SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SOUTHFIELD COLLEGE

MALL ROAD, OPPOSITE TO GORKHARANGAMANCH BHAVAN
734101
southfieldcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Southfield College was founded as Loreto College in Southfield, Darjeeling in August 1961 as a women's college. At the request of the Government of West Bengal, the Irish Branch of the Institute of The Blessed Virgin Mary, the Darjeeling Loreto Educational Society agreed to take care of its management. However, due to the lack of personnel, the Loreto Nuns were compelled to hand over the College to the Government of West Bengal, hence to be run as Southfield College.It was handed over on 15.06.2008.

In keeping with its tradition, Southfield College aims to provide a holistic development of women, encouraging growth to exercise "responsible" freedom, reverence for human personality and appreciation of true values. Thus with this view, the logo "Enlightenment, Empowerment and Emancipation through Education" has been envisaged.

The flying dove with the mountain peaks on either wing symbolizing the region (hills) signifies emancipation, empowerment through appreciation of true values so that each student can stand as tall as peaks in their contribution to the society.

The shamrock carried by the dove is a mark of gratitude to a very respected Irish nun, Rev. Mother Damien O'Donohoe, IBVM, whose dreams and vision shall always remain a guiding factor in the development and evolution of the College.

The brightly lit sun signifies the enlightenment of both staff and students.

The open book signifies the academic excellence that the college strives for. The holistic development, being the visions, the college aims to achieve enlightenment, empowerment, and emancipation.

After being Reaccredited in 2015 with 'A' grade by NAAC, the college received fund from RUSA 2.0 for development of the college. This.has increased the infrastructure and it inspired us to transform the college into an 'ALL SMART CLASSROOMS' college.

This self Study Report (SSR) being presented for Assessment and Accreditation of the college to National Assessment and Accreditation Council(NAAC) will help us to review our strenghs,overcome our weaknesses, increase our opportunities, face our challenges and help us in our journey towards achieving Potential for Excellence.

Vision

VISION OF THE COLLEGE

Southfield College aims at imparting value based education to women in order to open up their minds to create space for their holistic development and to contribute to the society and country as a whole.

Mission

MISSION OF THE COLLEGE

In the light of the vision statement we endeavour to lead our students to

- Relentlessly search for academic excellence.
- Enlighten to cherish the ideals of love, sincerity and service.
- Empower them to face challenges as dignified, responsible and dutiful citizens.
- Respect the rights of all individuals through social justice.

All students once admitted are expected to conform to the regulations of the College and thus help to establish the high standards of behaviour and academic excellence.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

1. The only Women's college in North Bengal accredited in 2016 with 'A' grade by NAAC
2. As the vision of the college aims at imparting Value based education, our strength lies in holistic transformation and empowerment of our students.
3. Our strength lies in our qualified, dedicated and enthusiastic teachers who help students (slow learners /average learners/advanced learners) attain more than 90% successful results in University Examinations. Efficient office and support staff.
4. Sound academic work environment.
5. Regular assessment of students through class tests, seminar presentation, assignments, tutorial discussions and pre-final selection tests.
6. All Departments have been converted into Smart Departments with regular use of ICT by teachers.
7. Student Centric Practices based on the institutional values
8. College has a rich fully automated Open Access library with SOUL software, Inflibnet N-LIST membership and Barcoding.
9. The college has gained wide acceptability and reputation; and thus receives continuous encouragement and support from the District Administration and local Community.
10. The two Units of NSS, two units of NCC, Rotaract club,YAT club, Nature club actively carry out extension activities throughout the year and did so during pandemic time.
11. Active alumni of the college conducts seminars and fund raisers.
12. Southfield College carries out Green initiative and incubation centre for initiating college -industry interface; the college is a Green Campus awardee.
13. Introduction of NCC and Masters degree in English and History has become our strength for future prospects of employment and higher studies for our students.
14. Introduction of skill enhancement courses,
15. MUSKAN a registered Social Service Society of the College has been initiated with the motive of contributing to the areas of health and Education of the Stakeholders in particular and the Darjeeling Hills in general.

Institutional Weakness

Weaknesses

1. Lack of land for future expansion of the campus.
2. Non teaching posts not filled by Government.
3. Insuffucient infrastructure for Outdoor Sports .
4. As the Govt of West Bengal is not sanctioning new Teaching Post, our prayer to introduce Science and Commerce streams has been halted.

Institutional Opportunity

Opportunities

1. To bring out what lies latent in the students
2. Being the only Women's college in Darjeeling, it gives opportunity to the institution to disseminate knowledge regarding women's status in the country/region and to work for women's emancipation and empowerment.
3. Introduction of two units of NCC has opened new opportunities for future employment of our students.
4. Introduction of Master's Degree in English and History has opened scope for our students to pursue Higher studies and Research..
5. North Bengal University could be approached again for opening of Women's study centre.
6. A research centre focused on local history and indigenous culture could be introduced
7. There is a great opportunity of opening more skill enhancement courses in the college as specified in the New Education Policy.

Institutional Challenge

Challenges

1. To start new streams and courses .There is no compliance even after applying to Higher Education Council for introduction of Commerce stream, Honours in Economics, elective subjects like Mathematics and Psychology .
2. Many students come from the tea garden areas. Darjeeling being a tourist spot, traffic jams sometimes make them late for early classes.
3. Darjeeling being a hilly region, the cold weather becomes a challenge for students who come to study from the plains.
4. Many of our students are First Generation Learners and many come from non creamy layer of the Society. It becomes a challenge for the teachers and the administration to orient them to pursue Higher Education.

05-07-2023 08:08:12

5. Darjeeling being a hilly region, and as students stay in places where internet is obstructed by the hills, communication with the students sometimes become challenging.
6. The introduction of New Education Policy from the forthcoming session can bring forth a lot of challenges as it implies many academic changes.The institution has been adjusted to CBCS for a very short time. Preparedness for the sudden change is not total and can be a big challenge to the academia and administration of the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Southfield College has the mechanism for well-planned curriculum delivery and documentation. The faculty members of the College, who are members of the Board of Studies of the University are actively associated in designing and framing the curriculum. The teachers provide the necessary additional materials, notes, books and references along with e -resources to the students combined with the continuous use of ICT. At the beginning of the session, the departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars that are done by the students. Group discussions, open book exams, mentoring of the students add to the effective completion of the syllabus along with in-depth knowledge creation among the students. Question bank is also provided to the students to enable them for an intimate knowledge with the curriculum. AMERICAN LITERATURE IN ENGLISH HONOURS has been introduced as the new subject on 17/07/2017. To promote academic flexibility **CBCS** system was introduced from 2018. Every Honours subjects offer **skill enhancement courses** in order to promote Outcome based education (OBE). Online education as a part of blended mode of learning , integration of Indian Knowledge system, skill education and Multidisciplinary / interdisciplinary learning are the key features of the Curricular Aspects. In the **diary of the students** the annual academic activities of the departments, routine of continuous internal evaluation, and the time table are provided. The Mentor-Mentee program also adds to the development of the students. 8 Add on /Certificate/Value added programs are offered during the last five years and the percentage of students enrolled is 69.67. The college has framed the syllabus of the Ethics that integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. 43.74 Percentage of students have undertaken project work/field work/ internships in last five years. Southfield College obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Parents etc. and action-taken report on the feedback is made available on Southfield College website. A structured process has been formulated to conduct a comprehensive feedback mechanism for all the stakeholders under different categories and components. A quantitative data extracted from qualitative scale was consolidated to draw a conclusion.

Teaching-learning and Evaluation

Enrolment percentage in the last five years is 81.01. Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years is 97.38. Student – Full time Teacher Ratio is 23.76. The major student centric methods, reforms related to internal exams include mentor-mentee, tutorials, remedial-teaching, classes related to entry into services, introduction of skill enhancement couses, outcome-based teaching, learning materials on the website, innovative-question-bank on college website, providing link to open accesses on the college website, routine of the internal exam the college diary (academic-calender) etc. The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. Field-trips and

practical based on surveys were conducted by almost all the departments. Interactive/Club activities were conducted where students were given various platforms to explore their creative side. The students also took active part in various webinars and symposia 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 during the COVID 19 pandemic. Group discussion, teaching of the junior students by the meritorious senior students, peer group evaluation enhanced participative learning. The Career Oriented Programmes also conducted projects on interdepartmental-issues to promote interdisciplinary approach. Value and ethics based classes continued in a blended mode of offline and online platforms to promote a holistic development of each individual student. All the students have been connected via whatsapp-groups, google classrooms , which also served as the most important platform for uploading course work material. Percentage of full-time teachers against sanctioned posts during the last five years is 94.01. Percentage of full time teachers with NET/SET/SLET/ Ph. D during the last five years is 78.98. Internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient. Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated. Pass percentage of Students during last five years is 96.03. Online student satisfaction survey regarding teaching learning process is done. Almost all the teachers use ICT for effective teaching with Learning Management Systems (LMS), e- learning resources etc.

Research, Innovations and Extension

Southfield College has received 26.29 lakhs as grants from Government and non-governmental agencies for research projects during the last five years.

 The Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge: In 2017, The incubation centre, 'Bio Manure Incubation Center', with the objective of Composting has been initiated on October 12, 2017, with the sponsorship of Everest Nursery and Company, L B Road, Kalimpong. This project has multiple relevances: it helps in reinforcing the association of the institute with the industry. It encompasses the notion of eco sustenance and ecological care. It also inculcates the supervision skills among the students.

In 2018, a start-up programme, titled 'Oyster Mushroom Cultivation', with the objective of catering to the College Hostel and College canteen has been commenced from July 09, 2018. This start-up, on the one hand, helps the institute to become self sustained, and on the other hand, it helps the students to know about the economical innovative prospect of becoming self employed.

In 2019, the college successfully initiated two start-up programmes: The first one, titled 'Hybrid Cymbidium Orchid Culture', with the objective of Income generation of Nature Club and ROTARACT Club, was commenced from July 18, 2019; the second start-up programme, titled 'Medicinal Plants and Herbs gardening', with the objective of Conservation and inculcation of local/ indigenous knowledge among the various stakeholders of the college was commenced from August 01, 2019.

Southfield College has organised 25 workshops/seminars/conferences during the last five years.

The faculty members have published 12 research papers published in the Journals notified on UGC care list during the last five years.

The faculty members have published 40 books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings during last five years.

Extension activities are carried out regularly in collaboration with NCC/NSS/various Clubs and committees, in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof and the total number of such activities during the last five years is 61.

Awards and recognitions received for extension activities from government /government recognised bodies is 5.

The College has created total 12 MoUs/linkages in last five years.

Infrastructure and Learning Resources

Southfield College is built on an area of 2.5 acres. In the limited area , the management has successfully developed suitable infrastructure and physical facilities for teaching-learning by utilizing limited resources in a maximum way.

The Departments are distributed in three buildings including Administrative building.There are 17 smart classrooms,06 classrooms without ICT and 04 Laboratories, Girls common room, canteen for students and staff.

There is unrestricted Free high speed WIFI for all students and staff .

The Auditorium is ICT enabled, equipped with modern acoustic system where Seminars,Conferences, NSS and NCC activities, Cultural and Club activities are carried out.

Yoga and meditation room is at top of the Library Building facing Mahakal Mandir giving it an ambience of peace. Thursday classes start with morning Yoga and Meditation. The college has a gymnasium, Infirmary,Councillors' room, NCC and NSS rooms, Counselling room for students,room for future museum, lockers for students. The campus is under CCTV surveillance.

Mass Communication and Journalism department has digital equipments.

For updation and enhancement of IT infrastructure and considering computer-students ratio and working condition of equipments, regular assessment by AMC is carried out.

The College has Open Access Library with free browsing facility, it is fully automated using SOUL software and Barcoding. It has N_LIST Membership. There are 9545 e-books , 6362 e-journals and 26,739 books. Separate books on Darjeeling are kept in an Annexe of the library named PC Chandra Darjeeling Archive. A Rare books section is present .Braille books, audio books with head phones, book on sign language for differently abled students are present.

The college has a Basketball court where other outdoor games like Badminton,Volleyball, Futsal are played and Taekwondo is practised. Table tennis,other indoor games are played in Girls' Common Room.

College is concerned about health and hygiene of students thus, sanitary napkin vending machine, incinerator,

pure drinking water facility is provided.Ramps ,wheelchair, railings, obstruction-free paths for differently abled students are available.

The college has a separate hostel with free WIFI,computer, Smart TV with OTT App for entertainment of the students.

The College has a large medicinal plants garden, herbal garden and Rock garden,green house for important plants and mushroom culture room.

Solar panels(5Units) and sensors in dark classrooms save electricity.

Student Support and Progression

Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years is 60.47%.

Capacity building and skills enhancement initiatives taken by the institution include Soft skills (facing of interview, mentoring etc), Functional and Communicative English skills, Yoga and Meditation and Computer skills.

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by Southfield College during the last five years 32.55.

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases that include

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Percentage of placement of outgoing students and students progressing to higher education during the last five years is 12.66%

Percentage of students qualifying in State/National/ International level examinations during the last five years is16.98%.

Southfield College has won 14 awards/medals for outstanding performance in sports/ cultural activities at University / State/ National / International level during the last five years.

Average number of sports and cultural programs in which students of the Institution participated during last five years is more than 60

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. Batch 1992 contributed 30,000/- Rupees (thirty thousand only) to the college as award money for outstanding students.

On 3rd November 2018 , A grand college Fete was organised by Alumni Association. The fete was open to all and was marked by a large number of people from all over Darjeeling.

On 26th November 2018, the Alumni senior members took an active initiative to organise Career Counselling talk in collaboration with RICE for the students preparing for Competitive examinations.

Ms. Yangzee Sherpa donated Rs. 10,000/- (Rupees ten thousand only) as cash money award for outstanding students in academies in 2019.

On 16.11.2019 , the Alumni Association of Southfield College organised a talk related to National Register of Citizens (NRC) in the college for all teachers and students.

Governance, Leadership and Management

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. The 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 , Gender Sensitization Committee against Sexual-harassment, Antiragging committee, Inclusive squad, Committee for Differently-abled-persons, Nature Club etc.

Internal Quality Assurance Cell (IQAC) has effectively contributed to teaching-learning, increments of teachers, formulation of innovative strategies. The most significant contributions in last five years consist of:

• "Swachh Bharat and Swasth Bharat" Consciousness
• Digitization
• Catering to the needs of the student both present and former
• Thursday the Yoga Day

• Implementation of CBCS
• Implementation of RUSA fund
• Assisted in Organisation of National and International seminars
• Awareness against Caste Discrimination
·• Popularization of PARIKSHA PE CHARCHA

• Awareness Program to inculcate inclusive outlook on LGBTQ issues and concerns

- Accomplishment of Hill focused research, organisation of seminars and publication of books
- Contribution towards Effective management of COVID19 emergency
- Appointing of a counselor assistance to provide assistance related to Disability [Divyang]

• Introduction of NCC, MA and COP courses

IQAC regularly conducts meeting, collecting of feedbacks towards analysis and action plan. It has established links with international networks like Rotary International Club.

Southfield College deploys strategies towards mobilizing and optimal utilizing of resources and funds from government/ nongovernment sources. Regular internal financial audit has been done. Despite multiple prayers to the Department of Higher Education, Government of West Bengal the external audit of the college from 2020-21 is pending.

16.76% of staff has participated in development Programmes (FDP), professional development/administrative training programs during the last five years. 25.48% teachers are provided with financial support towards attending of conferences/workshops etc. in the last five years.

The institution has various welfare schemes for students, teaching and non teaching staff.

Southfield College has implemented e-governance in areas related to administration, examination, students admission and support and finance and accounts.

Institutional Values and Best Practices

Southfield College has done various activities towards promoting of gender equality, like: Gender Awareness program with MARG, NSS AIDS awareness programme, on December 1, 2020, to celebrate World AIDS Day; Conducted the Gender audit; Offered a course on Gender, Equity and Leadership as a part of the Ethics program for semester ; Formed Gender Sensitization Committee Against Sexual Harassment (GSCASH)within the Anti- Harassment Cell that acts as the Internal Complaint Committee (ICC) for Anti- Harassment Awareness Program; etc. Various COMMEMORATIVE DAYS OF THE COLLEGE include Bhanu Jayanti; Foundation Day annually on 1st August; INDEPENDENCE DAY [Azadi ka Amrit Mahotsav]; SWACHTA HI SEVA; Gandhi Jayanti, INTERNATIONAL YOGA DAY, etc.

Southfield College has undertaken Alternate sources of energy and energy conservation measures, water conservation, Disabled-friendly, barrier free ecology, Green campus schemes and Management of the various types of degradable and nondegradable waste

The various Quality audits and mechanisms that Southfield College has adopted include Administrative

audit,Academic audit,Gender audit,Green audit / Environment audit, Energy audit, Clean and green campus initiatives and Beyond the campus environmental promotion activities.

In order to promote an ecology of inclusive environment through the inculcation of values like, tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity Southfield College organises initiatives like:

Ethics Classes on STRENGTHENING THE NATION THROUGH KAUSHAL BIKASH, MULYABODH AND EK BHARAT SHRESTHA BHARAT

 FIT INDIA MOVEMENT

 SWACHHATA HI SEWA

 Workshop on INTERNAL COMMITTEE FOR DISABILITIES

Regional Seminar on ACADEMIC INTEGRITY in collaboration with Sonada Degree College

Vigilance awareness Week Celebration Day

Communal harmony week

GANDHI SAPTAHA:

Rashtryiya ekta diwas

Hepatitis day

Armed forces flag day

 MATRIVASHA DIWAS

Anti-terrorist Day

 No Tobacco Day

Awareness and Sensitizing the students about animal rights and ecological sustenance

National Flag Day

The college calendar provides the code of conduct of the various stakeholders related to **values, rights, duties and responsibilities.**

The Title of the Two **Best Practices** are:

1. STUDENT CENTRIC PRACTICES BASED ON THE INSTITUTIONAL VALUES

2. ALL DEPARTMENT SMART DEPARTMENT

Title of **one area distinctive to South College's priority and thrust** that **portrays its performance is** SKILL, COMPETENCE AND CHARACTER BUILDING TOWARDS IDEAL WOMEN OF INDIA AMIDST CELEBRATING AZADI KA AMRIT MAHOTSAV

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SOUTHFIELD COLLEGE
Address	Mall Road, Opposite to Gorkharangamanch Bhavan
City	Darjeeling
State	West Bengal
Pin	734101
Website	southfieldcollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Anuradha Rai	0354-2254238	9134223115	0354-2254238	southfieldcollegedarjeeling@yahoo.in
IQAC / CIQA coordinator	Mahesh Pradhan	03561-227541	9434221531	03561-227541	maheshdarjeeling@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	University of North Bengal	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-08-1961	View Document
12B of UGC	01-08-1961	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Mall Road, Opposite to Gorkharangamanch Bhavan	Urban	2.5	2809.62

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English Hons And Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent Examination	English	47	47
UG	BA,Education Hons And Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	47	32
UG	BA,Geography Hons And Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	28	20
UG	BA,History Hons And Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	47	35
UG	BA,Hindi Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	Hindi	10	8
UG	BA,Nepali Hons And Program	36	Passed Higher Secondary, ISC, CBSE	Nepali	47	23

			or its equivalent examination			
UG	BA,Economics Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	58	40
UG	BA,Political Science Hons And Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	47	43
UG	BA,Environmental Studies Compulsory For Hons And Program	12	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	351	264
UG	BA,Bengali For Hons And Program	12	Passed Higher Secondary, ISC, CBSE or its equivalent examination	Bengali	10	7
UG	BA,Sociology For Hons And Program	36	Passed Higher Secondary, ISC, CBSE or its equivalent examination	English,Hindi,Bengali,Nepali	30	24
PG	MA,English Pg	24	After Graduation	English	20	20
PG	MA,History Pg	24	After Graduation	English,Hindi,Bengali,Nepali	20	19

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				5				34
Recruited	0	1	0	1	3	2	0	5	16	16	0	32
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				11
Recruited	4	1	0	5
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	3	1	0	4	5	0	14
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	0	1	0	8	10	0	19
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	857	5	0	2	864
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	38	1	0	0	39
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

05-07-2023 08:08:12

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	35	33	45	42
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	50	52	37	52
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	41	51	50	53
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	146	137	195	156
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		272	273	327	303

Institutional preparedness for NEP

| 1. 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 Multidisciplinarity 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 Strengthen the 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 interdepartmental 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.
2. 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"
3. 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, nonmanipulation 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 various 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: 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 Centre 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.
4. 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 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
5. 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
6. 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 has also 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. Dr 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,

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Southfield College Electoral Literacy Club has been set up.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Dr. Gazala Fareedi, Assistant Professor in Political Science is the Co-ordinator of the ELC, Southfield College. The honours students of Political Science are the members of the club. They elect the student representative as the co-cordinator of the club.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Innovative programmes include: a. As the college is a member of the District Electoral Group the students in liaison with the group assist district election administration in conduct of poll b. As Many teachers have functioned as Presiding officer during election of Legislative assembly and Lok Sabha, the ELC invite them to share the knowledge about the voting procedures for disabled persons, senior citizens, etc. c. Voter awareness campaigns and campaigns related to promotion of ethical voting are organised
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The college has aimed at promoting Relevant Awareness Drive through Formation of Election Commission of the College with the following objectives: a. Teaching the students the procedure of voting b. While voting for electing their student councillors the students also come to know the

	procedures of nomination filing, cancellation of nomination, campaigning based on their manifesto, etc. c. Following the Presidential form of election in America there are debates among the candidates who fight for Head Councillor post d. Ms Gyanshree Pradhan is the chief election commission of this project and the other members are Mr Bishal Chettri, Ms. Diki Ongmu Bhutia and Ms. Prava Lohar.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	As the college is a member of District Electoral group, the ELC takes the help of the District Electoral group and assists the students above 18 years who are yet to be enrolled as voters in the electoral roll to register themselves as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
903	872	812	847	849

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 41

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
38	39	28	26	26

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
54.84262	42.31188	73.8	33.62906	21.85766

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Southfield College has already introduced the **C.B.C.S.** system at Undergraguate Level w.e.f 2018-19 and also in Post Graduate 1st semester w.e.f.2022-23.

The college ensures effective syllabus delivery through an organized and documented practice, since in the diary of the students the annual academic activities of the departments and the time table are provided.

The University of North Bengal provided truncated syllabus to the colleges during the COVID 19 pandemic while the other times we followed the entire syllabus. The departments were asked to chalk out their yearlong academic activities which include division and allocation of the portions to the teachers, as well as charting out other activities like students seminar, invited lectures, group discussions, unit tests, viva-voce, assignments, project works, surveys etc.

After getting the information from each department the academic calendars were prepared and uploaded in the college website. The date of each activities are also mentioned in the college diary so that the students get a prior information.

Besides, IQAC has integrated crosscutting issues relevant to **Professional Ethics, Gender, Human Values, Environment and Sustainability** into the Curriculum. Therefore, an add-on programme was introduced on **Ethics** w.e.f. 2017-18. The syllabus is framed by the college.

Also, in order to help the students with basics of Computer application and Arithmetic which are important for any competitive exams, 2 other add-on couses on **Computer Application** and **Quantitative Techniques** for Undergraduate Course have been tntroduced for which the college framed the syllabus.

The curriculum planning is available in the college website along with the **Course Outcome** file.

The dates of **continuous internal assesments** are provided in the college diary that are given to the students.

 For the fulfilment of the plan the teachers also provide the necessary **list of bibliography, references, e-materials, notes, e-books and references for archives** to the students.

The teachers also provide the relevant topics for the **class discussions and continuous open book tests and group discussions**.

As outlined in the **New Education Policy, 2020.** the teachers also provide details of the portions of the syllabus that have been assigned to them. Accordingly the teachers also provide list of topics and **question**

bank. Since the students know what the teachers would teach, they also come prepared so that there is a dialogue among the teachers and students and critical debates get initiated in the classroom.

 Class tests, tutorials, mentor-mentee interactions are done continuously. The institution adheres to the academic calendar [College Diary] for the conduct of **Continuous Internal Evaluation (CIE)**

Teachers of the Institution participate in activities related to curriculum development and assessment of the affiliating University and are represented on

 --**Academic council/ Board Of Studies 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 North Bengal University**

 The **study materials, question bank** and **e-resources/videos** are made available in the college website

Community outreach, projects and field works are done.

For academic flexibility new programmes were introduced during the entire assessment period

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 08

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 69.67

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs**

year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
638	535	571	622	618

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The curriculum enrichment enables the students to elevate and enhance their learning beyond their main course of study. IQAC integrated crosscutting issues relevant to **Professional Ethics, Gender, Human Values, Environment and Sustainability** into the Curriculum. An **add-on programme** was introduced on **Ethics**. The titles of the various papers for which syllabus have been framed by the college, for example, *Inclusiveness and Human Values*, *Gender, Equity and Leadership*, *Ecological care and sustainable development*, *Community, Care and Social service*, *Professional Ethics and Integrity*, and *Skill Enhancement Education*, extensively cover issues related to **Professional Ethics, Gender, Human Values, Environment and Sustainability.** As Southfield College is the **only Women's College** in Darjeeling town, it ensures **gender equality [reflected in teacher ratio of male and female assistant professors]** to eliminate gender bias and discrimination resulting from social and cultural attitudes, practices and economic status. The *Career Oriented Program (COP) in Women's Studies* has efficiently incorporated syllabus to ensure Women's Empowerment. The Career Oriented Programme on *Ecotourism Management* also offers courses related to ecological sustenance. The latest programme added to the list of Career Oriented Programmes, that is, *Human Rights and Values in Education* has covered issues related to **Rights, Dignity, Equality, Justice, Diversity** etc. The syllabus framed by the University of North Bengal 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 programs on issues related to **Safety of Women, Women Rights, etc.**

A SAMPLE OF THE COMMEMORATIVE DAYS OF THE COLLEGE during 2020-21 outlines the college's focus on ethics, gender, environment, values and sustainability:

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. 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-14thApril 2021

19. World Environment Day-5th June, 2021

20. INTERNATIONAL YOGA DAY, 21.06.2021

The College diary (attached) outlines the codes of ethical conduct for all the stakeholders.

05-07-2023 08:08:13

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 43.74

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 395

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 81.01

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
303	327	273	272	267

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
391	351	351	346	341

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 97.38

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
147	132	136	126	127

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
156	136	136	131	127

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 23.76

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 using ICT tools

Response:

The major student centric methods include **mentor-mentee, tutorials, remedial-teaching, classes related to entry into services, introduction of skill enhancement courses, outcome-based teaching, learning materials & innovative-question-bank** on college website, providing link to open accesses on the college website, etc. The institution assesses the learning levels of the students and organizes special Programmes for **advanced learners and slow learners**. **Field-trips and practicals** based on **surveys** were conducted by almost all the departments. **Interactive/Club activities** were conducted where students were given various platforms to explore their creative side. Departments regularly held creative competitions like **poster-making, seminar-presentations and caption-writing** contest. The students also took active part in various **webinars and symposia** 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 during the COVID 19 pandemic. 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**. **Group discussion, teaching of the junior students by the meritorious senior students, peer group evaluation** enhanced participative learning. **Elocutions** regarding the hazards faced by the students based on various **marginalisation and socio-cultural depravities** allow the students in sharing of their experiences and making others conscious of various marginalisations. The **Career Oriented Programmes** also conducted projects **on interdepartmental-issue**s to promote interdisciplinary approach. **Value and ethics** based classes continued in a **blended mode of offline and online** platforms to promote a holistic development of each individual student. **ICT** has revolutionised all facets of our lives. This

includes **online-teaching/learning/evaluation** in general where organising of webinars are continuously done. After the lockdown, though primary focus has been on offline classes with **smart boards in all the departments**, but as per UGC guidelines and NEP 2020 suggestions, a **blended mode** has been followed. During long vacations, classes are being held on **Zoom and Google meet**. All the students have been connected via **whatsapp-groups, google classrooms** , which 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 been exposed to major educative videos on various online platforms. Other ICT initiatives include the **use of OBS (Open Broadcasting Software)** to make innovative educational videos. The faculty have been using **Power Point Presentations** for teaching learning**. The Add-on Computer course** has all contributed in enhancing the technocracy of the students**. N-List** assists in student-centric e-learning as well.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 94.01

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
40	40	29	29	29

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 78.98

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	27	25	23	23

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

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, per paper, as per university guideline. The internal marks are filled in pnline and submitted to the University of North Bengal. The students are thoroughly prepared for the university level examination via class tests, assignments, quizzes, MCQ, open books tests, tutorials, seminars, presentations and group discussions. The college diary contains the dates of continuous assessment.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. The university provides a detailed guidelines regarding the conduction of examinations, evaluation, and post publication reassessment and scrutiny. During the COVID 19, even the semester end external exams were conducted online and also through online-evaluation of the scripts. The entire procedure, as modified during the COVID 19 pandemic , by the University of North Bengal, were strictly abided by the college. The assignment-based evaluation scripts were collected online using the e-mail-ids that were circulated to the students via whatsapp groups. The University provided a sheet as a guidelines to put marks, which is provided in the attchment below.

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 and feel that they deserved more based on their own self-evaluation of how they performed in the examinations. The faculty believes in the flexibility that allows the students to approach any of the teachers to assist in assignments and tutorials. Therefore their performances are mostly good. Hence, thereare few candidates from the college that are opting for this mechanism as of the moment. Moreover, if the students want to opt for upgradation of marks, a retest facility is provided.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.

The submission of internal marks, external marks, declaration of results and the results of reassessments are all done in a time bound manner, as charted out by the University of North Bengal.

File Description	Document
Upload Additional information	**View Document**
Provide Link for Additional information	**View Document**

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

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 covers 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 offlinemode afterthe pandemic since it created a sense of assurance and motivation among the students. The faculty was also encouraged to attend workshops via online mode on new modes of course development to create a continuous process of learning.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. As 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 covers the scope of learning based on value and skill of each course.

The Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website, and the link has been provided in the link of additionl information below. 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. Each programme outcome has a detailed teaching plan as well. 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 offline mode after the pandemic since it created a sense of assurance and motivation among the students . The faculty was also encouraged to attend workshops via online mode on new modes of course development to create a continuous process of learning.

Attainment of POs and COs are evaluated in the following ways:

1. By analysing the internal/continuous evaluation at the departmental level

2. Analysing the University examination performances after the results are declared by the University during the meetings with the Principal along with the departmental teachers.

3. By analysing the Students Feedback Report of Teacher's Weighted Performance on Teaching-Learning Process, which is provided in the link below.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 96.03

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
256	241	233	239	192

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
256	241	234	267	211

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.87

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)*

Response: 26.29

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	2.55	15.13	5.005	3.6

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Southfield College, Darjeeling, has created an ecosystem towards innovation that includes **incubation centre and start-up initiatives** among the various other programmes towards creating and transferring of knowledge.

In todays' world where academic institutions are no longer comprised merely of classroom lectures and libraries or laboratories, **incubation and start-up programmes** are important **innovative addition** in the campus in order to help the students to transfer their bookish knowledge into **skill based innovative knowledge transfer**. In Southfield College, strategic partnership of the **academia with the industry** gets reflected in the innovative ecosystem through the **collaborative incubation** centers and start-ups. These incubation and start-ups allow the students to aspire as **future entrepreneurs.** These programmes allow them to develop their skills as co-workers and co-supervisors. Also these start-ups allow the institute to become **self-sufficient and self-sustaining**.

In 2017, The incubation centre, **'BIO MANURE INCUBATION CENTRE'**, with the objective **of Composting** has been initiated on October 12, 2017, with the sponsorship of **Everest Nursery and Company, L B Road, Kalimpong**. This project has multiple relevances: **it helps in reinforcing the association of the institute with the industry. It encompasses the notion of eco sustenance and ecological care. It also inculcates the supervision skills among the students.**

In 2018, **a start-up programme, titled 'OYSTER MUSHROOM CULTIVATION',** with the objective of **catering to the College Hostel and College canteen** has been commenced from July 09, 2018. This start-up, again, on the one hand, helps the institute to become self-sustained, and on the other hand, it helps the students to know about the economical innovative prospect of **becoming self-employed.**

In 2019, the college successfully initiated two start-up programmes: The first one, titled **'HYBRID CYMBIDIUM ORCHID CULTURE',** with the **objective of Income generation of Nature Club and ROTARACT Club,** was commenced from July 18, 2019; the second start-up programme, titled **'MEDICINAL PLANTS AND HERBS GARDENING'**, with the objective of **Conservation and inculcation of local/ Indigenous Knowledge** among the various stakeholders of the college was commenced from August 01, 2019.

Both these programmes are very significant from innovative and ecological perspectives:

They help the student to transfer their theoretical knowledge into praxis.

They help the students to get inspired about nurturing their career through the nurturing of the nature and ecology.

The medicinal plants and herbs are integral to the indigenous knowledge systems and alternative medicinal culture and healing practices.

The garden, apart from the aesthetics, ensures that the inter-generational knowledge transfer is ensured so that the contemporary students do not become the victim of amnesia vis-a-vis the traditional indigenous forms of wellbeing and health.

All these initiatives related to start-ups and incubation centers have successfully created a **sustainable ecosystem of self-sustenance and industry-academia collaboration**. These have also created knowledge about the ways **of eco-friendly income**. Moreover, the initiatives have also assured transfer of knowledge in multiple ways: **from the industry to academia, from supervisors to co-workers and vice-versa, and most importantly, from the tradition to the modernity**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 25

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	5	6	6	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.29

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	8	0	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.98

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	12	16	3	5

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

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, YAT Club, ROTARACT 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, student councillors are also incorporated in various administrative and academic and decision making bodies along with teaching and non-teaching representatives. After the pandemic, during the year most of the administrative, co-curricular and extracurricular activities were done through offline mode where all the students and student representatives were the integral part of the programmes with lots of enthusiasm. Many extension activities were carried out.

2017-2018

NSS Units of Southfield College observed **A Day dedicated to the Service of the Elderlies, Swachhta Hi Seva under Swachh Bharat Abhiyan; World AIDS day; Communal Harmony week; Blood donation in collaboration with Red Cross and Darjeeling Sadar Hospital; A day with the Children of heaven; Three day Residential Special Camp at Ranju Valley; Visit to Old Age Home, Kurseong, Visit to orphanage; Tree plantation in Collaboration with NGO MARG.**

The College in collaboration with MARG conducted regional level seminar- **Rehabilitation of the Women and Transgender in Distress; Conducted Wall Painting on Child Rights and Anti-Trafficking on the wall of premises of District Magistrate's Office.**

2018-2019

NSS conducted **Cleaning Drives under Swachhta Pakhwada; Legal Awareness Program with District Legal Service; Blood donation with Red Cross and Sadar Hospital; Fund raising for kidney patient; Three day camp at Lopchu Primary School: Donation of Learning and Educational Aids to Darjeeling Hope Special School, Brahmosamaj.**

YAT club conducted Awareness on A SKILLED GIRL FORCE.

2019-2020

NSS conducted **Tree plantation with ROTARACT Club; Conducted seminar on Swachhata; Awareness program at adopted village MIM Tea Garden, Seminar on Red Ribbon on World AIDS day; Special talk on COVID 19 Protocols; Blood Donation.**

ROTARACT Club carried **Awareness drive in Ward no. 14, Darjeeling on environmental wastes; A member donated blood to a cancer patient.**

IQAC of the college **conducted LGBTQ awareness program in collaboration with Indrenilingo**.

Centre of Women's studies, NBU conducted workshop on Gender Awareness.

2020-2021

NSS conducted **Gandagi Mukt Bharat Campaign; Fit India Freedom Run; observed 150th Birth Anniversary of Mahatma Gandhi; Samvidhan Diwas.**

2021-2022

NSS observed **Flag day; communal harmony week; World AIDS Day; Cleaning drive at special camp Mahaldiram village; cleaning drive at Chowrasta; Blood donation drive.**

NCC 4 Bengal **participated in Fit India Freedom Run; Celebrated NCC Day; organised cleaning drive; conducted program under Swaach Bharat Abhiyan; Annual Training Camp; cleaned statues under Puneet Sagar Abhiyan in and around Mall Road; PRCN Course at OTA Gwalior MP; took active part in International Yoga Day.**

NCC 5 Bengal **participated in Annual Training Camp; Shaheedon Ko Naman; EBSB online national Camp; International Yoga Day; Swaccha Bharat Abbhiyan; Azadi ka Amrit Mahotsov.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

1. Award on securing **1st Position in March Past Parade Organised by Gorkhaland Territorial Administration**

2. Recognisation from **NGO , Junkeri Youth Club for Assisting during the Covid-19 Period** .

3. Recognisation from S**tate Blood Transfusion Council of West Bengal for organising Blood Donation Camp on Regular basis**

4. Recognisation from **Darjeeling District Hospital for   organising Blood Donation Camp on Regular basis**

5. Recognisation from **Zonal Level Rotaract Club for Best Project**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 61

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

2021-22	2020-21	2019-20	2018-19	2017-18
24	3	11	7	16

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 4

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Southfield College is situated below Observatory Hill, Darjeeling, 734101, West Bengal, consisting of 2.5 Acres of Land. Though the college possesses limited area of land the management believes in **" if there is a wish, there is a way".** Hence the management constantly and successfully tried to develop a suitable infrastructure and physical facilities for teaching - learning by **utilizing its limited resources in maximum way.**

Departments are distributed in three (3) buildings including the Administrative Building. There are 17 classrooms with ICT, 06 Class Rooms Without ICT, one Research and Consultancy room, one Counselling room for students, four Laboratories, Infirmary equipped with First Aid box, Blood Pressure measuring machine, blood testing kits, bed, hot-water bags, wheelchair and stretcher. There are Students' common Room, NSS and NCC rooms, Councillor's room, storage room for future museum, mushroom culture room and lockers for students.

COP like Mass Communication and Journalism has digital equipment.

High speed free WI-FI available for all staff and students of the college. The campus is under **CCTV Surveillance**.

The **Library is Open Access** and fully automated with **software SOUL**, and Bar Coding. Has **N-LIST** membership. **Rare Books section and PC Chandra Darjeeling Archive** are there in the library.

Ramps with railing,, Wheel Chairs, Braille Books, audio- books with Head Phones, Book on sign language are there for differently abled students.

The College considers Computer-students ratio, working condition of present equipment and availability of better IT solutions while deciding on the updating and **enhancing of IT infrastructure. Regular assessment / AMC for UPS, Generators, Computer, Hardware ,equipment** are done periodically.

The College Auditorium is equipped with modern sound (acoustic) system and projector which is used for Cultural and Co-curricular activities. The auditorium can accommodate 150 students during the University examinations and Competitive Examinations. It is also used for hosting Seminars / Workshops, NSS ,NCC activities and Taekwondo practice. The College has several clubs like Dynamic Club, History Club, Literary Club, Current affairs Club ROTARACT and YAT Clubs which conduct activities throughout the year holding competitions and exhibitions in the Auditorium.

The College provides both **indoor and outdoor games** facilities like – Table Tennis, Basketball, Volley Ball, Futsal, Badminton, Chess, Carrom, Chinese Checker etc. Every Thursday begins with **yoga and meditation**. A room is allotted for yoga and meditation. Dr. Mahesh Pradhan, Assistant professor, Dept., of Nepali is conducts **meditation sessions**. Mrs. Gyanshree Pradhan, Assistant professor, Dept. of Political Science conducts **Yoga classes**.

Gymnasium and Canteen is present for the staff and students.

The Girl's Hostel has **computer, free WIFI, Smart TV with OTT App** for the entertainment of the students. In the Hostel, girls are encouraged to practise **Yoga and Meditation**.

The college has a big **solar panel** which generates 1000Watts electricity. It supplies electricity to **Research and Consultancy room and Audio Visual Rooms**. Four units of solar panels are used for **campus lights**. **Motion Sensors are installed in three classrooms** which get less sunlight. Since Students forget to put off the lights in these classrooms sometimes these Sensors help in conserving electricity.

The college is surrounded by lush green trees, has a **medicinal plants garden, herbal garden and Rock Garden. The vegetation around the campus helps in conservation of rich plant and animal biodiversity. A greenhouse conserves important plants.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five

years (INR in Lakhs)

Response: 35.9

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
7.70	8.05	63.33	2.22	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

1. Library is automated using **SOUL- Software version 2.0.0.14**

2. Institutional membership with **N-LIST** for e-books and e-Journals

3. **INFLIBNET** facility is there

4. E-resources for students are available. There are **9547 e-books and 6362 e-journals. 126 educational CDs and videos worth Rs 15,472(** Rupees fifteen thousand four hundred and seventy two only) are present in the library.

5. As the **Library is Open Access** Library, **CCTV cameras** are installed to check that no unissued books are taken out of the Library.

6. **Barcode system** of books has been initiated in the Library for Identification of membership, for User Statistics, for Issue of No dues certificate, for Charging and discharging of books, Stock verification and cross-checking. This automation helps in achieving accuracy, reduces operational cost, saves time when many students come at the same time to issue or return books, it improves operational efficiency. Barcoding also allows data to be collected rapidly and with extreme accuracy.

7. The amount spent on subscription to e-resources, amount spent on purchase of **books and journals in the last five years is Rs. 9,81,956** (Rupees nine lakhs, eighty one thousand, nine hundred and fifty six only). Amount spent for purchasing **books in 2020-21 is Rs. 56,600**(Rupees fifty six thousand six hundred only).

8.**Usage of Library by students and teachers in year 2021-22 is 5572 visits i.e. 75 visits per day.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

1.WI-FI facilities for teachers

2. WI-FI for the students.

3. Regular maintenance of Computers.

4. Anti virus installed.

5. Smart Boards are ICT enabled.

6. LCD Projector at Auditorium and Audio Visual Classroom.

7. CC TV updates are checked regularly .

8. Wifi (150 MBPS), smart TV with OTT Apps and CC TV are available in the college hostel

9. A new Ad-on course on Computer Basics has been introduced and new computers are installed

10. There is a language lab

11. There is a computer lab

12. Digital Notice Board

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 28.22

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 32

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 32.01

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
19.04	9.42	10.47	20.10	13.46

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 60.47

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
610	596	583	398	403

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

> 1. *Soft skills*
> 2. *Language and communication skills*
> 3. *Life skills (Yoga, physical fitness, health and hygiene)*
> 4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 32.57

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
273	273	267	308	274

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

> 1. **Implementation of guidelines of statutory/regulatory bodies**
> 2. **Organisation wide awareness and undertakings on policies with zero tolerance**
> 3. **Mechanisms for submission of online/offline students' grievances**
> 4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 12.66

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	43	39	19	20

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
256	241	233	239	192

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 16.98

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
2	4	6	10	5

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
32	28	35	40	24

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 14

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	11	1	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 13.2

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	6	11	18	21

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

.

The college indeed has an active Alumni Association, however, the process of registering the association has been initiated and is under process, as the process got delayed due to the pandemic. Nevertheless, it is contributing significantly to the development of the college through their help and assistance. Dr. Ringee Eden Wangdi, an old alumni of the college is the member of the current IQAC. Ms Rakashree Rai, another

alumni member cum teaching staff of the college is a member of the Governing Body. The following teachers are the alumni members of the college who are serving their alma mater: Ms Rakashree Rai, Dr Sujata Baraily, Dr Punam Pradhan, Prava Lohar, Pratisttha Gurung, Dr Marsha Lama, Nisha Rai, and Sandhya Rai. In the office, Evana Tamang represents the alumni. Besides this, the alumni members always come forward with their helping hands.

During the political turmoil in 2017, it was not easy to conduct regular classes. When the situation was extreme the Alumni Association came forward and coordinated with various organisations of Darjeeling area and arranged to provide community halls and primary school of different areas to conduct classes by the faculty members of the college.

Batch 1992 contributed Rs. 30,000/- (Rupees thirty thousand only) to the college as an award money for outstanding students.

On 3rd November 2018 , A grand college Fete was organised by Alumni Association. The fete was open to all and was thronged by a large number of people from all over the town of Darjeeling.

On 26th November 2018, the Alumni senior members took an active initiative to organise Career Counselling talk in collaboration with RICE for the students preparing for Competitive examinations.

Ms. Yangzee Sherpa donated Rs. 10,000/- (Rupees ten thousand only) as cash money award for outstanding students in academics in the year 2019.

On 16.11.2019 , the Alumni Association of Southfield College organised a talk related to National Register of Citizens (NRC) in the college for all teachers and students.

The registration of Alumni Association got delayed due to the pandemic but is in the process.

Ms. Suprava Dong, Secretary of Alumni, made financial contributions in the making of wooden ceiling of the three rooms that are designated as the Post-Graduation Classrooms in the year 2021.

Enrolment of Students increased steadily to 207 in 2021 -2022 .

In 2017-2018 Alumni organised A day dedicated to the Service of the Elderlies.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

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, Antiragging 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, NSS and 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.

Leadership: The college 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 Committee, Routine Committee ,Library Committee 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.

Decentralised governance:

Teaching staff: The teachers have their own teacher's council. In the ANNUAL GENERAL MEETING the various committees are formed or re-framed. These committees function independently. In case of any support the committees are supported by IQAC. Any major decisions that the committees propose are first discussed in IQAC, then in the Teacher's Council meeting, and finally in the Governing Body. Governing body has the teacher's representatives as well.

Non-teaching staff: They have a council of their own that function independently. Their recommendations are discussed in IQAC and thereafter, if needed, in the GB where they have their representatives.

Students: The students have their class representatives who are elected by them. The class representatives along with the elected councillors and head councillor deal with the various students affairs. They are often supported by IQAC. If needed their issues are discussed in the GB where the head councillor is a mandatory member.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

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. The teachers decided to provide the students with the syllabus and an academic calendar (college diary) which has the details of the academic plan for the year and necessary e-materials, notes, e-books and references are made available through the websites for

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 communication with the university was made online

5. Conduction and participation is encouraged in Webinars and Offline cum Virtual Conferences

6. Implementation of HRMS

7. Part time teachers regularized into SACT (State Aided College Teacher)

8. Collaborative Programme with Kalimpong Horticulture Society.

9. Online Career Counselling with RICE.

10. Programs as per MOUs

11. Internship of teaching program introduced

12. All the committees prepare their own plans. They are supported by the IQAC. The successful implementation of the plans are reflected in the achievements of the IQAC in fulfilling its plan that it charts at the beginning of the session. The completion of RUSA project till date reflects that the institution deploys strategies to ensure that the things are completed as per the planning of RUSA and Building committee.

13. The college diary is the ultimate document that shows the annual academic planning along with the policies related to the dos and don'ts of the stakeholders

The overall-functioning and recruitment of non-teaching-staff is based on the criterions 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 Staff Representative 11. Mr. Anand Biswakarma Non-Teaching Staff 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 nonteaching 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	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

    1. **Administration**
    2. **Finance and Accounts**
    3. **Student Admission and Support**
    4. **Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Welfare Measures for teaching staff:

1. Co-operative society

2. Advance salary in case of emergency, without interest, to be repaid in instalments.

3. Easy availability of G.P.F. loan

4. Maternity, paternity and child care leaves.

5. Puja advance to be refunded without interest

6. Internship for the aspiring teachers

7. Corpus fund of the Teacher's Council

Welfare schemes for non-teaching staff:

1. Winter clothes distributed to the non-teaching staff of the institution to help during the difficult times in the hills

 2. Raincoats given to the non-teaching staff

3. Cooperative Society

4. Puja Advance

5. Emergency loan without interest

6. GPF Loan

7. Corpus Fund

8. Emergency advance salary

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/AppraisalReport-Teaching-and-Non-Teaching.pdf

2. Second, the teachers fill in the forms, with the testimonials and submit it to the Principal.

3. Third, after the self-appraisal done by the teachers themselves, the Principal prepares 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 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/AppraisalReport-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 prepares 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

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 25.48

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	14	25	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 11.11

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	9	3	9	1

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	19	19	19	19

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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 received are monitored by the Research Committee and the utilization reports are acquired from a Chartered Accountant. Steps have been taken to mobilise funds for research from institutions like Kazi Nazrul University, Asansol.

4. The seminar grants received are monitored by the Seminar Committee and utilisation certificates are acquired from a Chartered accountant. Steps have been taken to mobilise funds through the sponsoring agencies like IGHR and ICSSR.

5. The RUSA fund is monitored by the members of Project 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 Rs. 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.

4. The charge of the institutional head as deducted from UGC research projects

Conduction of Internal audit:

The college conducts regular audits, internally.

The Internal audit for the year 2020-21 and 2021-22 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.

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 of West Bengal. 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	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

- Celebrated Important Dates

- Prepared academic-calendar

- Framed Syllabus for Add-on-course

- Internship for aspiring-teachers

- Student Induction

- Program for SACT-teachers

- Gender sensitization-programs

- Environment-awareness and sustainability-programs

- Undertaken measures related to mental-health of staff/faculty

- Skill-Development programs

- Professional/Job oriented training-cum-Career Guiding programs

- Online hand-outs/Innovative-Question Bank/Online links for e-resources for student-support

- Encouraged teachers to take online-courses during vacations

- Cyber security awareness program

- Webinars on Multidisciplinary/interdisciplinary-studies

- Encouraged multilingual teaching

- 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

- Faculty-exchange, Student-exchange

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

- MOU for Basic computer education

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 that comprises of all other faculty members. 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. IQAC constantly reviews the functioning of the various departments.

The learning outcome has been uploaded in the college website. IQAC reviews the learning outcomes by taking the feedback from the students and also by reviewing the university results.

IQAC conducts various academic programmes and encourages the staff to participate in various programmes like OP and RC in getting acquainted with structures and methodologies of academic and extra-curricular activities. Innovative methodologies like teaching of the juniors by the seniors, open book examination, peer evaluation of the assignments, have been suggested and implemented by IQAC. IQAC maintains an absolute transparency in terms of operation. It also believes in decentralisation.

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 during the COVID 19 lockdown, e-books were downloaded and circulated in the WhatsApp groups.

IQAC assists in the increments of the teachers under Career Advancement Scheme (CAS).

The most significant contributions in last five years consist of:

• "Swachh Bharat and Swasth Bharat" Consciousness

• Digitization

• Catering to the needs of the student both present and former

• Thursday the Yoga Day

• Implementation of CBCS

• Implementation of RUSA fund

• Assisted in Organisation of National and International seminars

• Awareness against Caste Discrimination/ Anti-ragging

·• Popularization of PARIKSHA PE CHARCHA

• Awareness Program to inculcate inclusive outlook on LGBTQ issues and concerns

• Accomplishment of Hill focused research, organisation of seminars and

publication of books

• Contribution towards Effective management of COVID19 emergency

• Appointing of a counsellor to provide assistance related to

Disability [Divyang]

• Introduction of NCC, MA and COP courses

•Mann ki Baat with the parents

•Coaching of the competitive exams

• Impart values, skills, and redress grievances effectively and transparently

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Organised GENDER SENSITIZATION programmes:

1. Awareness program with MARG was organised

2.NSS AIDS awareness programme on December 1, 2020, to celebrate World AIDS Day.

3. Conducted the Gender audit

4. Offered a course on Gender, Equity and Leadership as a part of the Ethics program for semester 2 students.

 5. Series of talks on gender issues

6. Provide facilities to the women such as the common room, sanitary napkin vending machine etc are provided.

7. Formed Gender Sensitization Committee Against Sexual Harassment (GSCASH) within the Anti-Harassment Cell that acts as the Internal Complaint Committee (ICC) for Anti- Harassment Awareness Program.

8. .In 2017-18 A regional level seminar, titled Rehabilitation of the Women and Transgender in Distress was organised in collaboration with MARG.

9. Youth Against Trafficking Club is formed to sensitise against trafficking in 2018-19

10. YAT celebrated International Girl Child Day with an Awareness regarding A SKILLED GIRL FORCE

11. In 2018-19 a Legal Awareness Programme for Women was initiated by NSS with District Legal Service Awareness for making the girls aware about the women issues and directed them to approach to the DLSA and also to help other on the same issues

12. An LGBT awareness program was organised by IQAC in collaboration with INDRENILINGO on 5/3/2020

13 On 18/11/2019 a gender awareness program was organised by the Centre for Women's Studies, University of North Bengal in Collaboration with ITC Centre Kolkata.

14. Organised webinar on Gender: Inclusion and Intersection was organised on 2/9/2021

15. Organised in collaboration with West Bengal Commission for Women a seminar on Domestic Violence Against Women on 27/11/21.

16. Collaborated in organising a national-level online workshop on Gender and Translation in India, in association with CALTS, University of Hyderabad on 12-14 May, 2022.

17. Programs on Poshan Maah

18. National UGC Seminar on Counter-cultures of Indian Women: From Myth to Contemporary Representations 18-19 March 2019

COMMEMORATIVE DAYS OF THE COLLEGE [a sample from the year 2020-21]

1. Catch the Rain Campaign 1.07.2021

2. Bhanu Jayanti 13th July 2021.

3. College celebrates its Foundation Day annually on 1st August.

4. INDEPENDENCE DAY [Azadi ka Amrit Mahotsav], 15th August, 2021.

5. Celebration of BHASHA DIWAS on 20.08.2021.

6. 05.09.2021. 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 15.09.2021to 16.09.2021.

8. Celebration of Gandhi Jayanti, 02.10.2021

9. Between 02.11.2021and 03.11.2021the college organised the celebration of SATARK BHARAT SAMRIDDH BHARAT, as a part of Vigilance awareness week, 27.10.2021– 07.11.2021.

10. The college celebrated COMMUNAL HARMONY WEEK(11.11.2021to 18.11.2021)

11. On 26.11. 2021, Samvidhan Diwas(Constitution Day) was celebrated by the reading of the **Preamble**

12. On 12.01.2022, NATIONAL YOUTH DAY commemorating Swami Vivekananda's Birth Anniversary

13. The NATIONAL ROAD SAFETY MONTH(observation from 18.01.2022to 17 .02.2022)

14. On 21.02.2022 Matribhasha Diwas

15. On 23.01.2022, 126th birth Anniversary celebration of Netaji Subhash Chandra Bose

16. On 26.01.2022, college celebrated the Republic Day.

17. On 22.03.2022, NSS, Southfield College organised the JAL SHAKTI ABHIYAN.

18. AMBEDKAR JAYANTI-14thApril 2022

19. World environment Day-5th June, 2022

20. INTERNATIONAL YOGA DAY, 21.06.2022

File Description	Document
Upload Additional information	[View Document](#)
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7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The various guidelines related to Anti-Ragging, Anti Caste Discrimination, Anti-discrimination against disability, Student Grievance Redressal Committee are available in the college website. The college uploads all these guidelines so that all the stakeholders including the students, teachers, staff, administrator, parents and the alumni know about the various ethical and humanistic commitments of the college towards inclusiveness.

Celebration of various important days related to cultural, regional, linguistic, communal socioeconomic diversity include:

1. BHANU JAYANTI was celebrated on 13th July 2021commemorating the birth anniversary of the great Nepali poet.
2. INDEPENDENCE DAY [Azadi ka Amrit Mahotsav], 15th August, 2021was celebrated.
3. Celebration of BHASHA DIWASon 20.08.2021: 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, 2021): 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 21.02.2022, Matribhasha Diwaswas celebrated.
6. The students have engaged themselves with AajKaVakya as a part of EK BHARAT SHRESHTHA BHARAT Activities. 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

Ethics class was conducted for all semester students to provide value education to the students.

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.

Anti-ragging cell and anti-harassment/ complaints cell conducted induction program which familiarized and helped in implementing the code of conduct.

NSS activities were carried out to inculcate social responsibility.

Activities to inculcate universal values through seminars on various luminaries etc .

NCC activities to train the students about their rights and duties to nation and society

In the college diary as well as in the website specifications about rights and responsibilities of stakeholders in the institution are provided.

The mission and vision of the college is available in Hindi, Nepali and Bengali along with English in the college website so that the parents of vernacular background may be offered with an inclusive multilingual ecology of understanding the basic visions and missions of the college.

The college calendar provides the code of conduct of the various stake holders like students, teachers, non-teaching staff, administrator, parents etc.

Some of the initiatives related to inclusive environment are:

Ethics Classes on STRENGTHENING THE NATION THROUGH KAUSHAL BIKASH, MULYABODH AND EK BHARAT SHRESTHA BHARAT

 FIT INDIA MOVEMENT

 SWACHHATA HI SEWA

 Workshop on INTERNAL COMMITTEE FOR DISABILITIES

Regional Seminar on ACADEMIC INTEGRITY in collaboration with Sonada Degree College

Vigilance awareness Week Celebration Day

Communal harmony week

GANDHI SAPTAHA:

Rashtryiya ekta diwas

Hepatitis day

Armed forces flag day

 MATRIVASHA DIWAS

Anti-terrorist day

 No tobacco day

Awareness and Sensitizing the students about animal rights and ecological sustenance

National Flag Day

Nation Salutes Sardar Vallabhbhai Patel

 Samvidhan Diwas(Constitution Day) was celebrated by the reading of the Preamble

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice 1

1. **Title of the Practice**: STUDENT CENTRIC PRACTICES BASED ON THE INSTITUTIONAL VALUES
2. **Objectives of the Practice**: A. To promote compassion and Indian ethos of daya, karuna and sampriti among the councillors of the students. B. To promote empathetic leadership among the students. C. To ensure continuity of teaching-learning while teachers avail prolonged leave like maternity etc . D. To invent innovative mode of learning of the student by the student
3. **The Context**: Southfield College is committed towards imparting value based skills to the women of the hills in order to turn them into the transformers of tomorrow's world. Hence, inculcating leadership qualities, teaching skills, along with ensuring of an uninterrupted teaching/learning/evaluation have always remained the central priority.

4. The Practice:

A. **COUNSELLING THE COUNCILLORS ON COMPASSIONATE AND EMPATHETIC LEADERSHIP AND SURVEILLANCE**: The college students nominate themselves for the class representatives from individual batches of each department. These self- nominated candidates contest for the class representatives or councillors through the practice of electoral process. The students cast their votes and elect their class councillors. The elected councillors of each class can further contest for the election of Head Councillor, the students' representative of the college. The nomination of the Councillors and Head Councillors is practiced every year embodying democratic suffrage system. Based on the complaints received by the grievance cell that the Councillors sometimes act too rigid and officious in implementing the rules and maintaining disciplines, IQAC has launched the program of COUNSELLING THE COUNCILLORS immediately after the investiture ceremony.

B. **IMMEDIATE APPOINTING OF STOP GAP TEACHER IN CASE A TEACHER IS ON LONG LEAVE, COURSE WORK, ON LIEN OR TRANSFERRED**: The college, in order to ensure unhampered teaching-learning process along with providing the facilities to the teachers as per the UGC and government guidelines, immediately appoints a stop gap teacher whenever a teacher goes for long leaves like maternity and child care leaves, course works, on lien or are transferred to some other institutes.

C. **TEACHING OF THE JUNIORS BY THE MERITORIOUS SENIORS**: The College has introduced the practice where the advanced and meritorious senior students of an upper semester undertake the teaching of the juniors. This practice enables to foster confidence, in-depth preparation of subject and topics, communicative skills and also caring-and-sharing environment among students. This practice also allows of students to cooperate and learn. The senior students also learn to become more understanding and patient. The juniors also in turn approach their seniors for getting assistance related to the issues that are both academic and personal.

5. Evidence of Success: These councillors spread the awareness among their peer groups and the fellow students so that this empathy based leadership gets disseminated. Also, in the ethics syllabus of the second year, an entire course on Compassionate and empathetic leadership and surveillance has been introduced. By all these measures, the menaces like ragging, harassment and other discriminatory praxes ceased to exist.

The outcome of appointing stop gap teachers gets revealed in generating an overall trend of outstanding performance of the students in the University exam.

Teaching by seniors has sharpened the teaching-skills of the students along with sustaining an ecology of sisterhood-cum-inter-dependence.

6. Problems encountered and Resources Required: The teachers along with the IQAC have been the major resources in counselling the councillors. For this purpose the IQAC had to equip the resource persons with the techniques of delivering motivation speeches. For stop-gap teachers the Principal had to convince the Governing Body about the merit of the initiative. The seniors who are meritorious had to be selected out by the head of the departments.

Best Practice 2

1. **Title of the Practice: ALL DEPARTMENT SMART DEPARTMENT**
2. **Objectives of the Practice**: A. To turn all the department as digital departments to enhance ICT in education. B. to make the stakeholders aware of the benefits of ICT in teaching and learning. C. To contribute to the development of digital India.
3. **The Context:** Technology has enhanced and surpassed the concepts and practices of the conventional classroom. It has also comprehensively revolutionised pedagogical binaries of teaching experiences and learning processes. The traditional teaching equipment constrains the learning aptitude as well as pejoratively limits the attentiveness of the students. With an intention to subvert the conventional teaching learning constrains, the college has introduced smart boards in all the departments.
4. **The Practice**: The college has also turned all the departments by transforming certain classrooms into smart classrooms by installing equipment like a digital board, projectors, computers, LED, etc., for imparting quality education. The audio/visuals displayed through the equipment are intriguing for students and helps build interest in them. It also works in sharpening the creative imagination of students. Smart classrooms also reduce distractions, and therefore, students can concentrate more and retain more information. They find convenience in technological tools for sharing and transferring study materials for their learning. This enables learning to be adventurous and interesting for the students along with complete attention in the classroom. The usages of technology can be explored to enhance the knowledge. These equipment and mediums will also allow students to access a database of online resources. Teachers can also use the database for online study materials, videos, images, documentaries, etc.
5. **Evidence of Success**: The technological tools provide a lot of learning styles for the students. Through these technological devices teachers can convert texts into images, graphs, flowcharts and animated videos for a better understanding of the concept. It assists students to retain information for a long period of time. The entire functioning of smart classroom also proves to be environment friendly as delivery of lectures will be digitalised which would gradually limit the use of paper, pen, ink, pencils, etc. The smart classroom proves to be time saving on part of the teachers and the students
6. **Problems encountered and Resources Required:** Some of the staff, mainly the elderly ones, need to be of further exposure and skills. Some more technological and digital devices will turn all classrooms into smart classrooms in near future so that teaching and learning.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

SKILL, COMPETENCE AND CHARACTER BUILDING TOWARDS IDEAL WOMEN OF INDIA AMIDST CELEBRATING AZADI KA AMRIT MAHOTSAV

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

'Azadi Ka Amrit Mahotsav' is an enterprise towards the celebration and commemoration of 75 years of independent India in progress so that it may achieve its goal of emerging as Atmanirbhar Bharat and Vishva Guru Bharat. Atmanirbhat Bharat will not be possible if the women of the nation are not self-dependent. The oft quoted saying of our former prime minister makes us aware of the fact that: "If you educate a man you educate an individual, however, if you educate a woman you educate a whole family. Women empowered means mother India empowered". Hence, by educating the women of the hills, along with making them aware of the various agendas as manifested in BETI BACHAO BETI PADHAO initiative by the Indian government, this college is trying to make the women resist the taboos related to

their bodies, resist the social evil like child marriage and inspire them towards building a better nation. Since mothers are the first gurus of every children, in order to make India a Vishva Guru, the women are to be prepared to play the perfect guru to their children. Southfield college, with the vision of "imparting value based education to women in order to open up their minds to create space for their holistic development and to contribute to the society and country as a whole", aims at transforming the women as micro-guru towards the fulfilment of the dream of Vishva Guru Bharat. Sri Mata Amritanandamayi Devi has stated: "Men may have more muscle power than women, but women have one muscle that make them more powerful than men. They must strengthen that muscle. It is the muscle of the heart. If women try to compete with men physically by developing their physical muscle power, it will be like trying to rectify one mistake using another mistake. This is like trying to connect two positive poles of a magnet. It will lead society nowhere. Women should remember: You are not candles that need to be lit by someone else; you are the self-effulgent sun. You are not helpless and dependent like little kittens; you should cultivate the courage and strength to roar like lions." Similarly, the college is distinctively trying not only to provide formal education to the women but is striving hard so that the girl students may emerge as the Nari Shakti.

The achievements of the women students of the college in various NCC activities, NSS activities, Outreach and Community programs, national and local events, sports and culture, provide testimony to the college's achievement towards turning the women into the micro-gurus of the Vishva Guru Bharat.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

1. The college has applied to Higher Education Council, Govt. of West Bengal for the introduction of Commerce Stream and subjects like Economics Honour,Mathematics elective and Psychology Elective subjects.

2.A new Girls Hostel which can accomodate one hundred students is being constructed by the Gorkhaland Territorial Administration within the campus area.

3. A new two storeyed building funded by RUSA is coming up in the college premise. It will add to the number of classrooms and the existing Girl's common Room will be shifted to the ground floor of the New Building.

3. For the last five years,there are many Journal Publications of the teachers which are not listed in the UGC CARE list.The list of total publications of the teachers could give a better idea of the academic activity of the teachers in the college.

Concluding Remarks :

Considering the Recommendations of the previous NAAC Peer Team visit the following recommendations were fulfilled.

1.ICT based learning was strengthened by making ALL DEPARTMENTS SMART DEPARTMENTS.

2. Post Graduation in English and History were introduced; NCC was introduced,8 Add-on/certificate/value added Programs were introduced during the last five years.

3. The college has sent requisition to West Bengal Council of Higher Education for introduction of B Com.,Economics Honours,Mathematics and Psychology elective papers.

4.Library is fully automated with SOUL Software version 2.0.0.14. The Library has Inflibnet N-LIST Membership. Bar coding of books has been initiated.

5.More number of conferences,seminars and workshops were organized in the last five years despite the Pandemic. Online webinars were conducted during the Pandemic.

6.North Bengal University could not comply with our request for opening of a Women's Study Centre

7.Alumni registration application no. AIN 0104212205000749 dated 12.01.2023 is in the process.

8.Coaching for NET/SET Competitive Examinations was initiated for Master's Degree Classes on 05.12.2023.For the Under Graduate Courses coaching on Computer Application and Quantitative Techniques are conducted regularly.

The points that were not initiated according to the recommendation of the peer team visit were

1.The PWD found the area surrounding the campus suitable for infrastructural development, therefore the college did not find any necessity to acquire extra land.

.2 Considering the green initiatives taken by the college to preserve the environment ,the college opened a hostel for the girls .Thus the necessity of transport facility did not arise as it would add pollution to the air.Further walking with all it's health benefits add to the mental and physical wellbeing of students and teachers.

The future plan of the college is to add more subjects in the Undergraduate and Post Graduate Courses .The new Darjeeling Hills University was established in 2021.It has plans to introduce new subjects relevant to the Hills.. With the hope of being affiliated to Darjeeling Hills University in the near future, sending requisition for such allied subjects in Southfield College must be considered.

With every endeavour, the college strives towards fulfilling the mission and vision of the college to transform our students into complete human beings and empower them to face the vissicitudes of the competitive life.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
3.3.1	*Number of research papers published per teacher in the Journals notified on UGC care list during the last five years* 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}}
3.5.1	**Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.** Answer before DVV Verification : Answer After DVV Verification :4 Remark : Other MoUs are not active
6.3.3	**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years** 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years** Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}} 6.3.3.2. **Number of non-teaching staff year wise during the last five years** Answer before DVV Verification: {{TABLE5}}

Table 1 (3.3.1.1 before):

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	8	0	1

Table 2 (3.3.1.1 after):

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	8	0	1

Table 3 (6.3.3.1 before):

2021-22	2020-21	2019-20	2018-19	2017-18
7	9	3	9	1

Table 4 (6.3.3.1 after):

2021-22	2020-21	2019-20	2018-19	2017-18
6	9	3	9	1

Table 5 (6.3.3.2 before):

2021-22	2020-21	2019-20	2018-19	2017-18

| 2 | 2 | 4 | 4 | 4 |

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
19	19	19	19	19

Remark : as per the documents

7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 38 Answer after DVV Verification : 41
2.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>56.84262</td><td>42.31188</td><td>67.53633</td><td>33.62906</td><td>21.85766</td></tr></table> Answer After DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>54.84262</td><td>42.31188</td><td>73.8</td><td>33.62906</td><td>21.85766</td></tr></table>