



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		SOUTHFIELD COLLEGE
• Name of the Head of the institution	Dr Anuradha Rai	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03542254238	
• Mobile No:	9434053434	
• Registered e-mail	southfieldcollegedarjeeling@yahoo.co.in	
• Alternate e-mail	southfieldcollege1961@gmail.com	
• Address	MALL ROAD, OPPOSITE TO GORKHARANGAMANCH BHAVAN	
• City/Town	Darjeeling	
• State/UT	West Bengal	
• Pin Code	734101	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	Dr. Mahesh Pradhan				
• Phone No.	03542254238				
• Alternate phone No.	9749518490				
• Mobile	9434221531				
• IQAC e-mail address	maheshdarjeeling@gmail.com				
• Alternate e-mail address	maheshdarjeeling@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://southfieldcollege.org/wp-content/uploads/2023/09/AQAR-2021-2022.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://southfieldcollege.org/wp-content/uploads/2023/09/diary-2022.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.25	2004	08/01/2004	07/01/2008
Cycle 2	A	3.05	2016	25/05/2016	24/05/2021
6. Date of Establishment of IQAC			01/03/2004		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Southfield College Darjeeling	Inter College State Sports & Games Championship 22-23 championships 2022-2023	State Government	2023	250861
Southfield College Darjeeling	G20 Seminar	DHU	2023	400000
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 			View File	
9.No. of IQAC meetings held during the year			6	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> • If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
1. Sensitization of faculty on the New Education Policy 2020				
2. Started coaching classes for NET/SET entrance examinations for Post Graduate students and computer classes under Garuda and Chandrawati Foundation for the students.				

3.Started teaching and library internship

4.Start-up program on apiculture (Rearing of bees initiated)

5. Registered the social welfare initiative, MUSKAN

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

Plan of Action	Achievements/Outcomes
1.To conduct workshop on floriculture and vermicomposting in association with Kalimpong Horticulture Society.	Implemented
2.To approach Chief Executive of Gorkhaland Territorial Administration to request them to construct a Girls Hostel	Implemented
3. To create a restroom for the third gender students	Implemented
4.To conduct workshop on Apiculture, a scientific method of rearing of bees	Implemented
5.To undertake more alternate sources of energy and energy conservation measures	Implemented
6.To help MUSKAN with its activities on blood group testing and Haemoglobin testing of staff and students	Implemented
7.To install a hot and cold water filter for the students	Implemented
8.To install a digital notice board to minimise paper wastage	Implemented
9. To implement RFID in Library for total automation of Library	Implemented
10. To install a GIS Laboratory in the Geography Department	Implemented
11. To implement Biometrics for the Non teaching staff attendance	Implemented
12.To start teaching internship	Implemented
13. Library internship for passed out UG students	Implemented
13.Whether the AQAR was placed before	Yes

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body Meeting	13/09/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	18/01/2023
15. Multidisciplinary / interdisciplinary	
<p>* Each department uses interdisciplinary approaches, for example the literature department has to give the socio-political backgrounds and the social science departments often refer to the humanities stuff like music, paintings and literary texts * The college arranges for inter-departmental teacher and student exchange program as per the scope of the syllabus for inculcating interdisciplinary outlook * The Career Oriented Programs like Women studies, Eco tourism, Human Rights etc are all interdisciplinary in nature * The environmental Studies provides a multidisciplinary among the students of a college that runs primarily humanities and social sciences * The Entry Into Service program is a multidisciplinary program * The various clubs like Cultural Club, Debating Club, Current affairs Club, Nature Club etc provide multidisciplinary exposure</p>	
16. Academic bank of credits (ABC):	
644 students made their ABC ID under Digi Locker	
17. Skill development:	
<p>* NSS is a skill development program * NCC is a skill oriented program * Career Oriented programs are all for enhancement of multidisciplinary skills towards self sustenance. * Ethics enhance the moral, psycho-social and soft skills * Skill Enhancement Courses are compulsorily taught to honours and program course students * Entry Into Service and Placement Cell organises programs to enhance the aptitude skill and other skills needful for competitive examinations</p>	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,	

using online course)

* The Yoga and Meditation classes are regularly held * Ethics course is mainly framed keeping the Indian ethos in mind * An international conference has been organised to celebrate Azadi ka Amrit Mahotsav on Cultural Heritage of Eastern Himalayas and North East India, May 25-27, 2022. * Heritage study has been provided as an optional paper for the UG students of History Hons * Indian Writing is offered as optional paper in English Literature * In the Major Indian Language (Bengali, Hindi and Nepali) course all the students come to know about the literary and cultural traditions of India * Our dress code of the students of any ethnic dress has been prescribed keeping Indian tradition in mind.

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

* Skill Enhancement Courses are parts of each honours and program course that are focused on Outcome based education. * NCC provides training and certificate examinations that assist the students in acquiring added value in getting jobs * Entry Into Service conducts training and programs that are outcome based * NSS is also an outcome based initiative that assists the students to know the society and the surrounding and thereafter get benefit while applying for social work sectors. * Career Oriented Programs are all Outcome based programs

20.Distance education/online education:

The primary mode of education is offline. However, as per the guidelines provided by the UGC the teachers are encouraged to take distance education through online mode during long vacations like the winter vacation. Also, to enable the PG students to get benefitted from the teachers of other institutions who have specific specializations, online classes have been arranged as per the syllabus.

Extended Profile**1.Programme**

1.1 329

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

File Description	Documents
Data Template	View File

2.Student

2.1 943

Number of students during the year

File Description	Documents
Data Template	View File

2.2 156

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

File Description	Documents
Data Template	View File

2.3 288

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 38

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 40

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	329
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	943
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	156
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	288
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	38
File Description	Documents
Data Template	View File

3.2	40
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	102.76
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	76
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being an affiliated college of the University of North Bengal, members of Board of Studies from our college are vigorously associated in framing the curriculum. However our college ensures effective syllabus delivery through an organized and documented practice. The college had to make a well organised plan to ensure effective curriculum delivery. The University of North Bengal provided truncated syllabus to the colleges for one semester while the other followed the entire syllabus.. The departments were asked to chalk out their yearlong academic activities. After getting the information from each department an academic calendar was prepared and uploaded in the college website. Besides, IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Therefore, an add-on programme was introduced on Ethics. Hence syllabus was also framed on ETHICS for the Various Semester Students. The faculty members implemented their academic plans and activities. For the fulfilment of the

plan the teachers also provided the necessary E- materials, notes, e-books and references to the students. The teachers also provided the relevant topics for the classdiscussions and open book test.

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

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

Being an affiliated college of University of North Bengal we follow the academic calendar as directed by the University. Presently the University of North Bengal is following CBCS. For CBCS University conducts semester wise exam. So there are ample areas of concern related to the internal, continuous and practical, field work, projects cum viva-voce exams. The plans of other yearlong activities including for the conduct of Continuous Internal Evaluation are made after getting data from all the departments and the same are incorporated in the college Diary which was distributed to the students so that they would know when to keep themselves unengaged with any other preoccupations. Since it is always better to have more such exercises, rather than restricting the numbers of internal evaluation that department conducts as many as possible and inform the students about online test/open book at least a week prior to the scheduled test. Faculty members are also involved in a continuous evaluation of students through online and offline assignments, seminars, group discussions and viva. Regular tests are taken along with MCQs to ensure that the students are well prepared for their university exams.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://southfieldcollege.org/wp-content/uploads/2023/09/diary-2022.pdf

1.1.3 - Teachers of the Institution participate A. All of the above

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

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

1.2 - Academic Flexibility

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

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

57

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

867

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

867

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

1.3 - Curriculum Enrichment

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

The curriculum enrichment enables the students to elevate and enhance their learning beyond their main course of study. IQAC 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. Hence syllabus was also framed on ETHICS for the Various Semester Students. As the Southfield College is the only Women's College in Darjeeling town it ensures gender equality to eliminate gender bias and discrimination resulting from social and cultural attitudes and practices and economic status. The Career Oriented Program (COP) in Women Studies has efficiently incorporated syllabus to ensure Women's Empowerment. The NBU syllabus on Environmental Science included in AECC -1 for First semester students offers theoretical and practical lessons on sustenance of environment. This syllabus also encourages students to do field work, survey and projects on environmental sustainability. The

college organised campaigns like Catch the Rain, Spitting Free India Movement, Swachta Hi Sewa, World Environment Day and awareness program on issues related to Safety of Women, women rights, etc

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

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

387

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

391

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

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

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

141

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

2.2 - Catering to Student Diversity

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

The College pursues a policy of catering to the educational needs of all the different types of students. The HODs with the help of the other teachers divide the students into three categories: the slow learners, the Average learners and the Advanced learners based on their online class responses and the assignments. The slow learners are given more attention with regard to remedial classes and re-explanation of various topics. Additional study materials and notes are circulated to the slow learners. Moreover, in order to boost up their confidence, motivational talks are also given by the mentoring teacher. The average learners are encouraged to make more effort. The average learners were constantly reminded and motivated that they are the hub of possibilities towards betterment through hard work, confidence and dedication. The advanced learners are provided with additional list of books and references as well as with e-resources so that they could improvise their knowledge on issues that are not only in the syllabus but beyond. Moreover they are inspired to prepare for competitive examinations services. The advanced learners were encouraged to attend webinars and inter college academic programs.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
943	38

File Description	Documents
Any additional information	No File Uploaded

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

Field trips and practicals based on surveys were conducted by almost all the departments. Interactive sessions were conducted where students were given various platforms to explore their creative side. Departments regularly held creative competitions like poster making, presentations and caption contest. The students also took active part in various webinars and symposiums at the departmental and inter-departmental level which were conducted keeping in mind the mental and physical wellbeing of all the stakeholders of the institution. Students were also given individual as well as group based research projects to promote an active learning process. Under the leadership of entry into service cell a few workshops were held to enhance the learning process of the students. The students were also updated on the new modes and avenues of learning to create a multidisciplinary approach and skill based learning. At the departmental level participative learning was encouraged through tutorial learning and dissertation. The career oriented programmes also conducted projects on interdepartmental promote interdisciplinary approach. Value and ethics based classes continued in a blended mode of offline and using various online platforms to promote a holistic development of each individual student.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT has revolutionised all facets of our lives. This includes academia in general and the teaching learning processes in particular. After the lockdown, though primary focus has been on offline classes with smart boards in all the departments, but as per UGC guidelines and NEP2020 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 google classroom, which has also served as the most important platform for uploading course work material. The students also upload their assignments on this platform and put forward any queries that they have, both academic and administrative on the main homepage. Since this homepage is meant to be seen by all the participants, this also serves as a major platform for academic discussions and communication to all. Moreover, students have also exposed to major educative videos on various online platforms. Other ITC initiatives include the use of OBS (Open Broadcasting Software) for the making of 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 learning as well.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

14

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

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

2.4.3.1 - Total experience of full-time teachers

357

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

2.5 - Evaluation Process and Reforms

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

An induction programme of the First semester students is conducted at the beginning of each new session where the students are given information related to the process of examination both internal and external. On the same day the students are asked to sign one declaration form stating that they are not going to use any unfair means. The students are given prior-intimation of the examination schedule and the process of continuous evaluation. The students are also briefed on the process of 15 marks of continuous internal evaluation as per university guideline. The students are thoroughly prepared for the university level examination as they undergo multiple levels of evaluation throughout the semester via class tests, assignments, quizzes, MCQ, open books tests, tutorials, seminars, presentations and group discussions. The results of the tests are duly given to the students and they are encouraged to approach their respective departments for queries and clarifications. This provides ample scope for rectification and clarity for the students. The exam committee ensures that all examinations are conducted by strictly following the guidelines and rules issued by our institution and the affiliating university. The value system of our college also helps to conduct the exam in transparent way.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

There is a proper system in place to deal with grievances of the

students which are related to examinations. There is an option for the student to go for a review of their answer sheet if they are unsatisfied with their marks and feel that they deserved more based on their own self-evaluation of how they performed in the examinations. 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, there are 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

236

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://southfieldcollege.org/wp-content/uploads/2023/10/Analytical-Report-on-Assessment-of-the-Teachers-by-Students-2022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

52000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

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

3.2 - Research Publications and Awards

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

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

4

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

09

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

3.3 - Extension Activities

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

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

2. 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.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

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

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

8

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

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

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

335

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

Nil

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

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

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

07

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1.The college has enough classrooms to conduct classes.

2. All departments are Smart Departments

3. New GIS Laboratory in Geography Department with 20 new computers has been installed

4. Two new Computer Labs with total 19 computers have been installed for computer training as per MOU with Garul and Chandrawati foundation and Southfield College

5. Environmental Science lab is present. Further some of the MUSKAN activities like blood testing is conducted in the Environmental Science Lab.

6. The college has a psychology and counselling lab. This is equipped with modern equipments run by the Education Department. Regular Mentor- mentee counselling in this lab is also conducted

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college has the following facilities for all cultural activities, games and sports. There is a big auditorium called Damien Hall with overhead LCD Projector and smart Podium for all cultural activities, workshops and Seminars.

The college has a basketball court where students play basketball, badminton, volleyball, futsal. For indoor games, students play table tennis, and indoor games like chess and carrom.

The college has a gymnasium with modern equipments. A qualified trainer teaches the students how to exercise in the gymnasium. Occasional seminars are conducted by renowned and qualified nutritionist for healthy eating and right way of exercising.

The college has a Yoga and Meditation centre where Bipasana meditation is conducted every Thursday morning at 8.00am by Dr. Mahesh Pradhan, Associate Professor of Department of Nepali. Yoga is taught by Ms Gyanshree Pradhan, Assistant Professor of Political Science and by Ms Pratistha Gurung, SACT teacher of Department of Education.

Two qualified trainers teach the students Taekwondo in the morning from 8.00 am to 9.00 am every day.

The college has a yoga and meditation centre where Dr. Mahesh Pradhan, IQAC co-ordinator conducts bipashna meditation every thursday from 8.00am to 9.00am.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

11.57

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College Library is unique to the Hills as it is an open Access Library.

Library is fully automated by installation of Bar coding and Radio Frequency Identification System (RFID).RFID installation has increased the efficiency of the Library.

Some of the digital services provided by the library are internet facilities, remote access facilities, database search through INFLIBNET-N-LIST, ICT for students, e-newspapers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

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

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

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

80

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

4.3 - IT Infrastructure

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

1. WI-FI facilities for teachers with more than 150mbps

2. WI-FI for the students for more than 150 mbps

3. Regular maintenance of Computer by AMC

4. Anti virus installed.

5. Smart Board ICT enabled.

6. LCD Projector at Auditorium and Audio Visual Classroom.

7. C.C. TV updates regularly .

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

9. A new Ad-on course on Computer Basics has been introduced and new computers installed as per MOU with Garul Dewan and Chandrawati Foundation. The computers are frequently updated by AMC

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

75.26

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

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

Maintenance of Physical Facilitates Policy: The RUSA and Building committee decided to continue the works of construction and renovation. Procedure: The works, particularly the construction under RUSA funds are continued under the supervision of RUSA and Building Committee with maintaining COVID-19 protocol. Maintenance of Academic Facilitates Policy : IQAC instructed all the departments to prepare plans of activities which are feasible to accomplish through online mode. Procedure: All the department have made plans of yearlong activities which could be carried through online. The faculty have taken ZOOM and Google meet classes during winter vacation. The librariandisclosed the password of ENLIST . Faculty have organised some webinars and most of the teachers participated in webinars. Maintenance of Support Facilities Policy: To carry fitness and hygiene awareness programmes among the students. Procedure: The sports committee involved the Yoga and Meditation Cell of the college to keep the students fit and healthy by continuing online Yoga and meditation practices. Canteen Committee has also made the students conscious about the necessity of precautions to keep good health and hygeine. The warden-and-staff takecare of the students staying in college hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

739

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

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

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

426

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

256

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

256

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

62

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

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

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

government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

7

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

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

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

, Nature club etc . The student representatives are incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees etc. Besides the above mentioned student bodies, students councillors are also incorporated in various administrative and academic and decision making bodies along with teaching and non-teaching representatives. 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 enthusiasms

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

7

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

5.4 - Alumni Engagement

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

Though the college has an active Alumni Association, the process of registering the association has been initiated and is an ongoing process, as the process got delayed due to the pandemic. However it is contributing significantly to the development of

the college through their help and assistance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college 'aims at imparting value based education to women' of the hills towards 'holistic development'. As a result the college follows decentralisation and participatory management in all its activities through democratically-elected system both at the administrative and academic level. At the administrative level, college has the Governing Body, Principal, Teachers Council, IQAC, Finance Committee, RUSA-Committee (Formed as-per RUSA-guidelines), Building-Committee, Admission-Committee, Examination-Committee, Sports-Committee, Cultural-committee, Community-Engagement Cell, Dress-and-Discipline Committee etc. where the representatives of the faculty, non-teaching staff and the students are involved for a dialogic and democratised working culture. The committees like Gender Sensitization Committee against Sexual-harassment, 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, and NSS cum NCC activities, the holistic

development based on academic-excellence, community-service, socialconsciousness and affectionate-leadership is ensued towards fulfilling the mission of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

1.Has democratically elected system both at the administrative and academic level such as the Governing Body (including democratically elected four teaching and two non-teaching staffs and the Head Counsellor of the apolitical Student Council) , Teachers Council, IQAC, Committees for Finance, RUSA Committee (Formed according to RUSA guidelines), Internal Complaints Committee/ Grievance cell, Gender sensitization against sexual harassment, Anti-Ragging Squad, for prevention of caste based discrimination, Cultural, Routine ,Library etc To grow effective leadership quality among students in various institutional practices, an elected student body (Student Council)exists for the interest of the students and to assist the administration .Student elected secretaries for different Clubs to manage the activities of clubs like, Literary Club, History Club, Current affairs Club, , Nature club etc. The student representatives are incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees. Thus, with the decentralised decision making at all levels - administrative, student, curricular and extracurricular, every member of the institution feels empowered.

2. Freedom to the departments in pursuing ONLINE mode of teaching if on long leaves. Teachers have taken their classes according to their feasibility of the students

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Admission process was made online

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

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

4 . All exam communication with the university was made online

5. Conduction and participation 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. Intership of teaching program introduced

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The overall-functioning and recruitment of non-teaching-staff is based on the 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 GovernmentNominee 4. Mr. Satyam Rai Government-Nominee 5. Mrs. Sushma Ghosh University-Representative 6. Ms. Raka Shree Rai TeacherRepresentative 7. Mr. Dinesh Chandra Ray Teacher-Representative 8. Mr. Bishal Chettri Teacher-Representative 9. Mr. Dewakar Thatal Teacher-Representative 10. Mrs. Madhu Pakhrin Non-TeachingRepresentative 11. Mr. Anand Biswakarma Non-Teaching-Representative 12. Ms. Hanifa Fareen, Head-Councillor of the Students' Council. The college-policies are documented in the college-diary. The teacher's-council provides recommendations based on which decisions are taken in the GB. The teacher's-council gets feedback and recommendations from the various sub-committees comprised of teaching, non-teaching, students, alumni, NGO-representatives along with that from students'-council and council of non-teaching staff. The appointment of the principal and faculty is done on the recommendation of West Bengal College Service Commission. For 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	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Welfare Measures 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 2. Cooperative Society 3. Puja Advance given without interest 4. Emergency loan without interest 5. GPF Loan 6. Corpus Fund 7. Emergency advance salary 8. Internship for the aspiring teachers

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

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

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

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

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Staff appraisal system of the college has two phases: 1. Self-appraisal 2. Appraisal by the principal. Appraisal of the faculty members: 1. First, the online self-appraisal forms of the teachers are made available online through <https://southfieldcollege.org/wp-content/uploads/2022/09/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 prepare the employer's feedback . 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the 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 prepare the employer's feedback . 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the non-teaching staffs' self-appraisal

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The Institution conducts Internal and External Government Audits regularly. However after the Covid 19 pandemic, the government has not appointed any statutory auditor though we have sent repeated letters and reminders. However, the internal audit has been conducted by a statutory auditor who also acts as statutory auditor for the Government. The Internal audit of the College has been done upto 2022-23.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0.95

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Fund mobilization: 1. The funds raised by the college include online-fees from the students, which is utilised by the assistance of Finance-Committee and the Governing-Body. 2. The salary, received through online HRMS, is mobilised with transparency. 3. The research-grants received are monitorised by the Research Committee and the utilization reports are acquired from a Chartered Accountant. 4. The seminar grants received are monitorised by the Seminar Committee and utilisations are acquired from a Chartered accountant. 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 50000. Expenditure above this has to be done only after getting sanctioned by the Governing-Body. 8. Internal audits of all the expenditure including RUSA are done. The external audit is yet to be finalised by the Government of West Bengal. Fund generated from the existing resources: 1. From the Interest earned from the money donated by Pawan Chamling: 2. Interest earned on the Corpus fund of the teacher' council and non-teaching staff. 3. Interest earned on the Co-operative Society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Celebrated Important Dates

Prepared academic calendar

Framed Syllabus for Add-on-course

Internship for aspiring teachers

Student Induction Induction

Program for SACT-teachers

Encouraged the students to involve with AajKaVakya

gender sensitization programs

Environment awareness and sustainability programs

Undertaken measures related to mental health of staff/faculty

Skill Development programs

Professional/Job oriented training and Career Guiding programs

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

Encouraged the teachers to take online courses during vacations

Cyber security awareness program

Special talk on BLENDED MODE OF TEACHING LEARNING

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Review of teaching-learning Process: In the micro level the mentors review the performances of the mentees. The Head of the Department is the head of the departmental academic committee along with all the other faculty members. There is constant review of teaching-learning and of the universality and internal assessment results. **structures & methodologies of operations:** The department academic committee, at the very beginning of the session, divides the portions of the syllabus among each of the faculty members. The lesson plan is chalked out, as provided in the course outcome document which is uploaded in the college website.

learning outcomes: The learning outcome has been uploaded in the college website.

Role of IQAC : The IQAC conducts student's survey, survey by the parents and the employer. The feedbacks are analysed and accordingly, recommendations are made to the individual departments related to measures to be undertaken for improvising teaching learning, and methodologies. The e-materials, provided by the departmental teachers, e-link to e-resources, question bank related to open book/ assignment based examinations are provided in the college website. As the students could not take the benefit of the library, e-books were downloaded and circulated in the whatsapp groups.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

B. Any 3 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Organised gender sensitization programmes: 1. Awareness program with MARG was organised 2.NSS AIDS awareness programme on December 1, 2022, to celebrate World AIDS Day. 3. Conduct the Gender audit. 4. Offered a course on Gender, Equity and Leadership as apart of the Ethics program for semester 2 students. 5. Series of talks on gender issues6. Syllabus for Add on courses on Ethics for all the semesters conducted :Sem 2 ETHSFC 102 Tenure: 6 months (once in a year) Gender, Equity and Leadership. Evaluation: assignment based examinations were undertaken at the end of the semester of total 50 marks. 7. facilities such as the common room, sanitary napkin vending machine etc.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Solid waste management in the college is given top most priority. The main waste produced is from the canteen and classrooms. The students are taught to segregate biodegradable waste and non biodegradable waste and put in separate dustbins. The canteen is advised not to use plastics and tetra pack drinks. The canteen uses disposable leaf plates which are put in dustbins and later burned or put into our major dumping place which is later collected by the Municipality garbage van.

Liquid waste is managed by the efficient drainage system of the college which is directly connected to the municipality liquid waste management system..

The college does not use Biomedical substances, Cotton, needles used for blood testing by Muskan Society are put in separate paper bags and separately deposited into the Municipality collecting Vans

There is a separate e-waste room where non functional electronic

goods are stored. Some of the computers are repaired and donated to schools of adopted villages by the NSS.

Notices are usually sent to the staff and students through digital mode. and paper waste is minimised by using digital board, website and facebook page. Waste paper is sent for recycling.

No hazardous chemicals and radioactive waste is used in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

1. BHANU JAYANTI was celebrated on 13th July 2022 commemorating the birth anniversary of the great Nepali poet. 2. INDEPENDENCE DAY [Azadi ka Amrit Mahotsav], 15th August, 2022 was celebrated. 3. Celebration of BHASHA DIWAS on August 20th: 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): 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 21.02.2023, Matribhasha Diwas was 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

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

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

1. Ethics class was conducted for all semester students to provide value education to the students. 2. Induction program caters to the introduction of staff and students to their rights and responsibilities as stakeholders in the institution outlining the vision and mission of the college. 3. Anti-ragging cell and anti-harassment/ complaints cell conducted induction program which familiarized and helped in implementing the code of conduct. 4. NSS activities to inculcate social responsibility. 5. Activities to inculcate universal values through seminars on various luminaries etc . 6. NCC activities to train the students about their rights and duties to nation and society 7. In the college diary as well as in the website about rights and responsibilities as stakeholders in the institution are provided.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

COMMEMORATIVE DAYS OF THE COLLEGE 1. Catch the Rain Campaign 1.07.2022. Bhanu Jayanti 13th July 2022. 3. College celebrates its Foundation Day annually on 1st August. 4. INDEPENDENCE DAY [Azadi ka Amrit Mahotsav], 15th August, 2022: 5. Celebration of BHASHA DIWAS on 20.08.2022. 6. 05.09.2022. 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 DLRPrerna (NGOs) from 15.09.2022 to 16.09.2022. 8. Celebration of Gandhi Jayanti, 02.10.2022 9. Between 02.11.2022 and 03.11.2022 the college organised the celebration of SATARK BHARAT SAMRIDDH BHARAT, as a part of Vigilance awareness week, 27.10.2022- 07.11.2022. 10. The college celebrated COMMUNAL HARMONY WEEK(11.11.2022 to 18.11.2022) 11. On 26.11. 2022, Samvidhan Diwas (Constitution Day) was celebrated by the reading of the Preamble 12. On 12.01.2023, NATIONAL YOUTH DAY commemorating Swami Vivekananda's Birth Anniversary 13. As part of the NATIONAL ROAD SAFETY MONTH (observation from 18.01.2023 to 17 .02.2023) 14. On 21.02.2023 Matribhasha Diwas 15. On 23.01.2023 birth Anniversary celebration of Netaji Subhash Chandra Bose, 16. On 26.01.2023, college celebrated the Republic Day. 17. On 22.03.2023, NSS, Southfield College organised the JAL SHAKTI ABHIYAN. 18. AMBEDKAR JAYANTI-14th April 2023 19. World environment Day-5th June, 2023 20. INTERNATIONAL YOGA DAY, 21.06.2023

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

7.2 - Best Practices

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

1. RESTROOM FOR PERSONS OF THIRD-GENDER

Context: Creating inclusive and safe spaces on college campus is essential

Objective:

- 1. Inclusivity:
- 2. Privacy and Safety:
- 3. Support for LGBTQ+ Community:

Practice: An educational campaign is made to inform students, faculty, and staff about the purpose and importance of third-gender restroom.

Evidence of Success: The third-gender restroom on Southfield College campus is located at the backside of Damien hall for privacy and safety with facilities of dressing room and attached washroom. Cleanliness and hygiene is maintained regularly.

Problems and Resources required: In future there is a plan to involve local LGBTQ+ organizations, in the planning and decision-making process of the college towards an inclusive gender fluid campus. The college would also establish mechanisms to provide feedback on the usability and safety of third-gender restrooms.

2. BUILDING OF ON-CAMPUS GIRL'S HOSTEL THROUGH THE TOTAL SPONSORSHIP FROM LOCAL ADMINISTRATION (GORKHALAND TERRITORIAL

ADMINISTRATION)

Context: Financial support from local governing bodies is important for enhancing the provisions of student's support initiatives such as, on-campus girl's hostel.

Objectives: 1. Enhance security 2. Strengthening student support 3. Collaboration with local-administration

Practice:The college has approached the Chief Executive of Gorkhaland Territorial Administration for sponsoring the on-campus girl's hostel.

Evidence of success: The GTA has already started the construction to be fully funded by GTA amounting to 16300000 (Rs One Crore Sixty Three Lakhs) to house 50 students initially.

Problems and Resources required: Further provisions such as protection from monkey menace and waste management are to be maintained by the college and funds need to be procured.

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

7.3 - Institutional Distinctiveness

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

ACADEMICS FOR SERVICE LEARNING AND COMMUNITY SERVICE: MUSKAN AND PREVENTION OF MONKEY MENACE

Community engagement by colleges is a vital component of higher education institutions' roles in society. It involves the active participation of students, faculty, and staff in various community-based initiatives, partnerships, and activities.

MUSKAN :

MUSKAN is the welfare society of Southfield College. It has been

registered under West Bengal Society's Act 1961. The aim of the society is to provide various social work endeavours like providing of scholarships to the meritorious needy students, testing of the blood groups and estimation of haemoglobin of the staff and students, etc. Being a girls' college it is very important to constantly check the haemoglobin level of the students in order to find out if the students are suffering from malnutrition.

PREVENTION OF MONKEY MENACE:

Monkey menace is a recurrent problem in Darjeeling. To protect the morning walkers who frequent the Mall Road from the monkey menace, Southfield College has installed cut-outs of langur in the Mall road. To protect the students from monkey menace inside the campus, the college has also installed cut-outs of langur in various corners of the college campus.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being an affiliated college of the University of North Bengal, members of Board of Studies from our college are vigorously associated in framing the curriculum. However our college ensures effective syllabus delivery through an organized and documented practice. The college had to make a well organised plan to ensure effective curriculum delivery. The University of North Bengal provided truncated syllabus to the colleges for one semester while the other followed the entire syllabus.. The departments were asked to chalk out their yearlong academic activities. After getting the information from each department an academic calendar was prepared and uploaded in the college website. Besides, IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Therefore, an add-on programme was introduced on Ethics. Hence syllabus was also framed on ETHICS for the Various Semester Students. The faculty members implemented their academic plans and activities. For the fulfilment of the plan the teachers also provided the necessary E- materials, notes, e-books and references to the students. The teachers also provided the relevant topics for the classdiscussions and open book test.

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

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

Being an affiliated college of University of North Bengal we follow the academic calendar as directed by the University. Presently the University of North Bengal is following CBCS. For CBCS University conducts semester wise exam. So there are ample

areas of concern related to the internal, continuous and practical, field work, projects cum viva-voce exams. The plans of other yearlong activities including for the conduct of Continuous Internal Evaluation are made after getting data from all the departments and the same are incorporated in the college Diary which was distributed to the students so that they would know when to keep themselves unengaged with any other preoccupations. Since it is always better to have more such exercises, rather than restricting the numbers of internal evaluation that department conducts as many as possible and inform the students about online test/open book at least a week prior to the scheduled test. Faculty members are also involved in a continuous evaluation of students through online and offline assignments, seminars, group discussions and viva. Regular tests are taken along with MCQs to ensure that the students are well prepared for their university exams.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://southfieldcollege.org/wp-content/uploads/2023/09/diary-2022.pdf

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

A. All of the above

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

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

57

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

867

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

867

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

1.3 - Curriculum Enrichment

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

The curriculum enrichment enables the students to elevate and enhance their learning beyond their main course of study. IQAC 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. Hence syllabus was also framed on ETHICS for the Various Semester Students. As the Southfield College is the only Women's College in Darjeeling town it ensures gender equality to eliminate gender bias and discrimination resulting from social and cultural attitudes and practices and economic status. The Career Oriented Program (COP) in Women Studies has efficiently incorporated syllabus to ensure Women's Empowerment. The NBU syllabus on Environmental Science included in AECC -1 for First semester students offers theoretical and practical lessons on sustenance of environment. This syllabus also encourages students to do field work, survey and projects on environmental sustainability. The college organised campaigns like Catch the Rain, Spitting Free India Movement, Swachta Hi Sewa, World Environment Day and awareness program on issues related to Safety of Women, women rights, etc

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

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

387

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

391

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

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

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

141

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

2.2 - Catering to Student Diversity

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

The College pursues a policy of catering to the educational needs of all the different types of students. The HODs with the help of the other teachers divide the students into three categories: the Slow learners, the Average learners and the Advanced learners based on their online class responses and the assignments. The slow learners are given more attention with regard to remedial classes and re-explanation of various topics. Additional study materials and notes are circulated to the slow learners. Moreover, in order to boost up their confidence, motivational talks are also given by the mentoring teacher. The average learners are encouraged to make more effort. The average learners were constantly reminded and motivated that they are the hub of possibilities towards betterment through hard work, confidence and dedication. The advanced learners are provided with additional list of books and references as well as with e-resources so that they could improvise their knowledge on issues that are not only in the syllabus but beyond. Moreover they are inspired to prepare for competitive examinations services. The advanced learners were encouraged to attend webinars and inter college academic programs.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
943	38

File Description	Documents
Any additional information	No File Uploaded

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

Field trips and practicals based on surveys were conducted by almost all the departments. Interactive sessions were conducted where students were given various platforms to explore their creative side. Departments regularly held creative competitions like poster making, presentations and caption contest. The students also took active part in various webinars and symposiums at the departmental and inter-departmental level which were conducted keeping in mind the mental and physical wellbeing of all the stakeholders of the institution. Students were also given individual as well as group based research projects to promote an active learning process. Under the leadership of entry into service cell a few workshops were held to enhance the learning process of the students. The students were also updated on the new modes and avenues of learning to create a multidisciplinary approach and skill based learning. At the departmental level participative learning was encouraged through tutorial learning and dissertation. The career oriented programmes also conducted projects on interdepartmental promote interdisciplinary approach. Value and ethics based classes continued in a blended mode of offline and using various online platforms to promote a holistic development of each individual student.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT has revolutionised all facets of our lives. This includes academia in general and the teaching learning processes in particular. After the lockdown, though primary focus has been on offline classes with smart boards in all the departments, but as per UGC guidelines and NEP2020 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 google classroom, which has also served as the most important platform for uploading course work material. The students also upload their assignments on this platform and put forward any queries that they have, both academic and administrative on the main homepage. Since this homepage is meant to be seen by all the participants, this also serves as a major platform for academic discussions and communication to all. Moreover, students have also exposed to major educative videos on various online platforms. Other ITC initiatives include the use of OBS (Open Broadcasting Software) for the making of 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 learning as well.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

14

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

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

2.4.3.1 - Total experience of full-time teachers

357

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

An induction programme of the First semester students is conducted at the beginning of each new session where the students are given information related to the process of examination both internal and external. On the same day the students are asked to sign one declaration form stating that they are not going to use any unfair means. The students are given prior-intimation of the examination schedule and the process of continuous evaluation. The students are also briefed on the process of 15 marks of continuous internal evaluation as per university guideline. The students are thoroughly prepared for the university level examination as they undergo multiple levels of evaluation throughout the semester via class tests, assignments, quizzes, MCQ, open books tests, tutorials, seminars, presentations and group discussions. The results of the tests are duly given to the students and they are encouraged to approach their respective departments for queries and clarifications. This provides ample scope for rectification and clarity for the students. The exam committee ensures that all examinations are conducted by strictly following the guidelines and rules issued by our institution and the affiliating university. The value system of our college also helps to conduct the exam in transparent way.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

There is a proper system in place to deal with grievances of the students which are related to examinations. There is an option for the student to go for a review of their answer sheet if they are unsatisfied with their marks and feel that they deserved more based on their own self-evaluation of how they performed in the examinations. 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, there are 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

236

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://southfieldcollege.org/wp-content/uploads/2023/10/Analytical-Report-on-Assessment-of-the-Teachers-by-Students-2022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

52000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of departments having Research projects funded by government and

non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

3

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

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

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

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

09

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

3.3 - Extension Activities

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

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

2. NCC 4 Bengal participated in Fit India Freedom Run; Celebrated NCC Day; organised cleaning drive; conducted program under Swachh 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.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

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

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

8

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

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

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

335

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

Nil

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

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

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

07

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1.The college has enough classrooms to conduct classes.

2. All departments are Smart Departments

3. New GIS Laboratory in Geography Department with 20 new computers has been installed

4.Two new Computer Labs with total 19 computers have been installed for computer training as per MOU with Garul and Chandrawati foundation and Southfield College

5.Environmental Science lab is present. Further some of the MUSKAN activities like blood testing is conducted in the Environmental Science Lab.

6. The college has a psychology and counselling lab. This is equipped with modern equipments run by the Education Department. Regular Mentor- mentee counselling in this lab is also conducted

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college has the following facilities for all cultural activities, games and sports. There is a big auditorium called Damien Hall with overhead LCD Projector and smart Podium for all cultural activities, workshops and Seminars.

The college has a basketball court where students play basketball, badminton, volleyball, futsal. For indoor games, students play table tennis, and indoor games like chess and carrom.

The college has a gymnasium with modern equipments. A qualified trainer teaches the students how to exercise in the gymnasium. Occasional seminars are conducted by renowned and qualified nutritionist for healthy eating and right way of exercising.

The college has a Yoga and Meditation centre where Bipasana meditation is conducted every thursday morning at 8.00am by Dr. Mahesh Pradhan, Associate Professor of Department of Nepali. Yoga is taught by Ms Gyanshree Pradhan, Assistant Professor of Political Science and by Ms Pratistha Gurung, SACT teacher of Department of Education.

Two qualified trainers teach the students Taekwondo in the morning from 8.00 am to 9.00 am every day.

The college has a yoga and meditation centre where Dr. Mahesh Pradhan, IQAC co-ordinator conducts bipashna meditation every thursday from 8.00am to 9.00am.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

11.57

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College Library is unique to the Hills as it is an open Access Library.

Library is fully automated by installation of Bar coding and Radio Frequency Identification System (RFID).RFID installation has increased the efficiency of the Library.

Some of the digital services provided by the library are internet facilities, remote access facilities, database search through INFLIBNET-N-LIST, ICT for students, e-newspapers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
80	

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

4.3 - IT Infrastructure

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

1. WI-FI facilities for teachers with more than 150mbps
2. WI-FI for the students for more than 150 mbps
3. Regular maintenance of Computer by AMC
4. Anti virus installed.
5. Smart Board ICT enabled.
6. LCD Projector at Auditorium and Audio Visual Classroom.
7. C.C. TV updates regularly .
8. Wifi (150 MBPS), smart TV with OTT App and CC TV are there in the college hostel
9. A new Ad-on course on Computer Basics has been introduced and new computers installed as per MOU with Garul Dewan and Chandrawati Foundation. The computers are frequently updated by AMC

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

75.26

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

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

Maintenance of Physical Facilitates Policy: The RUSA and Building committee decided to continue the works of construction and renovation. **Procedure:** The works, particularly the construction under RUSA funds are continued under the supervision of RUSA and Building Committee with maintaining

COVID-19 protocol. Maintenance of Academic Facilitates Policy : IQAC instructed all the departments to prepare plans of activities which are feasible to accomplish through online mode. Procedure: All the department have made plans of yearlong activities which could be carried through online. The faculty have taken ZOOM and Google meet classes during winter vacation. The librarians disclosed the password of ENLIST . Faculty have organised some webinars and most of the teachers participated in webinars. Maintenance of Support Facilities Policy: To carry fitness and hygiene awareness programmes among the students. Procedure: The sports committee involved the Yoga and Meditation Cell of the college to keep the students fit and healthy by continuing online Yoga and meditation practices. Canteen Committee has also made the students conscious about the necessity of precautions to keep good health and hygiene. The warden-and-staff take care of the students staying in college hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

739

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

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

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

426

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

256

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

256

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

62

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

7

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

7

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

5.4 - Alumni Engagement

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

Though the college has an active Alumni Association, the process of registering the association has been initiated and is an ongoing process, as the process got delayed due to the pandemic. However it is contributing significantly to the development of the college through their help and assistance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college 'aims at imparting value based education to women' of the hills towards 'holistic development'. As a result the college follows decentralisation and participatory management in all its activities through democratically-elected system both at the administrative and academic level. At the administrative level, college has the Governing Body, Principal, Teachers Council, IQAC, Finance Committee, RUSA-Committee (Formed as-per RUSA-guidelines), Building-Committee, Admission-Committee, Examination-Committee, Sports-Committee, Cultural-committee, Community-Engagement Cell, Dress-and-Discipline Committee etc. where the representatives of the faculty, non-teaching staff and the students are involved for a dialogic and democratised working culture. The committees like Gender Sensitization Committee against Sexual-harassment, Antiragging committee, Inclusive squad, Committee for Differently-abled-persons, Nature Club etc. sensitise the stakeholders towards becoming conscious of protecting human rights and ecology through the promotion of value-oriented education. The mission of the college underscores 'academic excellence', 'ideals of love, sincerity and service', 'Empowerment' and 'social justice'. The inclusion of representatives from various underprivileged backgrounds in various committees that is zero tolerant to corruption/discrimination/hegemony and is encouraged to function digitally, along with the introduction of welfare schemes, mentor mentee classes, and NSS cum NCC activities, the holistic development based on academic-excellence, community-service, socialconsciousness and affectionate-leadership is ensued towards fulfilling the mission of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

1.Has democratically elected system both at the administrative and academic level such as the Governing Body (including

democratically elected four teaching and two non-teaching staffs and the Head Counsellor of the apolitical Student Council) , Teachers Council, IQAC, Committees for Finance, RUSA Committee (Formed according to RUSA guidelines), Internal Complaints Committee/ Grievance cell, Gender sensitization against sexual harassment, Anti-Ragging Squad, for prevention of caste based discrimination, Cultural, Routine ,Library etc To grow effective leadership quality among students in various institutional practices, an elected student body (Student Council)exists for the interest of the students and to assist the administration .Student elected secretaries for different Clubs to manage the activities of clubs like, Literary Club, History Club, Current affairs Club, , Nature club etc. The student representatives are incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees. Thus, with the decentralised decision making at all levels - administrative, student, curricular and extracurricular, every member of the institution feels empowered.

2. Freedom to the departments in pursuing ONLINE mode of teaching if on long leaves. Teachers have taken their classes according to their feasibility of the students

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Admission process was made online

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

3. As per the plans made by the institution for new courses and

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

4 . All exam communication with the university was made online

5. Conduction and participation 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

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The overall-functioning and recruitment of non-teaching-staff is based on the 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 Representative 11. Mr. Anand Biswakarma Non-Teaching-Representative 12. Ms. Hanifa Fareen, Head-Councillor of the Students' Council. The college-policies are documented in the college-diary. The teacher's-council provides recommendations based on which decisions are taken in the GB. The teacher's-council gets feedback and recommendations from the various sub-committees comprised of teaching, non-teaching, students, alumni, NGO-representatives along with that from students'-council and council of non-teaching staff. The appointment of the principal and faculty is done on the recommendation of West Bengal College Service Commission. For 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	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Welfare Measures 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 2. Cooperative Society 3. Puja Advance given without interest 4. Emergency loan without interest 5. GPF Loan 6. Corpus Fund 7. Emergency advance salary 8. Internship for the aspiring teachers

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

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

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

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

05

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Staff appraisal system of the college has two phases: 1. Self-appraisal 2. Appraisal by the principal. Appraisal of the faculty members: 1. First, the online self-appraisal forms of

the teachers are made available online through <https://southfieldcollege.org/wp-content/uploads/2022/09/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 prepare the employer's feedback . 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the 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 prepare the employer's feedback . 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the non-teaching staffs' self-appraisal

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The Institution conducts Internal and External Government Audits regularly. However after the Covid 19 pandemic, the government has not appointed any statutory auditor though we have sentrepeated letters and reminders. However, the internal audit has been conducted by a statutory auditor who also acts as statutory auditor for the Government. The Internal audit of the College has been done upto 2022-23.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0.95

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Fund mobilization: 1. The funds raised by the college include online-fees from the students, which is utilised by the assistance of Finance-Committee and the Governing-Body. 2. The salary, received through online HRMS, is mobilised with transparency. 3. The research-grants recieved are monitorised by the Research Committee and the utilization reports areacquired from a Chartered Accountant. 4. The seminar grants received aremonitorised by the Seminar Committte and utilisations are acquired from a Chartered accountant. 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 te help of Finance committee and Governing-Body. 7. The Finace-Committee deals withh expenditure below 50000. Expenditure above this has to be done only after getting sanctioned by the Governing-Body. 8. Internal audits of all the expenditure including RUSA are done. The external audit is yet to be finalised by the Government of West Bengal. Fund genrated from the existing resources: 1. From the Interest earned from

the money donated by Pawan Chamling: 2. Interest earned on the Corpus fund of the teacher' council and non-teaching staff. 3. Interest earned on the Co-operative Society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Celebrated Important Dates

Prepared academic calendar

Framed Syllabus for Add-on-course

Internship for aspiring teachers

Student Induction Induction

Program for SACT-teachers

Encouraged the students to involve with AajKaVakya

gender sensitization programs

Environment awareness and sustainability programs

Undertaken measures related to mental health of staff/faculty

Skill Development programs

Professional/Job oriented training and Career Guiding programs

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

Encouraged the teachers to take online courses during vacations

Cyber security awareness program

Special talk on BLENDED MODE OF TEACHING LEARNING

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

beginning of the session, divides the portions of the syllabus among each of the faculty members. The lesson plan is chalked out, as provided in the course outcome document which is uploaded in the college website.

learning outcomes: The learning outcome has been uploaded in the college website.

Role of IQAC : The IQAC conducts student's survey, survey by the parents and the employer. The feedbacks are analysed and accordingly, recommendations are made to the individual departments related to measures to be undertaken for improvising teaching learning, and methodologies. The e-materials, provided by the departmental teachers, e-link to eresources, question bank related to open book/ assignment based examinations are provided in the college website. As the students could not take the benefit of the library, e-books were downloaded and circulated in the whatsapp groups.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Organised gender sensitization programmes: 1. Awareness program with MARG was organised 2.NSS AIDS awareness programme on December 1, 2022, to celebrate World AIDS Day. 3. Conduct the Gender audit. 4. Offered a course on Gender, Equity and Leadership as apart of the Ethics program for semester 2 students. 5. Series of talks on gender issues6. Syllabus for Add on courses on Ethics for all the semesters conducted :Sem 2 ETHSFC 102 Tenure: 6 months (once in a year) Gender, Equity and Leadership. Evaluation: assignment based examinations were undertaken at the end of the semester of total 50 marks. 7. facilities such as the common room, sanitary napkin vending machine etc.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar

B. Any 3 of the above

<p>energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</p>	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>Solid waste management in the college is given top most priority. The main waste produced is from the canteen and classrooms. The students are taught to segregate biodegradable waste and non biodegradable waste and put in separate dustbins. The canteen is advised not to use plastics and tetra pack drinks. The canteen uses disposable leaf plates which are put in dustbins and later burned or put into our major dumping place which is later collected by the Municipality garbage van.</p> <p>Liquid waste is managed by the efficient drainage system of the college which is directly connected to the municipality liquid waste management system..</p> <p>The college does not use Biomedical substances, Cotton, needles used for blood testing by Muskan Society are put in separate paper bags and separately deposited into the Municipality collecting Vans</p> <p>There is a separate e-waste room where non functional electronic goods are stored. Some of the computers are repaired and donated to schools of adopted villages by the NSS.</p> <p>Notices are usually sent to the staff and students through digital mode. and paper waste is minimised by using digital board, website and facebook page. Waste paper is sent for recycling.</p> <p>No hazardous chemicals and radioactive waste is used in the college.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

A. Any 4 or all of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

1. BHANU JAYANTI was celebrated on 13th July 2022 commemorating the birth anniversary of the great Nepali poet. 2. INDEPENDENCE DAY [Azadi ka Amrit Mahotsav], 15th August, 2022 was celebrated. 3. Celebration of BHASHA DIWAS on August 20th: 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): 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 21.02.2023, Matrihasha Diwas was 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

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

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

1. Ethics class was conducted for all semester students to provide value education to the students. 2. Induction program caters to the introduction of staff and students to their rights and responsibilities as stakeholders in the institution outlining the vision and mission of the college. 3. Anti-ragging cell and anti-harassment/ complaints cell conducted induction program which familiarized and helped in implementing the code of conduct. 4. NSS activities to inculcate social responsibility. 5. Activities to inculcate universal values through seminars on various luminaries etc. 6. NCC activities

to train the students about their rights and duties to nation and society 7. In the college diary as well as in the website about rights and responsibilities as stakeholders in the institution are provided.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

COMMEMORATIVE DAYS OF THE COLLEGE 1. Catch the Rain Campaign 1.07.2022. Bhanu Jayanti 13th July 2022. 3. College celebrates its Foundation Day annually on 1st August. 4. INDEPENDENCE DAY [Azadi ka Amrit Mahotsav], 15th August, 2022: 5. Celebration of BHASHA DIWASon 20.08.20226. 05.09.2022. 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 DLRPrerna (NGOs) from 15.09.2022 to 16.09.2022. 8. Celebration of Gandhi Jayanti, 02.10.2022 9. Between 02.11.2022 and 03.11.2022 the college organised the celebration of SATARK BHARAT SAMRIDDH BHARAT, as a part of Vigilance awareness week, 27.10.2022- 07.11.2022. 10. The college celebrated COMMUNAL HARMONY WEEK(11.11.2022 to 18.11.2022) 11. On 26.11. 2022, Samvidhan Diwas(Constitution Day) was celebrated by the reading of the Preamble 12. On 12.01.2023, NATIONAL YOUTH DAY commemorating Swami Vivekananda's Birth Anniversary 13. As part of the NATIONAL ROAD SAFETY MONTH(observation from 18.01.2023 to 17 .02.2023) 14. On 21.02.2023 Matribhasha Diwas 15. On 23.01.20223 birth Anniversary celebration of Netaji Subhash Chandra Bose, 16. On 26.01.2023, college celebrated the Republic Day. 17. On 22.03.2023, NSS, Southfield College organised the JAL SHAKTI ABHIYAN. 18. AMBEDKAR JAYANTI-14th April 2023 19. World environment Day-5th June, 2023 20. INTERNATIONAL YOGA DAY, 21.06.2023

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

7.2 - Best Practices

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

1. RESTROOM FOR PERSONS OF THIRD-GENDER

Context: Creating inclusive and safe spaces on college campus is essential

Objective:

1. Inclusivity:
2. Privacy and Safety:

3. Support for LGBTQ+ Community:

Practice: An educational campaign is made to inform students, faculty, and staff about the purpose and importance of third-gender restroom.

Evidence of Success: The third-gender restroom on Southfield College campus is located at the backside of Damien hall for privacy and safety with facilities of dressing room and attached washroom. Cleanliness and hygiene is maintained regularly.

Problems and Resources required: In future there is a plan to involve local LGBTQ+ organizations, in the planning and decision-making process of the college towards an inclusive gender fluid campus. The college would also establish mechanisms to provide feedback on the usability and safety of third-gender restrooms.

2. BUILDING OF ON-CAMPUS GIRL'S HOSTEL THROUGH THE TOTAL SPONSORSHIP FROM LOCAL ADMINISTRATION (GORKHALAND TERRITORIAL ADMINISTRATION)

Context: Financial support from local governing bodies is important for enhancing the provisions of student's support initiatives such as, on-campus girl's hostel.

Objectives: 1. Enhance security 2. Strengthening student support 3. Collaboration with local-administration

Practice: The college has approached the Chief Executive of Gorkhaland Territorial Administration for sponsoring the on-campus girl's hostel.

Evidence of success: The GTA has already started the construction to be fully funded by GTA amounting to 16300000 (Rs One Crore Sixty Three Lakhs) to house 50 students initially.

Problems and Resources required: Further provisions such as protection from monkey menace and waste management are to be maintained by the college and funds need to be procured.

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

7.3 - Institutional Distinctiveness

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

ACADEMICS FOR SERVICE LEARNING AND COMMUNITY SERVICE: MUSKAN AND PREVENTION OF MONKEY MENACE

Community engagement by colleges is a vital component of higher education institutions' roles in society. It involves the active participation of students, faculty, and staff in various community-based initiatives, partnerships, and activities.

MUSKAN :

MUSKAN is the welfare society of Southfield College. It has been registered under West Bengal Society's Act 1961. The aim of the society is to provide various social work endeavours like providing of scholarships to the meritorious needy students, testing of the blood groups and estimation of haemoglobin of the staff and students, etc. Being a girls' college it is very important to constantly check the haemoglobin level of the students in order to find out if the students are suffering from malnutrition.

PREVENTION OF MONKEY MENACE:

Monkey menace is a recurrent problem in Darjeeling. To protect the morning walkers who frequent the Mall Road from the monkey menace, Southfield College has installed cut-outs of langur in the Mall road. To protect the students from monkey menace inside the campus, the college has also installed cut-outs of langur in various corners of the college campus.

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

7.3.2 - Plan of action for the next academic year

1. Preparation for forthcoming NAAC Visit
2. Encourage the SACT teachers to participate in RC, OP and similar programmes
3. Implement the NEW EDUCATION POLICY 2020
4. Enhance the seats for EWScandidates
5. Introduce new scholarships
6. Consider the possibilities of introducing centre for distance and online mode of learning.
7. To actively become a part of the upcoming G20 events which are to be held in the various parts of India.
8. To approach Higher Education Department to organize State Level Inter College Sports by Southfield College and pursue fund distribution to the college.