



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Nar Bahadur Bhandari Government College
• Name of the Head of the institution		Dr. Debabrata Purohit
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03592231119
• Mobile No:		9434211599
• Registered e-mail		sgct1977@gmail.com
• Alternate e-mail		iqacsgct@gmail.com
• Address		P.O. Tadong
• City/Town		Gangtok
• State/UT		Sikkim
• Pin Code		737102
2.Institutional status		
• Type of Institution		Co-education
• Location		Semi-Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	Sikkim University				
• Name of the IQAC Coordinator	Dr. Jiban Upadhyaya				
• Phone No.	03592231119				
• Alternate phone No.	9434211599				
• Mobile	9475076476				
• IQAC e-mail address	iqacsgct@gmail.com				
• Alternate e-mail address	jugangtok@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.nbbgc.in/wp-content/uploads/2017/05/2019-20-NAAC-Accepted-AQAR.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.70	2016	25/05/2016	24/05/2021
6.Date of Establishment of IQAC			21/05/2014		
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	
Department	Major Research Project	DBT, GOI	2020	1667000	
Institutional 1	Biotech Hub	DBT-NER, GOI	2013	3997000	
Faculty	Twinning Project (Helico)	DBT, GOI	2018	6203992	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC					

9.No. of IQAC meetings held during the year	9
<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 	No File Uploaded
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)	
<p>1. Conducted Internal Academic Audit for Odd Semester 2020 and Even Semester 2021 2. Conducted Students Satisfaction Survey on Teaching Learning and Evaluation 3. Conducted Online Parents Teacher Meeting 4. Conducted grievances redressal meeting with the non-teaching staff. 5. IQAC facilitated workshop on National Education Policy 2020.</p>	
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 open Post Graduate courses in Chemistry, Botany and Zoology.	PG courses in the three mentioned science subjects were introduced.
2. To implement structured feedback system from different stakeholders.	Feedback was taken from students, teachers and parents.
3. To implement a system that would facilitate smooth online classes/examination/evaluation and to have a system whereby the number of online classes taken and students attendance therein can be monitored.	Classes, examination and evaluation was conducted in the online mode during the lock down period.
4. To conduct awareness programmes on Women and Child Welfare.	Two - day legal awareness program on Women and Child Welfare was held.
5. To conduct seminars/webinars on financial literacy.	Two webinars were conducted on the said subject.
6. To hold a College festival involving students in the virtual mode if the pandemic persists.	Digi-Denz - a college festival was held through virtual mode.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Management Committee	17/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Nil	Nil

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	06
2.Student	
2.1 Number of students during the year	3390
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
2.3 Number of outgoing/ final year students during the year	910
3.Academic	
3.1 Number of full time teachers during the year	119
3.2 Number of Sanctioned posts during the year	119
4.Institution	
4.1 Total number of Classrooms and Seminar halls	47
4.2 Total expenditure excluding salary during the year (INR in lakhs)	4370815
4.3 Total number of computers on campus for academic purposes	197
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	
<p>CURRICULUM DELIVERY: The college is affiliated with Sikkim Central University and follows its prescribed syllabi for the UG and PG courses. The college faculties participate, on invitation, in the syllabus-revision exercises that the University undertakes periodically. Likewise, a few college teachers are also appointed as members of the Board of Studies of Sikkim University and they participate in its activities. The college prepares an Academic Calendar outlining all the curricular and co-curricular events of a session. Similarly, every semester a Master Time Table is framed by the Dean's Office to ensure smooth management of classes as per the UGC regulations. The Master Time Table also provides ample scope of contact hours for the students with their respective teachers.</p>	

Separate time slots for Mentoring and Tutorial classes are also provided in the timetable. A student has to study three papers till the Third Semester. As the college does not offer general courses, the student enters into the honours course on completion of the third semester. A student needs to study nine papers in the subject they have opted for honours in the three year's undergraduate course which is divided into six semesters. The prescribed syllabus of a particular subject for both Undergraduate and Postgraduate are usually distributed among all the teachers through a departmental meeting chaired by the respective HoDs. The Principal of the college monitors the proper execution of the teaching and learning process on the basis of the Master Routine and ensures that the syllabi are completed within the allotted time. At the end of the academic session, IQAC conducts Academic Audit for all papers taught in the session wherein the percentage of syllabus covered by the teacher is assessed. Paper-wise result analysis is also submitted by the concerned HoD during the internal audit conducted by IQAC. Students' feedback on the classes taken is also taken and a report is prepared from the data so collected. DOCUMENTATION: The students appear in two internally-conducted sessionals and one University-conducted term-end examination in every paper. 50 marks are allotted for two internal tests and 50 marks for the term-end examination conducted. Term papers, projects, field surveys, and dissertations are assigned for internal tests. All such activities are well documented by the departments. The college mandates that a minimum of 75% of attendance in every paper is compulsory for a student to be eligible to appear in the final exam. The record of students' attendance is maintained in the attendance register and kept in the departments. The college has a dedicated Examination Cell under the convenor-ship of the Vice-Principal. The Examination Cell keeps all the records right from a student's subject combination, regularity in the college, performance in the internal examinations along with the backlogs, if any, he/she has in a subject opted for. The office of the Dean of Students' Affairs maintains the students' records during their admission. Both digital and manual records are maintained by the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.nbbgc.in/wp-content/uploads/2020/08/NBBDTadongCollegeProspectus20-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

The College prepares an academic calendar for undergraduate/postgraduate courses before the commencement of academic activities that is strictly followed by the institute. The calendar incorporates schedule for the internal examinations and other exams as well as academic-related matters like the commencement of instructional activities, declaration of semester examination, tentative schedule for the end semester examination, plans of the department, mid review of attendance and defaulters' list, review of the performance of internal exams, schedules of seminars, project works and dissertation works, end of instructional activities, and declaration of test results. As stated elsewhere, all the internal marks of the students are displayed on the notice boards of the respective departments. Subject loads are allotted to the faculties at the beginning of the session to enable them to plan their activities accordingly. All the teaching-learning plans are prepared on the basis of the Academic Calendar that includes lecture number, unit number, syllabus to be covered, methods of delivery, modern tools, papers referred, textbooks and reference books, electronic sources to be used, websites to be referred.

The quality of teaching-learning is strictly monitored by the college through the head of the department on a daily basis. Departmental meetings are mostly focused on the standardization of the quality and the measures discussed in such meetings are adopted accordingly by all the faculties. Likewise, to enhance the quality of education, the students' feedbacks are also taken care of along with the adoption of different modules during the internal examination as a teaching strategy the institute undertakes following the academic calendar.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://www.nbbgc.in/?page_id=276

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

A. All of the above

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

09

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

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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

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

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File Description	Documents
Any additional information	No File Uploaded
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 undergraduate curriculum comprises compulsory papers like Environmental Studies and Eastern Himalayan Studies. The Environmental Studies paper teaches students about various issues related to the environment. Sikkim is a part of the Eastern Himalayan range and the paper Eastern Himalayan Studies makes the students aware of the region from geographic, political and economic perspectives.

Similarly, in the English post-graduate programme the department offers optional papers like:

1.ENG-PG-0204:Literature and Gender (in II- Semester)

2. ENG-PG-0302: Literature and Environment (III-Semester)

These papers concentrate on recognising and building values in the students. These awareness-based papers are aimed at making conscious, responsible and socially intelligent individuals that contribute to society in the long run.

The Postgraduate students(Humanities) are also required to submit a Social-Audit report by the end of their postgraduate program wherein the students incorporate the voluntary activity in any N.G.O during the period of their postgraduate years, which reflects their growth in terms of acquiring human values and social skills. The final result is withheld for any student who fails to submit the progressive Social-Audit report by the end of their degree. The

activity is introduced to build the students emotional quotient and to respond responsibly to social protocols.

File Description	Documents
Any additional information	No File Uploaded
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

6

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	No File Uploaded
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

181

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.nbbgc.in/wp-content/uploads/2017/05/studentsatisfaction-survey-2020-21.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
1252	
2.1.1.1 - Number of sanctioned seats during the year	
1255	
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

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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 has a well-structured mentoring mechanism. The teachers, actively encourage them to build leadership qualities, provide guidance, and also help them with future career development. For the proper execution of the mechanism, a semester has been divided into groups on the basis of the faculty strength of a particular department. The teaching faculties are compulsorily asked to guide a group of students from each semester. The mentees are guided by their mentors in the time slots provided to them by the college. During the Mentorship Class, the Mentors discuss with the Mentee, several issues not only related to their academics but also other issues concerning their careers. The mentors bridge the communication gap between the parents and the management with regular updates to the parents about the progress of their children. With the induction of this mentoring system, it has been observed that mentoring not only strengthens teacher students' bonding but also plays a vital part in the overall growth and development of a student. On average, each mentor is provided with 20 students in the Science stream whereas in humanities a mentor is allotted with an average of 30 students. The objective of the programme as stated briefly is to take care of mentees with proper guidance and counselling and advice. As a Mentor, the concerned faculty is responsible for keeping a track record of progress made by the student who has been groomed by the Mentor during the Mentoring Session. If the Mentor comes across a mentee needing special attention he/she appraises the same to the Dean of Student Affairs. Thus, Mentoring is a process of nurturing wherein the Mentor serves as a role model, teacher, encourager, counsellor and friend.

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
3390	119

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

The institute is highly involved in providing innovative methods for enriching the learning experience of students. Besides conventional methods of teaching that facilitates better interpretation and understanding of the subject by the learners, the faculty members are engaged in online lectures, interactive methods of learning, project-based learning, ICT facilitated learning and experiential learning etc. In addition to the oral presenting methods, teachers use Power-point presentations to make learning interesting and interactive, students are also engaged in field studies to acquaint them with first-hand knowledge. The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, quiz competition, educational games, discussion and questions and answers on current issues. ICT enabled teaching methods have been made available in the institute. The Teaching-Learning Process is supported with Regular practical sessions, access to Digital Library, Online learning, Conducting Online tests, Use of LCD projectors for seminars and workshops, productive use of educational videos. Departments conduct add-on programs to support students in their experiential learning and are actively involved in laboratory and practical sessions. Discussions and debates on contemporary issues are encouraged where students get an opportunity to express and share their constructive thoughts. students' participation in sports, extracurricular activities like participation in NSS and NCC is encouraged.

Besides written examination, term paper writing followed by a presentation by the students form the second component of internal assessment, this helps students present their assignments before the entire class helping them overcome stage fear and develop technical communicative skills. Student representative councils formed by the elected body of students also act as a channel between the institute and the students. They are actively engaged in organizing various awareness programs and annual fests that give opportunities to their creativity and help them cultivate organizational skills, decision making and maintain transparency apart from inculcating a sense of responsibility.

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

NBBGC encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. All the teachers use ICT tools and resources available on the campus as each department is provided with a projector, screen, and laptops. They also use video conferencing applications like zoom, google meet, and other e-learning platforms.

Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. The seminar hall and smart room are digitally equipped where guest lectures, expert talks, seminars and workshops are regularly organized for students. Faculties prepare online competitions and programs for students and other relevant information and feedbacks are collected from the students with the help of google forms. Recording of video lectures is made available to students for long term learning and future referencing to mitigate suspension of physical classes during the Pandemic. Various technical events and programs such as *Bhasa Divas*, group discussions, debates, paper presentations etc. have been organized with the help of various Information Communication Tools. Workshops for using SPSS and Research Methodologies were also conducted for the faculty members. Faculties have always been encouraged to attend Short term Courses, workshops like MOOCs and other online curriculums to observe and learn the efficient ways to connect and teach digitally.

File Description	Documents
Upload any additional information	View File
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

114

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

2.4 - Teacher Profile and Quality

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

119

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

48

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

951

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.

Mechanism of Continuous Internal Evaluation (CIE):

1. In a particular semester, a student has to undergo two internal tests known as sessional -A and Sessional-B of 25 marks each and one End Term (University) Exam for 50 marks.
2. Special tests are conducted for the students if they fail to appear for their scheduled test because of any unavoidable circumstances.
3. Tutorials and Mentorship are carried out to encourage the students for their future objectives.
4. The term paper assessment has inculcated research aptitude among the students along with the enhancement of their public speaking skills through presentations.
5. Question Banks related to every paper are provided to the students before the commencement of their term-end examination.
6. Display of marks secured by the students of a class in the

departmental notice boards.

7. The students have access to their respective scripts and are encouraged to clear their doubts with the concerned teachers.

With the application of the abovementioned practices, the pass percentage and academic excellence of the students have improved significantly.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

At the college level, all the issues regarding the evaluation process are looked after by the examination cell comprised of a Vice-Principal as convener and other teaching and non-teaching staff as members. The college follows the guidelines issued by the affiliating university while conducting internals and semester end-term examinations.

Two internal mid-term assessment examinations are given during each semester. The first internal examination is conducted centrally by the institute for which a proper timetable is prepared well in advance and communicated to the students. Seating plan and table marking are followed even for internal assessment tests and it is displayed on the notice board along with the Internal assessment timetable. Whereas, the second internal assessment is conducted by departments in consultation with its faculties and marks are submitted to the examination cell on the stipulated dates.

After evaluation of internal assessment, marks are displayed in the departmental notice boards and also circulated to the students through e-Mail/ WhatsApp. Those students who seek to verify and wants to have an idea of their performance in the test are given their answer scripts and if they come across any doubts, clarification is given which enables them to fare better in future. Exam cell also follows Grievance Redressal Mechanism for the students.

If a student is not able to appear for examination due to medical or any genuine reasons, a special examination is conducted for that student as per norms, provided that he/she submits an application with proper documents. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.

During the pandemic, students and faculty members were made aware of the process of conducting online examinations by widely circulating the guidelines. Any grievances relating to the university question paper, correction in mark sheets, results and certificates related issues are addressed to the examination cell after forwarding such queries through the concerned teachers. After thorough analysis, the matter proceeds to the university through the principal. Students are allowed to appear for improvement if he/she fails to secure pass marks or wants to improve their marks for which they have to apply through a proper process and pay necessary processing fees to the college. The information related to these matters is made available to the students through the Examination Cell of the college, as well as the Dean of Student's office, who bring out circulars pertaining to the issues on regular basis.

File Description	Documents
Any additional information	View File
Link for additional information	https://cus.ac.in/index.php/en/guidelines-and-instructions-for-students

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.

The curriculum of the programmes is designed by the affiliating university, the subject teachers of the college have defined the programme outcomes for each programme offered by the college. Course Outcomes, as well as Learning Outcomes, depend upon the nature of the course and the subject concerned. These outcomes are uploaded and displayed on the institutional website. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. The respective departments where these courses are run also make the students aware of these outcomes.

A centralised induction programme is also organised by the Dean of

Students' Affairs to make the new students aware of the rules and regulations of the college, disciplinary matters as well as the programmes and course outcomes that are offered by the college.

Timely career counselling is conducted for the benefit of the students which raises their awareness about the opportunities available to them in their respective fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.nbbgc.in/wp-content/uploads/2021/07/Prog-Outcome.pdf
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.

The course outcomes are measured through the syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper for internal examination, evaluation, and result. Besides taking regular classes, the teachers who strive hard to complete the course in time also conduct extra classes for the relatively weaker students. Securing 75 per cent attendance is mandatory for all the students in order to qualify for the end-term examination. The continuous evaluation is done through tests, written assignments, term papers and presentations, fieldwork, etc. These evaluation methods and other written examinations test the knowledge of the students acquired from the prescribed syllabus.

Every department plans and conducts all activities in light of the programme outcomes, course outcomes. There are certain ways to assess whether the programme outcomes have been achieved or not. The performance of students in university examinations and in different internal examinations is a parameter of outcome assessment. The teaching-learning and assessment processes are reviewed by the IQAC through internal academic and Administrative Audits. Records of academic results and other achievements are analysed and maintained by the departments. They are submitted to the IQAC at the end of the academic year. The feedback obtained from students on the teaching-learning process help to understand the expected learning outcomes.

File Description	Documents
Upload any additional information	View File
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

148

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)

<http://www.nbbgc.in/wp-content/uploads/2017/05/studentsatisfaction-survey-2020-21.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)

00

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

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

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

00

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

05

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

3.2 - Research Publications and Awards

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

the year

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

16

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

No programme was conducted owing to covid 19 protocols imposed on the state.

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

00

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

02

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

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

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

360

File Description	Documents
Report of the event	View File
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**

00

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

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

02

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

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

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

NBBGC ensures acceptable infrastructure and physical facilities and optimum utilization of such physical facilities for the teaching and learning processes. A thorough observation of the existing infrastructure is carried out by the institute and initiatives are taken up for the up-gradation and addition of infrastructure if needed. Optimal deployment of infrastructure is ensured through

conducting workshops/awareness programs/training programs for faculty (Eg. Nepali typing workshop) and for the students (Eg. Workshop on statistical tools org by Dept of Economics) on the use of new technology. The optimal utilization is also ensured through encouraging innovative teaching-learning practices. The institution is also used as an examination centre for several competitive examinations including NEET, NET, SLET (matter of verification) and state civil service examination.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.nbbgc.in/?page_id=317

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

NBBGC always strives for excellence both in academics as well as in sports. It has adequate facilities for sports, games (both indoor and outdoor) and cultural activities. The institution has one football ground with provisions for multiple games, like, Athletics, Cricket, Football, Volleyball, Kabaddi and Kho-kho. For the Indoor games like badminton, we have courts and a gymnasium available on the campus. Facilities for indoor sports and games such as badminton, volleyball, carrom, table tennis and chess, also exist in the Girls and Boys Hostels.

Qualified Physical Education Teachers and Assistant Professors have been appointed to take care of the day to day games and sports activities of the college. College teams are constituted to take part in state-level and University level competitions and other intercollegiate competitions. However, due to the ongoing pandemic, in this academic year and subsequent lockdown, no such events were organized and consequently, the achievements and participation of NBBGC cannot be reflected in this AQAR. Sports event competitions are conducted at the interdepartmental level in an academic year and the winners are awarded and rewarded accordingly.

Cultural Activities:

The Institution always encourages its students to participate in the cultural events held in the college like Freshers Welcome, Annual

Sports Meet, Annual Day, Farewell etc., to exhibit cultural talents. Students are even sent to other colleges for intercollegiate competitions like dances, skits, mimicries etc. The most important cultural event, apart from all others, is the College Fest. College fest is organised every year during the spring semester which is exclusively conceptualized and organised by the Students' Representative Council (SRC) under the guidance and supervision of the teachers. The various representatives, who occupy their positions, following the election, like Literary Secretary, Cultural Secretary, Sports Secretary etc., take initiatives for the absolute participation of the students. With their broader involvement for a fruitful success, the College fest results in an avenue to showcase talents and sportsmanship for the students. The fest is sponsored by the Education Department, Government of Sikkim which lasts for one week. The concluding day is named as 'Grand Finale' witnesses several officials from the Education Department, other dignitaries along with other people of repute as guests. With the commencement of such celebration, it has been observed that the organisational quality of the students in organising such mega event has been improved along with the enhancement of the sense of responsibility towards their institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.nbbgc.in/?page_id=317

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

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

18,12,715

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)

The college has a central library and departmental libraries in almost all the Departments. There is open access for students and staff. The reading room is well furnished and well ventilated which accommodates students at a time and provides a conducive environment for study. An exclusive reference section is available in the library. The visitor's book is separately maintained for the faculties and students and has been placed next to the entrance. The safety of the library resources is ensured by asking the students to keep their bags in the racks placed at the entrance of the library. Visitors are also required to sign in the register during their entry and exit. CCTV cameras are installed in the library for strict surveillance. All the library resources have bar codes to maintain a strict watch on its usage by the borrowers. To ensure broader circulation of the resource, a nominal fine is collected from the

borrowers if they fail to return the books on the given 15 day's time from the day of issuance. A well-equipped Digital Library with Internet connectivity is also housed in the Central Library for access to E-Resources that gives access to both the faculties as well as to the students.

Library Automation:

The library is fully automated using Integrated Library Management System (ILMS) through the SOUL Version 2 Library Management Software. The issue and return of books have been activated with the SOUL2 Library Management Software.

File Description	Documents
Upload any additional information	View File
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)

508547

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

50

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

4.3 - IT Infrastructure

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

The institution has an adequate number of computers for office purposes, and laptops for the teaching-learning process, both among the teaching staff and students. All the devices belonging to the institution, which includes Computers distributed to the various Departments, administrative blocks, are repaired, replaced and fixed up by the institution. The laptops issued to the faculties and students are repaired with the help of third-party agents at their personal expenses. These IT infrastructures are operated through WiMAX Network from National Informatics Centre (NIC) under the Ministry of Electronics and Information Technology. The WiMAX provides internet connectivity with 20MBPS speed and can be accessed by unlimited users and the installation, maintenance, and service to the device is provided by NIC free of cost. The NIC also provides a free service for Landline internet in the library and other departments through Fiber Network and the expenses for its maintenance is also provided by the NIC. Computer systems, UPS, Projectors, Software and Servers are maintained by third-party technicians. IT infrastructure is maintained by the outsourced agencies under the directives of the IT Department. The available IT facilities are well maintained by the institution through outsourced agents.

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

4.3.2 - Number of Computers

133

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

1507681

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

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

Maintenance of Library Facilities:

The books and journals are maintained in the library against disfiguring and spoiling. Stock verification is done as a part of regular monitoring and control by the Library Committee of the College. Pest and fungus control is done on regular basis for keeping books safe and secure.

A Library Committee has been constituted with 5 members for coordination in respect of learning resources. The Committee deals with the following issues with the sole intent of overall development of the Library infrastructure.

- Procurement of new books & renew of journals and recommendations for additional books.
- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Update and upgrade the library contents, periodically as per updates in curriculum
- The Committee also asks for the latest and appropriate books through the Departmental Heads to supply fresh and novel information among the students.

Computers:

The institute has an adequate number of computers numbering 133 with internet connections and utility software. Computer systems, UPS, Projectors, Software and Servers are maintained by third-party technicians. IT infrastructure is maintained by the Head and other faculties of the IT Department.

Classrooms, Conference Hall:

There are around 43 classrooms with proper ventilation, enough seating capacity, and green boards and podiums. Smart Classroom and Conference hall are also provided with enough seating capacity and LCD projectors. Cleanliness of classrooms and Conference hall is maintained on regular basis by the *Safaikarmacharis* of the college. Working condition of the audio system, LCD projectors etc. is done

on regular basis by the support staff.

Laboratory: Laboratories are regularly maintained by the Laboratory Attendants of all the practical based departments. Records of equipment and apparatus are also maintained in Stock Register by them. Laboratory equipment is maintained properly, regulated and serviced periodically and during shortages, they reported it to the concerned Head and through the latter information is supplied to the Principal. Before the commencement of a session, the Principal ensures a free and smooth functioning of the Laboratories with the supply of chemicals and paraphernalia. Major breakdown and cessation maintenance if required is usually carried out by outsourced technicians.

Maintenance of other support systems:

Cleaning of corridors, washrooms, classrooms, laboratories and premises is done by the Safaikarmacharis. Cleaning and sanitizing of washrooms are done on regular basis by the sufficient cleaning staff of the college. Greenery is maintained by the gardeners at the direction and supervision of the Green Campus Cell of the college. Generators and other electrical systems are maintained by external agencies. Clean and hygienic drinking water is available in the institute and the water vending machine is placed at the prime locations of the college. Overhead water tanks, both RCC and plastic made tanks are cleaned periodically. Sports facilities are maintained by the sports committee and the teachers and professors of the Physical Education Department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.nbbgc.in/?page_id=317

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

17

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

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

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

20

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

C. 2 of the above

File Description	Documents
Link to institutional website	http://www.nbbgc.in/?page_id=317
Any additional information	No File Uploaded
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

File Description	Documents
Any additional information	No File Uploaded
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

05

File Description	Documents
Self-attested list of students placed	View File
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

247

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

10

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

5.3 - Student Participation and Activities

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

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

1

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

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

Owing to the pandemic and closure of the Institution, elections for the Students' Representative Council could not be held and hence no activities could be mentioned here.

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

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

4

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

The Alumni Association of the college has 63 (sixty-three) active members and this group is known as Denz-93. They are an important stakeholder of the college and have been supporting the institution in diverse manners. Their participation in philanthropic activities in the state has widely been appreciated.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

MISSION:

- To provide infrastructural research facilities in such branches of learning as it may be deemed fit and to instil scientific zeal and develop skilled human resources.
- To sensitize students to focus on the upliftment of the social and economic concerns of the state and country. The institution focuses on developing the students intellectual, academic, and cultural prowess to instil awareness of human rights, gender and environmental issues in them so they can be informed citizens.
- To facilitate young learners with opportunities to hone their ethics and leadership potential.

VISION:

- Our vision is to have a transformational impact on students inculcating qualities of competence, excellence, and ethical character while meeting employment and knowledge aspirations locally.

As for the governance of the institution, it is reflective of the mission of the institute. The Institute's distinctive characteristics in terms of addressing the needs of the society, students, institute's value orientation, and vision for the future. The formal and informal arrangements in the institute to coordinate the academic and administrative planning and implementation reflects the institution's efforts in achieving its vision. The empowered team of the college involves the Principal, Convener of different committees, Teaching-staff, IQAC committee, Non-teaching and supporting staff, student's union, student representative (C.R.), stakeholders, alumni etc. The principal monitors the mechanism regarding administration and academic processes. It also ensures the proper functioning of the policies, rules and action plans of the college. There are many committees to support the vision and mission of the college. For example, these are examination cell, NSS, NCC, Career Counselling Cell, Library and Sports Committee, Cultural and Literacy Committee, internal examination committee, anti-ragging committee, college-magazine committee, disciplinary committee, grievance redressal committee, etc. All the committees take responsibility for their respective activities and successfully tackle these responsibilities in every academic session. The action plans are formulated in line with the quality policy under the leadership of the principal and the same are incorporated into strategic plans for effective implementation. The principal ensures that all stakeholders are involved in different activities. Through participative management, the faculties are involved in various decision-making bodies of the institute.

File Description	Documents
Paste link for additional information	http://www.nbbgc.in/?page_id=171
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.

A well placed decentralized system is adopted by the college for the governance and management of the institution. Although the college is headed by the Principal, the general rules and regulations

regarding the administrative and academic matters are controlled by the Education Department, Govt. of Sikkim. The Under Secretary/Deputy Secretary who is appointed by the said department, along with other office staff under him, assists the principal in administrative matters. The Under Secretary/ Deputy Secretary also serves as the Drawing and Disbursing Officer (DDO). All important decisions pertaining to college administration are taken in the general body meetings in the presence of both the Principal and Deputy Secretary along with all the teachers. Likewise, the College Management Committee also plays an important role in the governance and decision-making process of the college. Besides these, there are many other committees to look after different matters pertaining to the college. Moreover, all the HoDs have been entrusted with specific powers to supervise and administer their own respective academic (Teaching Learning, Evaluation) and other responsibilities. Two Practices of Decentralisation:

1. HoDs: The Head of every department is vested with the powers to oversee and supervise the process of Teaching, Learning and Evaluation. The HoD assigns/allots the syllabus amongst the fellow teachers, fixes dates and conducts the internal examinations, monitors the attendance, performance of the students and also organises seminars, conferences, workshops from time to time. He/she also ensures the participation of the students in various academic and co-curricular activities that are organised either within or outside the college.

2. Committees: Various Committees have been constituted by the college to look after the specific requirements. These committees have been entrusted with different responsibilities for the smooth functioning of the college and they have been given full power to organise different types of activities. Some of the important committees are Discipline Committee, Research Cell, Library Committee, Gender Sensitisation Cell, Grievance and Redressal Committee, Equal Opportunity Cell, Green Campus Cell etc. Two Practices of Participatory Management: 1. CMC: The College

Management Committee. The committee comprises the Principal (chairperson), Vice-Principal, Under Secretary, senior faculty of the college, two members from the civil society and two members from Alumni. All important decisions pertaining to academic and non-academic matters of the college are placed before the CMC and the ratification/Approval of the said Committee is required for any such major activities undertaken by the college. 2. PMU: Project Monitoring Unit (PMU) monitors different projects undertaken by the various government organisations including RUSA and their financial implications. Moreover, all the important infrastructural projects

meant for the welfare of the students and the institution at large is placed before the PMU. The PMU on the other hand monitors and implements, under the supervision of the Education Department (Govt of Sikkim), the various activities under RUSA such as Infrastructural Development, Social Equity Initiatives, Vocationalization of Higher Education and Faculty Improvement. Thus, the participation of faculty members and administration handle the management of the college.

File Description	Documents
Paste link for additional information	http://www.nbbgc.in/?page_id=3399
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:

As mentioned elsewhere, Nar Bahadur Bhandari Degree College, Tadong is affiliated with Sikkim University. The task of preparing/formulating the Curriculum and developing it is undertaken by the affiliating University itself. However, faculty members of various departments of the college have been members of the Board of Studies or Syllabus Review Committees constituted by the University and as per the powers vested on them as members of such bodies, they do contribute to the development of the curriculum.

Teaching and Learning:

The Dean of Students' Affairs prepares a timetable for all the three streams that are offered in the college according to the UGC guidelines at the commencement of every semester. Unitisation of the syllabus carried out by the respective departments and classes are allotted to all the teachers. The progress of the students is closely monitored through a well-established system of continuous evaluation during every semester. Slow learners are identified and separate tutorial classes are also conducted for the benefit of such students. Moreover, the various departments also have a mentorship programme wherein the various issues of the students, academic or otherwise, are addressed. Regular Practical classes are also held in Lab-based subjects. The IQAC conducts an Academic audit every semester wherein the progress of the faculties in relation to their respective papers is monitored. Apart from these, the College also

maintains a Mentoring Class where the students are guided to and encouraged to explore the academic realm in their future. The College also organises Seminars, Workshops, and Conferences with the motive to give a platform to the local researchers and also invites special lectures from the reputed people around. There is also a smart class in the college where Audio-Visual Aids are used to enhance the teaching-learning experience of the students.

Examination and Evaluation:

Examination and evaluation procedures are followed as stipulated by the affiliating university. A method of Continuous Internal Evaluation is followed every semester. 50 of the marks in every paper is internally evaluated and this is spread across two internal Examinations, namely the MidSemester Examination and the Second Sessional Examination for 25 marks each. The sessional test is flexible so far as the students are concerned as it can be either in the form of a written test or an assignment or term-paper (for non-lab-based subjects) or practical examinations for the lab-based subjects. The remaining 50 marks in every paper are evaluated externally by the University in the form of an End-Semester Examination. For certain specified subjects, there is also a provision of a Dissertation Paper in the VIth Semester and final semester PG Students. The examination and Evaluation process thus is student-centric, flexible, and convenient and ensures continuous monitoring of the students' progress throughout the semester.

Research and Development:

Many of the faculty members are into minor/ major research projects funded by various funding agencies like DST/DBT/UGC and other agencies. Biotech Hub has been actively involved in research activities. Senior Research Scholars are involved in rigorous surveys and fieldwork collecting biotic and abiotic samples from various databases. The application of molecular genetics has led to the discovery of new species and amphibians of Sikkim. The Laboratory set up in the college is equipped to take Research Programmes and helps in enhancing the skills of young researchers in the field of molecular biology.

Library, ICT and Physical Infrastructure / Instrumentation:

Library: The physical Digitisation of the books in the Library is under process. Likewise, the Bar Coding of books is in nearing completion. Moreover, 10 (ten) computers with an Internet connection have been made available for the students in the Library. The total

number of books available in the Library is 30,000 approximately and there are a few e-journals as well. INFLIBNET is also available. ICT: The college has the facility of a Smart Class which is equipped with all the necessary gadgets like projector, Computer, Speakers etc and the teachers and the students have been making use of it from time to time in order to enhance the teaching-learning experience. There is a computer lab exclusively for the B.Voc students. Each department also has been furnished with LCD projectors, Computers with internet connection which are used for different academic and other purposes. Moreover, there is also a Language Lab in the college that helps the students to acquire the language skills easily. Instrumentation: The Science Labs are well equipped with all the relevant Instruments.

Human Resource Management:

This is a Government institution and therefore all decisions pertaining to planning and development are taken by the HRDD, Government of Sikkim. Recruitment of the teachers is done through Sikkim Public Service Commission (SPSC). Likewise, promotion, transfer of the teachers is also governed by the HRDD, Government of Sikkim.

Industry Interaction / Collaboration:

The college facilitates interaction with the industries in the form of on-the-job training for the B.Voc. students.

Admission of Students:

Admission of the students are made through a well-set Centralised Online Admission Process that is followed by the college and the students are selected for admission into the college strictly on the basis of merit. However, the reservation of seats under various quotas is also followed as per state and centre regulations. The entire process of admission into the college is supervised by the office of the Dean of Students' Affairs.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.nbbgc.in/?s=prospectus
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.

Administration: The Principal, the Administrative Officer, along other administrative staff looks after the administration of the college. The college has internet connectivity through BSNL. At the college level, dissemination of information/data/instructions within the institution is carried out through college website, E-mails and WhatsApp groups of teaching and non-teaching staff.

Appointment and service rules: Since the college is a government college affiliated to Sikkim University, all the recruitment of faculties and administrative staff are done by the Sikkim Public Service Commission (SPSC), Government of Sikkim on the recommendation of the Education Department, Government of Sikkim and adhere to the service rule of the state. However, in academic matters, rules and regulations of Sikkim University being the affiliated university, are followed by the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.nbbgc.in/?page_id=3399
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	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)	View File

6.3 - Faculty Empowerment Strategies

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

The Government of Sikkim has medical reimbursement facilities that can be availed by teaching and non-teaching staff of the college. Apart from this, periodical health camps are held on the college premises. Housing facilities (Quarters) are also available for both teaching and non-teaching staff. Medical leave facilities can be availed by faculties and administrative staff on the production of requisite documents. Teachers can also avail leave to attend seminars, conferences, FDP, FIP, RC, workshops and short term courses. Teacher fellowships or study leave are also granted to teachers as per UGC guidelines for pursuing research or P.hD.

The teaching and non-teaching staff of the college are entitled to avail government pension on retirement. Maternity/paternity leave can be availed by the employees as per state government norms.

File Description	Documents
Paste link for additional information	http://www.nbbgc.in/?page_id=317
Upload any additional information	View File

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

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

NIL

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)	View File

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

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

NIL

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)	View File

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

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

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

NBBGC Tadong under Education Department, Government of Sikkim follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff. Sikkim Public Service Commission (SPSC) is the nodal body responsible for the selection of Assistant Professors in the state. The faculties are still required to submit their Annual Performance Index (API) to the college from where it is forwarded to the Education Department, Government of Sikkim. The objective is not only to evaluate the performance as per established norms but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee, this mechanism helps in promotion based on faculty performance. Annual feedback received from the students also helps in imparting quality education as well as an improvement based on the data received.

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisals provided by the administrative head.

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

Internal audit: The main source of the budget (finance) of the college is allocated by the Education Department, Government of Sikkim, The Government of Sikkim appoints an internal auditor (CA) who checks the utilization certificates of the funds allocated in different heads and submits the audited report to the government. The same process is being followed over the years.

External audit: The accounts of the college are audited by auditors appointed by the central A.G office every three years. Any queries, in the process of audit, are attended to immediately by the DDO of the institution along with the supporting documents within the prescribed time limits. The institution did not come across any major audit objection during the preceding years.

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

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

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

NIL

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

The college in the past mobilized resources through MPLAD fund from District Administration Centre east Sikkim. The fund had been used for the construction of two compost pits for the disposal of bio-degradable wastes, renovation of the college gate and construction of a shed on the stairs connecting the main building with the New Block. However, due to the ongoing pandemic for the past two

years, the institution has not received any such funds from the District Administrative Centre.

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

IQAC is one of the major policymaking and implementing unit in the college. It strives hard for the upgradation of the college infrastructure and all support facilities to meet the standards of higher education and the growing need of students. It assesses and suggests the parameters of quality education. IQAC prepares, evaluates and recommends Annual Quality Assurance Report (AQAR) and Self-Study Reports (SSR) for approval by the relevant Institute and Govt. statutory authorities. IQAC since its establishment, performing the following tasks on a regular basis:

1. Conducting Internal Academic Audit
2. Conducting Students Satisfaction Survey on Teaching-Learning and Evaluation.
3. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
4. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
5. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.
6. Coordinates with all stakeholders for their opinions and advice for quality improvement.

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

The IQAC has been actively engaged in the teaching-learning process of the college. The college prepares the Academic Calendar in advance and displays and communicates the same with all stakeholders. Measures are taken to timely follow the activities as mentioned in the Academic Calendar. All newly admitted students have to compulsorily attend the Induction programme organized by the Dean of Students' Affairs wherein newly admitted students are briefed about the rules and regulations of the college and the university related to their programme. Primarily, the students are informed about the examination process, forms of examination, back papers and the like during the Induction programme. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Feedback from students is also taken individually by the IQAC. Feedback is properly analyzed and shared with the Principal and the respective heads of departments. Accordingly, the actions are taken based on the feedback received.

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 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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.nbbgc.in/wp-content/uploads/2017/05/studentsatisfaction-survey-2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

I. In terms of Sikkim University Policy against Sexual Harassment contained in Notification No. S.U./2009-10/2332 dated 14/09/2009 the college constituted a "Gender Sensitization Unit" (GSU-SGC) vide Office Order No. 122/SGC/2013 dated 23/07/2013 with the primary objective to provide an environment for work and study free of sexual harassment, which aligns with the requirement of an institution of higher education.

The Sikkim University outlined the following objectives for its Gender Sensitization Unit, which shall be deemed to be applicable in all its affiliated colleges in the State:

- 1. To facilitate gender-sensitive and congenial work environment;
 - 2. To prevent sexual harassment, which includes a behaviour that violates an individual's dignity and interferes with her/his ability to operate freely at work; The scope of the unit shall not be restricted only to sexual harassment but shall also raise issues against all types of discrimination;
3. The Unit shall be approachable to any employee or student;
4. Apart from preventing sexual harassment, the unit shall also undertake to educate all employees/students of the University on the Rules and Procedures of GSU;
5. GSU shall also strive for women empowerment in the University in

academic/ professional and social aspects.

The Sikkim University defined "Sexual Harassment" and all other related wordings in its policy document along with the roles and functions vis-à-vis the Rules and Procedures of the GSU, and the same applies to GSU-SGC, Tadong.

For the academic year 2020-21, the Gender Sensitization Unit NBBGC organized an online program on "Gender Equality" for the students on 14th July 2021. The resource person of the program was Dr Sandhya Rai from College Namchi. She highlighted the need to bring awareness among the students about the basic concepts of gender stereotypes, end violence against girls & women, and Implementation of POSCO Act. The program aimed to achieve gender justice and equity through a critically informed understanding of gender identities and dynamics through academic programs, research and other related activities in Gender & Development Studies and Women & Gender Studies.

Seventy-six students from the second semester (Humanities) attended the program and had a lively interactive session with the resource person as well as their peers. Their enthusiastic participation also helped to minimise the communication barriers often posed in online sessions. Overall, the program was successful in imparting basic knowledge in the student's need to safeguard themselves and deter from any form of gender-based discrimination or violence.

II. An important concern of the college is regarding the safety of its members, especially those of the vulnerable groups. To strengthen the safety measures at the infrastructural level our college has placed several CCTV cameras spread across the campus to monitor any unwanted elements in the campus. Furthermore, we also have an Internal Complaint Committee alongside the Gender Sensitization Unit which caters to Student grievances relating to any form of harassment or discrimination on campus.

III. To promote gender-sensitive safe space the college has a separate Girls Common Room (GCR) which is located on the ground floor of the Library block. All girl students have open access to this room, they can use it to rest between classes or host study groups depending upon their needs. The GCR is furnished with desks, benches and also has an attached washroom facility.

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

NBBGC is located in the Tadong Municipal Ward which comes under the Gangtok Municipal Corporation. Thus the daily domestic waste generated on the campus is collected by GMC waste collection vehicle which has been specifically assigned for the campus. This waste is then taken and treated at the compost plant at Martam which is located 18kms away from Gangtok.

The E-waste produced by the College is minimum as all electronic gadgets and larger laboratory equipment that are non-functional are submitted back to the concerned Departments of Government of Sikkim. The college is also in the process of upgrading MoU with the National Institute of Electronics & Information Technology (NIELIT) after which the campus will have a designated E-Waste management area and value-added Training programs for students concerning the issues of E-waste management.

The college also has a Compost Pit and Resource Recovery Centre which was designed for wet waste and e-waste management

respectively. The site was constructed using the MPLAD funds in the year 2016-2017 to promote activities under the Green Campus initiative.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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	D. Any 1 of the above										
<table border="1"> <thead> <tr> <th data-bbox="76 439 550 506">File Description</th> <th data-bbox="550 439 1471 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 506 550 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="550 506 1471 645" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 645 550 748">Certification by the auditing agency</td> <td data-bbox="550 645 1471 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 748 550 851">Certificates of the awards received</td> <td data-bbox="550 748 1471 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 851 550 920">Any other relevant information</td> <td data-bbox="550 851 1471 920" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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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										
<table border="1"> <thead> <tr> <th data-bbox="76 1469 550 1536">File Description</th> <th data-bbox="550 1469 1471 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1536 550 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="550 1536 1471 1639" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1639 550 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="550 1639 1471 1778" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1778 550 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="550 1778 1471 1881" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1881 550 1951">Any other relevant information</td> <td data-bbox="550 1881 1471 1951" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Policy documents and information brochures on the support to be provided	View File	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
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Geo tagged photographs / videos of the facilities	View File										
Policy documents and information brochures on the support to be provided	View File										
Details of the Software procured for providing the assistance	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).

Inclusivity is a virtue that the college follows diligently as it is the cornerstone of every higher institution. To facilitate the feeling of harmony and cooperation our college commemorates various culturally significant occasions and also organises inter-departmental programs where students can engage with each other on grounds of culture and tradition. The college also organises an annual cultural fest, which this year was called " Digi- Denz". Due to the suspension of physical classes for the majority of the academic year, Digi-Denz was organized online from 12-17th July 2021. Despite this fact, we received a large number of participation from the students which enabled us to interact and bond using cultural and artistic expressions. To cater to the linguistic diversity the college has also set up a language lab to facilitate the preservation and promotion of indigenous languages such as Lepcha, Limboo, Bhutia in the state.

When it comes to harbouring Socioeconomic parity in terms of education, the Govt. of Sikkim provides free education to all its residents. Apart from this, for the lodging facility in the college hostel first priority is given to students belonging from low socio-economic backgrounds or minority communities. The students also receive a small stipend from the Social Welfare Department, Govt. of Sikkim to support their education.

We have also made efforts towards making the infrastructure of the campus more inclusive by incorporating ramps and washrooms for students who are differently-abled. We are also aiming to introduce audiobooks and other reading material in the library for students who need visual or auditory assistance. Furthermore, in accordance with " the Rights of Persons with Disabilities Act, 2016" the college complies with the order to reserve not less than 5% seats for persons with disabilities with benchmark disabilities.

In case of reports of discrimination or harassment on the basis of economic background, religion, gender etc there are proper channels of grievance redressal such as Discipline committee, Internal Complaints Cells, and Gender Sensitization Unit.

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	View File

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

In order to sensitize students and employees regarding constitutional obligations, values, rights, duties and responsibilities of citizens, the College for the year (20-21) organised a "Two Day Legal Awareness Programme on Women Related Issues" in collaboration with Sikkim State Commission for Women, Govt of Sikkim, Sponsored by National Commission for Women, New Delhi on 17th and 18th March 2021. The Programme was attended by 72 students, three faculty members from the nearby Sikkim govt. College, Burtuk and three resource people. The focus of the program was to create a platform where the students have the opportunity to learn about the rules, regulations, and Rights pertaining to gender-based issues. The Resource persons highlighted milestone Acts such as the Domestic Violence Act 2005, POSCO ACT 2012 and also discussed the emotional and mental aspects of exploitation. The students were familiarized with Paralegal services such as One Stop Centre in Gangtok, as to how it functions and the various ways in which a person can access its services. The Program also informed the students about section 376 of the IPC and sensitized them about the existence of an Internal Complaint Committee in every Private and Public Institution which works on reporting and solving cases relating to Sexual Harassment at the Workplace.

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

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

C. Any 2 of the above

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

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

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

The pandemic caused major disruption in the functioning of higher education institutes worldwide, it was indeed a challenging time in terms of management and functioning of the college. However, despite the hurdles, various Departments took part in commemorating various National and International days such as ' The world Environment Day' on 5th June, National Technology Day and National Science Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	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.

The institution has adopted a system for green-auditing which is carried out by the National Service Scheme and Green Campus Cell of

the College. The faculty concerned, along with the active students of NSS and Green Campus Cell, make a detailed survey of the saplings. The students, faculty, and administrative staff, have planted several saplings during various plantation programmes under several banners like World Environment Day, Earth Day, and the like. Such programmes are basically organized by the institution through the NSS wing and the planted saplings are taken care of. Likewise, the Green Campus Cell of the college actively engages itself in keeping the institution green and clean.

The college has a Reader's Association where the primary goal is to form spaces of active discussions and deliberations on issues pertaining to one's existence as a social, economic and political being. The platform attempts to create an environment of peer learning outside the bounds of classrooms and encourages self-expression. The activities are carried out via different participation methods such as prose and poetry sessions, film screening, book reviews, debate and discourses, Art displays and workshops. The main focus of Reader's association is to professionally train the students to build on their life skills which will help them grow not only academically but also on a personal and social level.

Keeping in view of the plastic menace, the use of plastic bags is avoided on the campus and the entire campus is declared as 'No Plastic Zone'. Students and staff are motivated and encouraged to use jute or cotton bags to spread the message of plastic hazards. In the same manner, during all the institutional congregations and programmes, the institution avoids using mineral water bottles and imperishable containers. Water for the guests is served in bottle glasses and paper cups. Care is also taken to ensure that the college environment has low levels of carbon emission and low pollution by restricting the entry of outside vehicles on the campus during college hours. Further, to avoid Noise Pollution, the college has a 'No Horn Zone'. At the east end of the administrative building, the point for the 'No Horn Zone' is demarcated.

The Department of Zoology, under the aegis of Institutional Biotech Hub, funded by the Department of Biotechnology, Government of India, conducts several hands-on training and workshops focusing on the basic molecular techniques amongst the students.

All the departments in the college also maintain a Book Bank for the use of the students. The books are lent to the students as and when sought and these departmental libraries are managed by the concerned teachers.

The college also discourages excessive use of paper in all its administrative as well as academic activities. Almost all the important notices have been circulated through the Official WhatsApp group and similar official WhatsApp groups of all the departments serve departmental purposes. Thus, in the overall assessment, most of the official works like notices, applications, term papers of the students, dissertations are sent to the concerned through emails, WhatsApp, and the like. It is also worth mentioning that, all the students enrolled in the institutions avail free laptop facility initiated by the Government of Sikkim through the Education Department. The students on their part submit all the assignments and term papers through the modes mentioned above. These practices are steps taken towards a paper-free institution. With the single window system, the use of paper has been reduced substantially on the campus. The campus is also declared a 'No Tobacco Zone'.

College fest is organised every year which is exclusively conceptualized and organised by the Students' Representative Council (SRC) under the guidance and supervision of the teachers. The office-bearers of the SRC take initiatives for the active participation of the students. This practice gives an opportunity to the students to hone their organisational and leadership faculties. The College fest also provides an ideal platform for the students to showcase their talents in cultural, literary and sports activities

The process of admission into the college is conducted through online mode and it is hassle-free and convenient for the students. The process of online admission also helps in digitising every detail of the students and helps in archiving the information.

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

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

Spread over 22 acres of green and well-maintained campus, NBBDC is a premier institution of the State of Sikkim. The College has around 3100 students and 106 full-time teachers and 70 non-teaching staff. The college is one of the oldest institutions which works towards providing Higher Education in the state. There are eight departments offering PG courses in Physics, Mathematics, Botany,

Chemistry, Zoology, History, English, and Economics. The students enrolled at NBBDC have to undergo two sessional and one end term examination every semester. 50 marks are allotted for two sessionals which are assessed internally and 50 marks in the end term examination are examined externally by the evaluators deputed by Sikkim Central University. It is worth mentioning that, most of the departments also assign term papers, projects, field surveys, and even dissertations with basic objectives to inculcate research aptitude among the students. All such activities carried out by the students are well documented by the departments. A student must have 75% of attendance in every paper to be eligible to appear in the End Term Examination. Evaluated answer scripts of the internal examinations are shown to the students and performance analysis is conducted by the teacher. Dissertation is a requirement in most of the Post Graduate Courses.

Following the State Government's policy, NBBDC imparts free education to its undergraduate students. The students enrolled in the institute have also been given laptops free of cost by the Government of Sikkim. The college has prescribed uniforms to be worn by all the students. The college aspires to be a green campus with zero waste and complete pollution free campus and steps like installation of e-waste bins, compost pits, and annual plantation drive have been taken to achieve this objective.

Seminars, workshops and motivational talks are organised to inculcate moral and ethical values among the students. Ethical values play an important role in the character-building process of an individual. The institute organizes Yoga camps, Aikido training Camp and talks by spiritual gurus. Such activities are organized with the objective to inculcate moral and ethical values among the learners of the institution.

The Department of Zoology, under the aegis of Institutional Biotech Hub, funded by the Department of Biotechnology, Government of India, conducts several hands-on training and workshops focusing on the basic molecular techniques amongst the students. We also Have the Department of B.Voc which provides exposure to experience-based learning to its students.

Academic Calendars, College Website, Reader's Association, Gender Sensitisation Cell, AntiRagging Cell, Internal Complaint Committee, Grievance Redressal Cell, NCC, NSS are some of the distinctive features of the institution. Career Counseling cell has been helping students placement through campus interviews in numerous private sectors.

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

Future Action plan

1. Initiating robust feedback system including Alumini Association and Civil Society.
2. Initiating Student Exchange Programme with other colleges and universities.
3. Organising Workshops for Government College faculties on 'Role and Functions of IQAC and NAAC'.
4. Career counselling of the students studying in one of the remotest school of the state.
5. Organizing seminars and workshops with maximum involvement of the various committees of the college.
6. Revamping Academic Audit System.
7. Celebration of National and International Day of importance in the college.
8. Providing encouragement and incentives for participation in research and publication by the faculty members to improve the overall institutional NIRF ranking.
9. To maintain / promote social connectivity among the students and faculty members during the pandemic lockdown, the college shall organize annual college fest via online mode (Dizi-Denz).
10. Physical infrastructure for inclusivity of differently able students has been introduced. In the upcoming years the college shall incorporate audio books, Braille text in the library.