRAF HOSSAIN Assistant Professor, Head of the Department of English, Kabi Nazrul College, Murarai.
5. On 21.02.2021, Matribhasha Diwas was celebrated.
6. The students have engaged themselves with AajKaVakya as a part of EK BHARAT SHRESHTHA BHARAT Activities w.e.f. 25-09- 2020. Also the students have started translating the sentences in the various local languages of the multi-ethnic communities of Darjeeling, like Lepcha, Limbu, Tamang, etc
7. Students have written essays as a part of Celebration of the 400th Birth Anniversary of Shri Guru Tegh Bahadur Singh Ji

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1. Online Ethics class was conducted for all semester students to provide value education to the students.
2. Online Induction program caters to the introduction of staff and students to their rights and responsibilities as stakeholders in the institution outlining the vision and mission of the college.
3. Anti-ragging cell and anti-harassment/ complaints cell conducted induction program which familiarized and helped in implementing the code of conduct.
4. NSS activities to inculcate social responsibility.
5. Activities to inculcate universal values through seminars on various luminaries etc

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

COMMEMORATIVE DAYS OF THE COLLEGE

1. Catch the Rain Campaign 1.07.2020
2. Bhanu Jayanti 13th July 2020.
3. College celebrates its Foundation Day annually on 1st August.
4. INDEPENDENCE DAY, 15th August, 2020:
5. Celebration of BHASHA DIWAS on 20.08.2020.
6. 05.09.2020. Celebrating Teachers' Day, a talk on Dr S.Radhakrishnan
7. In order to spread awareness on Cleanliness, under the banner, SWACHTA HI SEVA, the College had invited M.A.R.G and DLR-Prerna (NGOs) from 15.09.2020 to 16.09.2020.
8. Celebration of Gandhi Jayanti, 02.10.2020
9. Between 02.11.2020 and 03.11.2020 the college organised the celebration of SATARK BHARAT SAMRIDDH BHARAT, as a part of Vigilance awareness week, 27.10.2020 - 07.11.2020.
10. On 18.11.2020 the college celebrated COMMUNAL HARMONY WEEK (11.11.2020 to 18.11.2020)
11. On 26.11. 2020, Samvidhan Diwas (Constitution Day) was celebrated by the reading of the Preamble
12. On 12.01.2021, NATIONAL YOUTH DAY commemorating Swami Vivekananda's Birth Anniversary
13. As part of the NATIONAL ROAD SAFETY MONTH (observation from 18.01.2021 to 17 .02.2021)
14. On 21.02.2021 Matribhasha Diwas
15. On 23.01.2021, 125th birth Anniversary celebration of Netaji Subhash Chandra Bose,
16. On 26.01.2021, college celebrated the Republic Day.
17. On 22.03.2021, NSS, Southfield College organised the JAL SHAKTI ABHIYAN.

18. AMBEDKAR JAYANTI-14th April 2021
19. World environment Day-5th June, 2021
20. INTERNATIONAL YOGA DAY, 21.06.2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. SEVA, SHRAM. DAAN, DURING COVID-19

&

INTRODUCTION OF NEW FACILITIES AND FACILITATING THE EXISTING STAFF

2. In times of COVID-19, the college propagated principle of sarvodaya through shram, daan and seva. It aims at introducing new programs and expand support provided to the staff.

3. COVID-19 is the main challenge in implementing the practises, but online-mode and offline-mode by maintaining social-distancing during lockdown-withdrawal helped in accomplishing them.

4. The seva-centric-programs through shram-and-daan include RAKSHITAM-program of providing COVID-19 kits to COVID-19-warriors of Chataidhura-sub-centre on 18/7/20, COVID-19-awareness-rally on 17/1/21, cleanliness-Drive at Mahakal-Mandir on 9/2/21, counselling-cum-online-study-aids to the students. New programs introduced are: Opening of 4-Bengal-Girls-Battalion and 5-Bengal-battalion NCC-units, online-HRMS for financial-management, verbal-intimation from NBU regarding introduction of M.A. (English-and-History and 2 -COP in Human-Rights-and-Values-in-Education, and Music from July-session 2021. 14 part-time-teachers, contractual-whole-time-teachers and

guest-teachers got regularised into State-Aided-College-Teacher (SACT).

5. The students learnt to provide shram-and-daan and inculcate savodaya even during the pandemic and the university-results are excellent, with zero failure. Online monetary-transaction enhances clarity-cum-fairness. SACT teachers are getting enhanced salary , annual increment and retirement benefit.

6. More online-avenues may-be explored to assist teaching-learning. Rooms are needed for newly-introduced-NCC and M.A.-courses. Planning to be done for implementing the music course.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

ENCOURAGED SELF-INITIATED LEARNING OF THE STUDENTS BY THE HELP OF THE RESOURCES MADE AVAILABLE BY THE SOUTHFIELD COLLEGE

Self-initiated learning is a learning-pedagogy where students, based on their own responsibility and discipline, initiate their own-studies. In times of COVID-19-pandemic, the traditional classroom-facilities and regular face-to-face interactions with the teachers have been interrupted and the students could interact with teachers only through online-mode. As Southfield College caters mostly to the Hill-women of the underprivileged and remote tea-gardens, there are students who suffered from lack of personal smart-phone and due to the bad-weather the internet-connectivity often got hampered. The institution, therefore, asked the teachers to upload all the hand-outs, links of open-resources and innovative-question-bank related to the assignment-based exams on the college-website so that students may access and make use of them as per their need and availability of internet-connection. The college inspired the students to understand the benefits of taking personal-responsibility for learning, and the enhancement of skills expected from them, through reading beyond textbooks, exploring creativity, and developing intellectual-curiosity about the society at large. Based on the facilities provided by the teachers the students have been encouraged to commit themselves towards expanding their

knowledge and skills through self-initiated learning.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Based on GB's recommendations (21.7.2021) on the draft of IQAR-2020-21 the following plans have been undertaken for future:

1. Permission has been granted by the NBU regarding the introduction of M.A. in English and History, with the maximum intake capacity of 20 per-course, from the July-December session of 2021, via letter no. 49/4/IMP-21 and 50/4/IMP-21, dated 15.9.2021 from the Inspector of Colleges, NBU. Planning about admission, student-induction, teaching-learning-evaluation and smart-classrooms need to be done.
2. Inspector of Colleges, NBU, via letter-no 61/04/IMP-21 dated 7/10/21 granted permission regarding 2 New Career-Oriented-Program subjects on HUMAN-RIGHTS AND VALUES-IN-EDUCATION, and MUSIC from the July-December session of 2021. Planning about teaching-learning-evaluation has to be done.
3. The NCC CTOs may take training from Officer Training Academy, Gwalior.
4. Alumni need to be registered.
5. Initiative to be taken to register MUSKAN-A Southfield College Welfare-Society
6. Continue with covid-19-measures and online-activities
7. Induction-program for the students to be taken to reorient them back to offline-mode after the college-reopens
8. Resolve the challenges in the construction of new RUSA-funded-building
9. Contract-based appointments against the non-teaching vacant-posts
10. Construct a hostel-building inside the campus and try to receive grants from MP funds