



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		Sikkim Government College, Tadong
Name of the head of the Institution		Dr.Bina Pradhan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03592231119
Mobile no.		9434211599
Registered Email		sgct1977@gmail.com
Alternate Email		iqacsgct@gmail.com
Address		P.O. Tadong
City/Town		Gangtok
State/UT		Sikkim
Pincode		737102
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Bhakta Kunwar
Phone no/Alternate Phone no.	03592231119
Mobile no.	9434257197
Registered Email	iqacsgct@gmail.com
Alternate Email	bhaktakunwar@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.nbbgc.in/wp-content/uploads/2017/12/AQAR_SGC-Tadong-2016-17.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://www.nbbgc.in/wp-content/uploads/2021/05/Academic-calendar-2017-18.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.70	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC

21-May-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
SWOT analysis of the institutional infrastructure: Human and	13-Mar-2018 1	35

Physical resources		
Regular meeting of IQAC were held during the year 2017-18	23-Aug-2017 5	36
Students satisfaction survey was conducted	15-May-2018 1	427
NIRF participation was done	12-Mar-2018 3	75
AQAR for 2016-17 was submitted on time	06-Dec-2017 1	95
Academic audit was done by IQAC for the Odd Semester 2017	05-Feb-2018 5	101
Academic audit was done by IQAC for the Even Semester 2018	17-Jul-2018 7	101
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	BioTech Hub	DBT	2013 2555	454000
Dr. Namrata Thapa	Twinning project with RG centre of Bio-Tech, Kerala	DBT	2017 1095	1030000
Dr. Lhanjey W. Bhutia	Indo-US Foldscope Project, Cat. B	DBT	2017 365	600000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

- (i) Organized DST funded Faculty development program (FDP) on entrepreneurship for science teachers in collaboration with SICON.
- (ii) Organized Workshop on MS Office for nonteaching staff with the help of faculty members of Software Development Department.
- (III) Organized One Day Stress management workshop.
- (IV) Students satisfaction survey was conducted.
- (V) NIRF participation was done.

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

Plan of Action	Achivements/Outcomes
To request the Government for filling up the vacant teaching post and creation of more new teaching and non teaching posts.	Advertisement for the recruitment for filling up the vacant post in Arts and Commerce Departments has been done in September 2017 and interviews held in March 2018. Results from SPSC awaited.
To start five new post graduate courses in the subjects Chemistry, Zoology, Botany, Political Science and Commerce.	Proposal submitted to the affiliating University. Inspection team from the University visited the College. University has requested for appointment of more teachers. Courses could not be started this year.
To establish laboratories for post graduate courses in Chemistry, Zoology and Botany	Laboratory for science departments partially established.
To organize national/international level seminar/conference	National and International Seminars/Workshop held in Mathematics, Nepali, and English Departments
To renovate main gate and to repair the existing boundary walls.	Repair work on boundary wall has been completed. Renovation of main gate is yet to be done.
Request the Government/other funding agencies to establish one more girls hostel.	Work on establishment of one more girls hostel has been initiated.
To establish a language laboratory	Establishment of a language laboratory

	has been done
Installation of equipments in the newly constructed Gymnasium.	The installation of equipments in the newly constructed Gymnasium have been purchased and are being installed
To start online feedback system for students	Online feedback system in the college website could not be materialized
To organize training program for Non-teaching staff	Computer training program given to Non-teaching staff
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Management Committee	26-Apr-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	26-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Wiring of LAN has been completed. Presently, departments have been connected with highspeed internet and both academic and administrative information are being disseminated through emails or other online platforms.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Sikkim government College, Tadong has been delivering quality education to the large Sikkimese populace since its inception in 1977. The College being the oldest in the state, Sikkim government College, Tadong strives to provide holistic and quality education to its students. Curriculum Delivery: The College is affiliated with Sikkim University (Central University) since 2008

and has been diligently following the prescribed syllabus of the university. The University upgrades its course structure every three years and many of the staff members of the college have been actively involved in the course revamp. Further many of the teachers are also involved in the board of studies which constantly monitors the efficacy of the programmes and then refers to higher bodies in the University. A major objective of the college is to build itself on an efficient code of conduct. Starting with the academic calendar which maps important events throughout the year. A Master Time-Table is customised by the office of the Dean every semester to ensure that the total periods provided for contact teaching are maintained as per UGC guidelines. It also helps the students to seamlessly navigate their classes across various departments. The college routine gives ample scope of contact hours for students with the respective faculty members. Besides normal teaching hours, contact hours for mentorship and tutorials are also reflected in the master routine. In each semester, every student has to study three papers. A student, having Honours in a particular subject, must study nine papers in that subject in the entire undergraduate course of three years which has been divided into six semesters. The prescribed syllabus of a given subject for UG and PG programs is distributed among all the teachers of each department considering the individual specialization of the teacher during their course of study and research areas. Such distribution of syllabus is done through departmental meetings convened by its HoD. The principal of the college constantly monitors the execution of teaching and ensures that the syllabi are completed well within time. At the end of the semester, IQAC conducts an academic audit for all the papers of that semester in which the percentage of syllabus covered by each Teacher is assessed. The performance of students in the internal and external examinations is related to the quality of teaching, hence, paper-wise result analysis is also submitted by the HoD to the internal audit conducted by IQAC. The quality of teaching, delivery mechanism, lucidness, etc. of a teacher is also reflected in the students' feedback report.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field Projects for documentation and identification of wild edible plant and medicinal plants were undertaken by 4th Semester students, BSc Botany Honours	33
BSc	Assignment/ project on documentation of economically important plants of India were undertaken by 4th semester students BSc Botany Honours	33
BSc	Field Projects on Wild Life to Lampokhari, Aritar, East Sikkim conducted for VI Semester, BSc Zoology Honours.	52
BSc	Field Projects for Pest collection and identification held for Third Semester BSc CBZ students to ICAR Compound Taken by Zoology Department.	79
BA	Students of VI semester Sociology (Paper IX is a field based paper) were taken for field trip to 27 Assam Lingzey G.P.U., East Sikkim from 1-8th April, 2018.	43
BTTM	Field Trip and OJT conducted for 6th semester Tourism Hons Students in collaboration with TAAS.	58
BSc	B.Sc. 6th Sem students were taken for Field trip to Sikkim Milk Union Factory by Chemistry Department.	38

BA	Geography Department went for field tour to Shillong with VI semester(honours) students during 28 March to 02 April 2018	42
BA	Dissertation (Field Study) One complete Paper (IXth Paper) by VI Sem Education Honours students	41
BA	Dissertation (Field Study) One complete Paper (IXth Paper) by VI Sem Nepali Honours students	36
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college regularly obtains proper feedback from the Students, staff (teaching and Nonteaching) alumni, and parents. A proper Students Satisfaction Survey feedback form was circulated taking a good sample size and then these data were processed with the help of established statistical systems (SPSS). The report of the feedback was then circulated among the staff members for proper understanding of the overall scenario and the perception of the students. The outcomes of the analysis of feedback data from students were thoroughly discussed in a general meeting. The meeting was convened by the principal and attended by all the teachers. If there were some specific complaints by the students then the college did its best to rectify or solve the issue. No teachers were singularly made accountable for the overall problems stated (if any) however, in cases where there were some specific curriculum related issues in regard to a particular teacher, then the Principal took personal initiative to talk to that teacher and make him/her aware of the issue that had been mentioned. The feedback was done in complete secrecy and the students were given full freedom to write their responses. As far as the feedback from staff, employees, parents, and Alumni are concerned, the feedback is normally done as a Focus Group Discussion (FGD) so that matters are discussed broadly. Every issue was taken up with utmost care and every view was given the highest importance so as to record all the voices that was required to be captured and then implemented or disseminated as and when required. The staff and alumni have always been supportive of the college and have given unbiased views in the best interest of the institution.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	MSc in two subjects, Physics and Mathematics	30	76	29
BA	Thirteen Honours courses in Lepcha, Bhutia, Limboo, Nepali, English, History, Pol. Sci., Tourism, Geography, Physical Education, Sociology, Education, Economics	715	1412	668
BSc	Five Honours courses in Physics, Chemistry, Mathematics, Botany, Zoology	200	480	211
BCom	Honours courses in Commerce	120	253	128
BVoc	two courses in Software Development and Pharmaceutical Chemistry	60	95	59
MA	MA in three subject, English, Economics and History	60	110	58
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	3252	154	66	Nil	35

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
101	101	160	3	3	21

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentorship Programme of 2017-18 : The College has initiated a well-structured Mentor-Mentee system. The mentoring system is a kind of strategy for a student where one can seek knowledge, learn leadership qualities, guidance, future career development and support at all times. All the teaching faculty-members (Mentors) are compulsorily asked to guide a group of a number of students (Mentee) from each semesters. The mentor bridges the communication gap between parents and management by regularly updating the parents about the student's progress and updates from the college. Effective mentoring establishes a trustworthy relationship between Mentees and Mentor that:

1. Focuses on the need of the students
2. Establishes consistent communication with parents and closely monitors the growth of students.
3. Our mentors have demonstrated that they are responsible, hard-working, outgoing, friendly and providing service at all times.

Under this mentorship programme, the departments have divided the students of respective semesters under different mentors. In Science Departments each mentor was given about 23 students on an average. In Humanities Departments each mentor was given about 30 students on an average. The objective of the programme was to take care of the mentees by providing guidance, counselling and advice especially in the field of academics and life skills as per needs expressed by the mentees with a mission to maximize students' growth and development. Mentors maintain a track record of progression of each student of his/her group. Mentors report any such observation, which requires special attention towards a student, to the Dean of student affairs. Special attentions are given to new comers or the freshly admitted students. Mentoring is a nurturing process in which the faculty member serves as a role model, teacher, sponsor, encourager, counsellor, and friend to the students with the end goal of promoting the latter's professional and personal development. This Programme is designed to help the students' transition easily into campus life, and creates events that help them build a supportive network of students, faculty and staff. Through the mentorship programme, students gain the skills, experience, and contacts necessary to maximize the education and knowledge that broadens their access to all that the department has to offer. At the same time mentorship is not just about academic work itself, but also with navigating college life and providing support for students during the difficult transition period. The mentor also serves as a resource who will answer questions, trivial or complex, that the student might come up with. Most importantly, the mentor serves as a positive role model. Throughout the semester, the mentor remains in close contact with students to assure the best possible experience and learning outcomes.

HIGHLIGHTS OF MENTORSHIP

1. Mentees choose when and how frequently they would like to meet during each month. Mentors are required to meet regularly with mentees.
2. Mentorship groups communicate with each other in person or by phone or email during the semester.
3. Mentees have the opportunity to shape their own mentoring experiences through dialogue and action planning initiated by mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3165	101	1 : 31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
101	101	Nil	11	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Namrata Thapa	Associate Professor	Certificate of appreciation for her pioneering research work on fish product of North East by IIT Guwahati, Assam
2018	Mr. Pankaj Singh Thapa	Associate Professor	Certificate of appreciation by STNM State Hospital, Gangtok
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UGA(01- 13)	1st Sem 2017	14/12/2017	19/01/2018
BA	UGA(01- 13)	2nd Sem 2018	29/06/2018	23/07/2018
BA	UGA(01- 13)	3rd Sem 2017	14/12/2017	19/01/2018
BA	UGA(01- 13)	4th Sem 2018	25/06/2018	23/07/2018
BA	UGA(01- 13)	5th Sem 2017	14/12/2017	19/01/2018
BA	UGA(01- 13)	6th Sem 2018	30/06/2018	07/12/2018
BSc	UGS (01-05)	1st Sem 2017	13/12/2017	19/01/2018
BSc	UGS (01-05)	2nd Sem 2018	27/06/2018	27/07/2018
BSc	UGS (01-05)	3rd Sem 2017	12/12/2017	19/01/2018
BSc	UGS (01-05)	4th Sem 2018	25/06/2018	23/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level: This Institution has introduced following reforms to conduct Continuous Internal Evaluation (CIE): 1. The students appear for three internal assessment of 25 marks each, from which two best scores are considered. 2. Students appear for special tests if they fail to attend scheduled tests owing to medical reason, any personal issues or natural calamity etc. 3. Remedial measures taken by conducting tutorial classes and mentorship programmes to help students deal with the critical topics. 4. Mock tests conducted prior to sessional examinations. 5. Topic wise question banks provided for all subjects. 6. Students are encouraged to solve previous years University Exam question papers. 7. Marks are displayed on the Departmental Notice Board to encourage students to seek feedback from their concerned teachers. Significant improvement has been shown in students performance through the above reforms. Students cognitive ability has also improved. This has brought about confidence

in time management, writing skills and preparedness for the final exams. The pass percentage and academic excellence of students have significantly improved.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution adheres to the academic calendar for the conducting of examinations and other related matters. The academic calendar is prepared by institute for undergraduate/ postgraduate courses before commencement of every semester and consists of instructional activities, declaration of semester examination, plans of departments, mid review of attendance and defaulter list, schedule of examinations and tentative schedule of end semester examinations, review of performance of internal exams, schedules of seminars, project and dissertation work, declaration of results. Syllabus distribution is managed by respective department and allocated to faculty members in advance to enable them to plan their action accordingly. Academic calendar is the backbone of various teaching learning plans prepared before start of every semester. Teaching plan includes number of lectures, unit numbers, content of syllabus to be covered, methods of delivery, modern tools, papers referred, text books and reference books, websites referred etc. The HoDs monitor the quality of the teaching-learning activities with the aid of respective class coordinators on a daily basis. Continuous counseling through departmental meetings, students feedback, brainstorming in the meetings for different teaching strategies, semester examinations having different modules, result analysis, are the other core activities the institute undertakes according to the academic calendar to adhere the planned curriculum.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.nbbgc.in/wp-content/uploads/2021/07/Prog-Outcome.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UGA10	BA	NA	67	59	88.06
UGA09	BA	NA	52	47	90.39
UGA08	BA	NA	58	49	84.49
UGA07	BA	NA	52	46	88.47
UGA06	BA	NA	42	39	92.86
UGA05	BA	NA	45	39	86.67
UGA04	BA	NA	36	34	94.45
UGA03	BA	NA	17	16	9.12
UGA02	BA	NA	52	48	92.31
UGA01	BA	NA	16	14	87.5

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

<http://www.nbbgc.in/wp-content/uploads/2021/05/SSS-2017-18-converted.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	DBT, GOI	7120409	1530000
Major Projects	365	DBT, GOI	800000	600000
Major Projects	1095	DBT, GOI	2338996	939000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
3 Days National Workshop on Academic style of Writing	Department of Nepali	05/03/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Pioneering work on fish product of North East	Dr. Namrata Thapa	IIT, Guwahati	29/01/2018	Teacher
Best Project Work among the successful students	Mr. Pema Chida Sherpa	IIT, Kharagpur	20/07/2018	Student
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
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NA	Nil
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3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	3	0.52
International	Chemistry	6	1.20
National	Botany	4	0
International	Botany	4	0
National	Commerce	1	0
International	Commerce	5	0
National	English	1	0
International	English	1	0
National	History	1	0
National	Limboo	2	0

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

Department	Number of Publication
English	7
Commerce	1
History	1
Lepcha	1
Limboo	1
Pharmaceutical Chemistry	2
Sociology	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A study on buddhism based ethh o-ecologic al environ mentalism in Sikkim	L. P. Bhutia	Online i nternation al Research Journal	2018	0	Sikkim Govt. College, Tadong	Nil
Women in science: Trends and contributi ons of	L. P. Bhutia	Online i nternation al Research Journal	2017	0	Sikkim Govt. College, Tadong	Nil

Indian women scientists						
Synthesis of Some New Scaffolds of Amino Isoxazolidines and their Further Functionalization into New Class of Peptides	B. Chakraborty	Heterocyclic Chem	2018	0	Sikkim Govt. College, Tadong	Nil
Lasbian Conciousness and Subaltern's Voice: Reading Janice Pariat's Boats on land. The Criterion International Journal in English	H. Goswami	The Criterion International Journal in English	2017	0	Sikkim Govt. College, Tadong	Nil
Synthesis of Some Novel Class of Regioselective Spiro Isoxazolidine Derivatives via 1,3-Dipolar Cycloaddition Reaction of N-Benzyl -c- Fluoro-substituted Phenyl Nitrones in ionic liquid	B. Chakraborty, E. Chettri	J. Heterocyclic chemistry	2018	7	Sikkim Govt. College, Tadong	7

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A study on buddhism based ethno-ecological environmentalism in Sikkim	L. P. Bhutia	Online international Research Journal	2018	Null	Null	Sikkim Govt. College, Tadong
Women in science: Trends and contributions of Indian women scientists	L. P. Bhutia	Online international Research Journal	2017	Null	Null	Sikkim Govt. College, Tadong
Synthesis of Some New Scaffolds of Amino Isoxazolidines and their Further Functionalization into New Class of Peptides	B. Chakraborty	Heterocyclic Chem	2018	Null	Null	Sikkim Govt. College, Tadong
Lasbian Conciousness and Subaltern's Voice: Reading Janice Pariat's Boats on land. The Criterion International Journal in English	H. Goswami	The Criterion International Journal in English	2017	Null	Null	Sikkim Govt. College, Tadong
Synthesis of Some Novel	B. Chakraborty, E. Chettri	J. Heterocyclic chemistry	2018	Null	7	Sikkim Govt. College, Tadong

Class of Regioselective Spiro Isoxazolidine Derivatives via 1,3-Dipolar Cycloaddition Reaction of N-Benzyloxy-N-methyl-N-(2-fluorophenyl)nitrosonium in ionic liquid						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	31	14	3
Presented papers	7	11	2	Nil
Resource persons	2	1	3	Nil

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachhata Pakhwada	NSS Units I.II and III	15	300
State Level Inter-Institutional on MSSE Meeting	NSS and MSME, Sikkim	4	100
Special Lecture on Disaster Risk Reduction	NSS	10	100
Annual Training Camp NCC, Namchi	NCC	2	55

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

NA	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
EDP on Web Page Designing (DST Sponsored)	SICON Gangtok-CGPC	6-Week EDP on Web page designing	2	26
Yoga Day Celebration	NCC	State Level Yoga Celebration at Palzor Stadium, 21.06.2018	4	150
Swachh Bharat	NSS Units I.II and III	Library Building Cleanliness Drive: Swachh Sikkim Swachh Bharat Date: 02.10.2017	6	100
Swachh Bharat	NSS Units I.II and III	All Campus Cleanliness Drive: Swachha Sikkim Swachha Bharat Date: 15.09.2017	45	2000
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Twinning Project	Dr. Namrata T Tamang and Dr. Shyantana Chattopadya	DBT GOI	1065
Sponsor establishment of IBT Hub BT/32/NE/2012ship	Coordinator Dr. Namrata T Tamang	DBT GOI	2920
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Wildlife Training to Bhutia Community at Lachung	Eco-System Services provided by Wildlife and their Conservation	IBT Hub and SGC, Tadong	07/07/2017	07/07/2017	28 (Bhutia Community)
ST (Bhutia Community Students)	Training on Biotechnology application in Eco-system	IBT Hub and SGC, Tadong	22/08/2017	22/08/2017	55 (ST Students)
Community Program	Biodiversity and Conservation of Eco-System	IBT Hub and SGC, Tadong	22/06/2017	22/06/2017	40 (Local community at Lachung)
Invited Talk	Research opportunities and Campus Life in Wayne state University Michigan US	IBT Hub and SGC, Tadong	21/02/2018	21/02/2018	72 ()NBBDC Students and Faculty
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
19.73	19.73

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Nil
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20533	3079950	789	118350	21322	3198300
Reference Books	1479	295800	Nil	Nil	1479	295800
Journals	18	5900	Nil	Nil	18	5900
Library Automation	13585	Nil	Nil	Nil	13585	Nil
Weeding (hard & soft)	800	2200	Nil	Nil	800	2200
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	121	60	61	14	40	14	22	20	0
Added	0	0	0	0	0	0	0	0	0
Total	121	60	61	14	40	14	22	20	0

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

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15.49	15.49	5.14	5.14

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Boys and Girls' Hostels: Minimum fee of Rs. 300 to Rs. 400 are collected per month from boarders. Fooding arrangements are usually managed by the students committee. No other charges are collected. Each hostel is provided with the cook, safai karmachari, warden/Hostel superintendent. Two college buses ferry students from adjoining areas at subsidised rates. College ground is always accessible to our students. The cost of maintenance is borne by the state government directly. The college library has more than 21000 textbooks, has subscribed to research journals, INFLIBNET. It is accessible to all throughout the working days. Students can also borrow books from departmental book banks. The college has subsidized xerox/photocopying facilities. An indoor stadium and gymnasium are free for all students. The supply of drinking water to the students has been made by installing water filtering units. There is career guidance and placement cell for students. There is a canteen which provides food items at prices much lower than the market rates. The other academic facilities such as the departmental laboratory are accessible to students as per their class routine. However, any student can visit and request additional lab time. Computer: The college employees and students have access to the computer labs and departmental computers library also provides 14 computers with internet facility. Besides, the college has B.Voc. course in Software Development from this academic session and it has a well-equipped computer lab. Access to all these computing and surfing facilities is absolutely free.

http://www.nbbgc.in/?page_id=3118

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free education to students with Certificate of Identification	3005	901500
Financial Support from Other Sources			
a) National	Post-Matric Scholarship etc.	424	2265200

b)International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
6 week EDP for students	06/02/2018	26	SICON
Yoga	21/06/2018	150	NSS/NCC/IQAC
Career Counselling	18/10/2017	100	Thomson Digital and CGPC, SGC
Mentoring Odd Sem- 2017	24/07/2017	1066	Inhouse Faculty members
Language Lab	19/03/2018	30	SIBIN/Dept of English, SGC
Remedial coaching	07/08/2017	210	Inhouse Faculty members
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Thomson Digital Recruitment Campaign	100	100	28	28
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	9	18

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
INDIGO, CIPLA, THOMSON DIGITAL, ZYDUS, GO	200	31	NA	Nil	Nil

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	12	B.A. (English.Hons)	Physics	Dept. of Physics, Sikkim University/SMIT	M.Sc. (Physics)
Nil	10	B.A. (English.Hons)	Physics	Dept. of Physics, PG Section, SGC	M.Sc. (Physics)
Nil	1	B.Sc. (Bot.Hons)	Mathematics	NIT, Calicut	M.Sc. (Mathematics)
Nil	10	B.Sc. (Zoo. Hons)	Mathematics	Dept. of Mathematics, PG Section, SGC	M.Sc. (Mathematics) M.Sc. (Mathematics)
Nil	10	B.Sc. (Chem.Hons)	Mathematics	Dept. of Mathematics, Sikkim University/SMIT	M.Sc. (Mathematics) M.Sc. (Mathematics)
Nil	12	B.Sc. (Math.Hons)	Chemistry	Dept. of Chemistry, Sikkim University/SMIT	M.Sc. (Chemistry)
Nil	11	B.Sc. (Math.Hons)	Zoology	Dept. of Zoology, Sikkim University	M.Sc. (Zoology)
Nil	7	B.Sc. (Math.Hons)	Botany	Dept. of Botany, Sikkim University	M.Sc. (Botany)
Nil	7	B.Sc. (Physics Hons.)	English	Dept. of English, Sikkim University	M.A. (English)
Nil	8	B.Sc. (Physics Hons.)	English	Dept. of English, PG Section, SGC	M.A. (English)

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

SLET	2
GATE	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SRC FEST 2018 (25th may 2018-10th june 2018): Quiz contest, debate competition, dance competition, extempore, sports activities, volleyball tournament, football, badminton, table-tennis, chess,	INSTITUTION LEVEL	1192
INTER COLLEGE VOLLEYBALL TOURNAMENT (BOYS AND GIRLS) 20TH APRIL 2018	INSTITUTION LEVEL	180
PHOTO WALK 13TH APRIL 2018	INSTITUTION LEVEL	15
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Senior National 54kg Bout (Bronze Medal)	National	1	Nil	17SA0161	Sabitri Limboo
Nil	Governor Gold Medal	National	Nil	1	NA	Pema Wangdi Lepcha
Nil	Sr. Master Federation Cup, Blind, National Strength Lifting Championship 2016-2017	National	1	Nil	NA	Leamit Lepcha
Nil	Oorja, CAPF U-19 Talent Hunt Football	National	1	Nil	17SA0141	Prashant Chettri

	Tournament (Gold Medal)					
Nill	Wako India National Kick-boxing Championship (Gold Medal)	National	1	Nill	16SA0665	Renuka Rai
Nill	National Strength Lifting Championship (Silver Medal)	National	1	Nill	16SA0643	Zamyang Palmu Bhutia
Nill	National Strength Lifting Championship	National	1	Nill	16SA0480	Paljor Namgyal Bhutia
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Representative Council during their tenure organised several co-curricular activities that encouraged students to participate in cultural, literary, and sports events. SRC was also involved in arranging cleanliness drives and various awareness camps in collaboration with NCC and NSS on campus. SRC played a substantial role in the installation of a sanitary napkin vending machine in the girls common room. The students council sent representations to intercollege sports competitions and brought home laurels for the institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni extended relief to several institutions in Sikkim throughout the year. Charitable engagements, like visiting the old age home to donate recreational facilities to the residents. They provided financial support and aid-in-kind to several Children's Homes in the state. Further, a fund-raising drive was initiated for the treatment of a paediatric patient on humanitarian grounds. The alumni similarly assisted the residents to Manjusa, a short-stay home for the victims of domestic violence. The alumni continue to proactively engage in various social services and philanthropic endeavour.

5.4.2 – No. of enrolled Alumni:

62

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

175000

5.4.4 – Meetings/activities organized by Alumni Association :

- 4th July 2017. Visited Lee Aal Old Age Home at Rakdong Tintek, East Sikkim and as a social service/support supplied 01 utility truck of essential commodities, HD Television set with DTH connection and financial support to

purchase medicines for the inmates. Approx.- 1lakh • 22nd August 2017. Visited Children's Home at Rhenock, Kingstone, and provided school shoes, bags, carrom board, ludo, ration, sweets, and some financial support for the children(25,000/- twenty-five thousand). • 11th September 2017. In coordination with Voice of Sikkim and Diploma Association of Sikkim provided financial assistance to a 06-month-old baby, named Ayush admitted at Central Referral Hospital, Tadong who was suffering from brain fever. (25,000/- twenty-five thousand) • 7th November 2017. Visited Manjusa, Namchi, South Sikkim (A short stay home serving the victims of domestic violence, rape, child labour, protection of women and children) and provided financial support. (25,000/- twenty-five thousand) • 16th May 2018. Visited Mayalyang Mission- A Children's Home in Namchi, South Sikkim and provided essential commodities like stationery items, storybooks, general knowledge books, dictionaries, fruit juices, sweets, games, and sports items, sanitary napkins, and financial support to purchase additional beds for the children (25,000/- twenty-five thousand).

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college is headed by the Principal but the general rules and regulations regarding the administrative and academic matters are controlled by the HRDD, Govt. of Sikkim. A Government Officer of the rank of Under Secretary/Deputy Secretary serves as the Drawing and Disbursing Officer (DDO) and he/she reports to the Principal. DDO and a good number of office staff under him assist the Principal in different administrative matters. Most of the crucial decisions are taken in the General Body (GB) meetings. The College has a College Management Committee (CMC) and the CMC also plays an important role in the governance and decision making involving the college. Besides these, there are many committees set up to look after different matters. Execution of academic activities in each of the Departments is carried out by a Head of the Department (HoD), all the HoDs have also been vested with specific powers to supervise and administer their own respective academic (teaching-learning, Evaluation) and other related responsibilities. Two Practices of Decentralisation: 1. The HoD distributes the syllabus amongst fellow teachers, fixes dates and conducts the internal examinations for every semester, 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 organize different types of activities. Some of the important committees are: Discipline Committee, Research Cell, Library Committee, Gender Sensitisation Cell, Grievance Redressal Committee, Equal Opportunity Cell, Green Campus Cell, etc. Two Practices of Participatory Management: 1. CMC (The College Management Committee): This 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: The Project Monitoring Unit monitors different projects undertaken by the various government departments including RUSA and financial implications. Moreover, all the important infrastructural projects meant for the welfare of the students and the institution at large, are placed before the PMU. The PMU

on the other hand monitors and implements, under the supervision of HRDD (Govt of Sikkim), the various activities under RUSA such as Infrastructural Development, Social Equity Initiatives, Vocationalization of Higher Education and Faculty Improvement. Therefore, the participation of faculty members and decentralised administrative measures are in place for the management of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	There is 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. Reservation of seats under various quotas is also followed as per the existing policy of the Government. The selected candidates are admitted into the college. At the college level the process of admission into the college is supervised by the office of the Dean of Students affairs.
Industry Interaction / Collaboration	Sikkim is a hilly state due to which very limited number of industries are available here. We make interaction with industries for our B.Voc. students every year.
Human Resource Management	Being a government institution, Human Resource Management is entirely supervised by the State Government. Recruitment of teachers are done through Sikkim Public Service Commission (SPSC). Promotions and transfers are governed by the Human Resource Development Department, Government of Sikkim.
Library, ICT and Physical Infrastructure / Instrumentation	Library: The Library is well equipped with more than 21,000 textbooks. The physical digitisation of the books in the Library is under process. Moreover, 14 computers with Internet connection have been made available for the students in the Library. The college library has subscribed 14 research journals this year. The library has also INFLIBNET subscription through which online access to few hundred journals are possible. 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 have 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. There is also a plan to install an Instrumentation Centre at the college. Funds provided by RUSA have been/will be used to set up labs.

Research and Development

Many of the faculty members bring in major/minor research projects from 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 survey and field work collecting biotic and abiotic samples from various data bases. The application of molecular genetics has led to the discovery of new species and amphibians in 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. The College has a Research Cell that encourages Teachers and students to undertake research.

Examination and Evaluation

The college follows the CBCS semester system and as per the examination procedure stipulated by the affiliating university, a method of Continuous Internal Evaluation is followed in every semester. 50 of the marks in every paper are internally evaluated and this is spread across two internal Examinations, namely the Mid-Semester 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 of marks in every paper is 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. The examination and evaluation process thus is student-centric, flexible, and convenient and ensures continuous monitoring of the students' progress throughout the semester.

Teaching and Learning

Teaching and Learning: The Time-Table Committee headed by a senior faculty member or the Dean of Students Affairs prepares a time table for all the three streams offered in the college according to the UGC/affiliating University guidelines at the commencement of every semester. Unitisation of the syllabus and allotment of classes are carried out by the respective departments. 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. Every semester the IQAC also conducts an Academic Audit in which faculty-wise/subject-wise/paper-wise progress about completion of the syllabus is monitored. The College has initiated a well-structured Mentor-Mentee system. The mentoring system is a kind of strategy for a student where one can seek knowledge, learn leadership qualities, guidance, future career development and support at all times. All the teaching faculty-members (Mentors) are compulsorily asked to guide a group of a number of students (Mentee) from each semesters. The college also organises seminars/conferences/workshops in order to give platform to local researchers and at the same time provide them exposure to the resource persons of National/International repute. Students of higher semesters are encouraged to participate in such seminars/conferences/workshops so as to

make them aware of the recent trends in the field and to inculcate interest in research work. We have a unique system of assigning project work to students of all semesters for all papers. There is also a smart class in the college where Audio-Visual Aids are used to enhance the teaching-learning experience of the students.

Curriculum Development

Sikkim Government College, Tadong is affiliated to 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 our college have been members of Board of Studies or Syllabus Revision 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.

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

E-governance area	Details
<p>Planning and Development</p>	<p>SGC, Tadong is a college under the Government of Sikkim and hence all decisions pertaining to planning and development are taken by the HRDD, Govt. of Sikkim. Correspondence with the said authority is mostly carried out by emails. Dissemination of information within the institution is carried out through college website, E-mails.</p>
<p>Administration</p>	<p>The Principal, the Under Secretary, along with the administrative Staff looks after the administration of the college. The college has internet connectivity through BSNL. At college level, dissemination of information/data/instructions within the institution is carried out through college website, E-mails.</p>
<p>Finance and Accounts</p>	<p>The college has a separate accounts section under the Under Secretary that looks after all the financial transactions of the institution. The salary of teaching and non-teaching staff is electronically transferred to their respective bank accounts. The RUSA funded projects are all online. Moreover, the government sponsored research funds are also accounted through PFMS (Public Finance Management</p>

System).

<p>Student Admission and Support</p>	<p>The admission of the students is done through an online process, from applying for admission, selection of students, and declaration of the selected list of students, The online admission is conducted by the RUSA cell of Human Resource Development Department, Government of Sikkim, the admission link is https://www.sgcregistration.com. SOUL (version 2.0) software is installed in the library for students to easily locate the books.</p>
<p>Examination</p>	<p>Application form for examination, registration of newly admitted students in the university, issue of hall tickets, announcements of results, all are done online through the University website: https://cus.ac.in</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<p>Nil</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>Nil</p>
<p>No file uploaded.</p>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<p>2018</p>	<p>NIL</p>	<p>Workshop on MS Office for non-teaching staff</p>	<p>12/03/2018</p>	<p>14/03/2018</p>	<p>Nil</p>	<p>19</p>
<p>2018</p>	<p>Workshop on Statistical analysis</p>	<p>NIL</p>	<p>22/09/2018</p>	<p>28/09/2018</p>	<p>45</p>	<p>Nil</p>
<p>2018</p>	<p>National NE Literature Conference cum</p>	<p>NIL</p>	<p>09/03/2018</p>	<p>10/03/2018</p>	<p>36</p>	<p>Nil</p>

	Creative Writing Workshop					
2018	National Workshop on Academic Writing Style, organized by Dept. of Nepali, SGC Tadong	NIL	05/03/2018	07/03/2018	32	Nil
2018	15 Day FDP on entrepreneurship for science teachers	NIL	27/03/2018	10/04/2018	23	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course, NBU	2	17/01/2018	06/02/2018	21
ATM School on Linear Algebra and Multivariate Calculus	1	18/12/2017	30/12/2017	14
UGC sponsored Orientation Programme	1	21/08/2017	17/09/2017	27
Short Term Course (UGC)	1	04/01/2018	10/01/2018	7
Faculty development programme (FDP) on entrepreneurship Promotion, SGC, Tadong	23	27/03/2018	10/05/2018	15
Refresher Course: Special Winter school on Computational Mathematics, Pune University	1	06/11/2017	26/11/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	18	2	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.Free Medical Treatment 2. Housing facility within the campus	1.Free Medical Treatment 2. Housing facility within the campus	1.All Fee Waived for all UG Students, 2.Scholarships by SWD, GoS. 3. Subsidized Hostels for Boys and Girls within campus 4. Bus facility for students

6.4 – Financial Management and Resource Mobilization

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

Internal audit: The main source of the budget (finance) of the college is allocated by the HRDD (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 for the last five 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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
MPLAD fund.	1600000	Construction of Sentry Post and allied facilities, SGC, East Sikkim
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	Yes	HRDD, Govt. of Sikkim	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent-Teacher meeting 2. Periodic meetings of the Teacher Association for welfare issues of teaching staff. 3. Teacher Association's support and follow-up on issues like UGC pay fixation, promotion, FDP, etc., for teaching staff.

6.5.3 – Development programmes for support staff (at least three)

1. Three days workshop on MS office for non-teaching staff from 12th-14th March 2018. 2. Non-teaching staff including staff of the account section are allowed to attend various training programs organized by the State Government and other agencies.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Process for appointment of regular teachers has been initiated by the Government 2. Work on the establishment of a Language lab has begun. 3. Ramps are being made for the smooth movement of differently-abled. 4. Playground is being repaired.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Regular meeting of Internal Quality Assurance Cell (IQAC) timely submission of Annual Quality Assurance Report (AQAR) to NAAC Feedback from all stakeholders collected, analysed and used for improvements	23/08/2017	23/08/2017	26/06/2018	36
2018	Faculty development programme (FDP) on entrepreneurship in collaboration with SICON	27/03/2018	27/03/2018	10/04/2018	25

2018	Conduction of Internal Academic audit	01/02/2018	01/01/2018	30/07/2018	101
2018	Workshop on MS Office for non-teaching staff	12/03/2018	12/03/2018	14/03/2018	19
2018	4th International Yoga Day Celebration	21/06/2018	21/06/2018	21/06/2018	150
2018	Stress Management program in collaboration with PBKIVV	05/04/2018	05/04/2018	05/04/2018	75
2018	SWOT analysis of the institutional infrastructure: Human and Physical resources	13/03/2018	13/03/2018	13/03/2018	35

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Special Orientation Programme on Gender Sensitisation.	01/06/2018	01/06/2018	35	34

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1.Aspiring to be a Green Campus, littering and the use of plastic on the campus has been declared as an offense. Compost pits have been developed and the residents of the campus are encouraged to use them. A municipal garbage disposal truck has been assigned specifically for the college campus. 2.The campus is also a horn-free zone in order to minimize noise pollution. 3.In order to maintain a green campus, mass plantation drives are taken up annually. 4. There are 5-10 solar power units installed.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	17/07/2017	180	Playground for local Football club (Djongri Club)	Clubs of adjoining area have been practising football in college ground	20
2018	1	1	01/07/2017	365	Parking facilities to the neighbouring families during health and other emergencies	Most of the neighbouring houses do not have access road, so during emergencies college provides them access as well as parking facilities	22

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

Title	Date of publication	Follow up(max 100 words)
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College Prospectus 2017-17 For students	12/07/2017	Various rules and regulations pertaining to the students and various stake holders of the college have been mentioned in the prospectus which is handed over to the students during admission. The prospectus also works as a guide regarding maintenance of attendance, record of faculty members, internal evaluation system, academic calendar and various facilities provided by the college for the overall welfare of the students. To make the students aware of their roles and responsibilities as students of this college and members of this society various guidelines are provided to them through the college prospectus (as mentioned above) as well as through induction programmes.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Motivational talk on by Art of Living Teacher.	24/04/2018	24/04/2018	100
Stress Management program by PBKIVV	05/04/2018	05/04/2018	55
Yoga Day Celebration	21/06/2018	21/06/2018	100
Science Day celebration	28/02/2018	28/02/2018	80
Trekking to Sandakphu	15/05/2018	19/05/2018	36
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Zero Waste: The Campus is in the process of becoming a Zero Waste Campus. The waste materials are segregated into dry and wet, further categorising them as biodegradable and non-biodegradable. The biodegradable waste is put into a compost pit and non-degradable waste is attempted to be recycled. Resource recovery centre helps in minimising the waste inside the campus. The institution has completely banned the use of plastic material inside the

campus. Tetra packs and water bottles are not used even during college functions and other important events. To avoid the use of plastic use water is served to the guests and participants in reusable glass bottles and steel utensils.

2. Treatment of Chemical Waste has also been carried out following a proper process.

3. The institution has a Green Campus Cell that looks after the plantation and planted saplings, use of dustbin, minimum use of plastic and plastic products, and management of e-waste, are some of the important roles that come under the purview of Green Campus Cell.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. College fest is organised every year during the spring semester. The unique nature of this fest is that it is organised purely by the students' representative council (SRC) under the supervision of the teachers. The various representatives of the students under different heads like the literary, cultural, and sports take the initiative to encourage the participation of the students and their endeavor to make the fest a massive platform to showcase talents and sportsmanship. The fest is funded by the state government. The fest continues for a week and concludes with a grand finale wherein important people from the state government as well as Human Resource Development officials are invited. It has been found that programmes run entirely by the students enhance the organisational quality of the students and impart leadership skills while developing firmer attachment towards their institution. This year saw the celebration of the college fest, named Bliss 2018. The student's representative council of the college showed a great deal of enthusiasm and worked tirelessly to make this fest a grand success. It started on the 25th of May 2018 and ended on the 10th of June 2018. The two-week affair was attended by almost all the students of the college. Debate, quiz, extempore, slam poetry, essay writing, painting, and photography competition was in the literary and arts category there was singing, dancing, talent show, fashion show, battle of the bands competition in the cultural category while Football, volleyball, badminton, chess, table tennis, arm wrestling, marathon were included in the sports section. The whole fest was organised by members of the SRC and students under the supervision of the teachers. On the final day of the event a youth icon footballer Mr. Nirmal Chettri, officials from the Human Resource Department, and several ministers graced the occasion. 2. The college has an online admission system that is trying to make the admission system paper-free, it also aids in digitizing details of the students and helps in proper record keeping. The online admission system has made it easy for students residing in far-flung places to take admission in a transparent manner. 3. The Green campus cell of the college has been very active in making this institution eco-friendly.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.nbbgc.in/?page_id=3061

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Spread over 22 acres of green and well-maintained campus, Sikkim Government College, Tadong 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. There are five departments offering PG courses in Physics, Mathematics,

History, English, and Economics. The students enrolled at Sikkim Government College, Tadong has to undergo two sessionals 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 assigned 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 percent 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 Post Graduate Courses. Following the State Government's policy, Sikkim Government College, Tadong imparts free education to its undergraduate students. The college has prescribed uniforms to be worn by all the students. The college aspires to be a green campus with zero waste and completely 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, martial art training camps and talks by spiritual gurus. Such activities are organized with the objective to inculcate moral and ethical values among the learners of the institution. Academic Calendars, College Website, Gender Sensitisation Cell, Anti Ragging 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.

Provide the weblink of the institution

http://www.nbbgc.in/?page_id=3070

8.Future Plans of Actions for Next Academic Year

1. Completion of construction of second Girls hostel
2. Life skill training such as yoga/martial arts of at-least one month duration to students
3. To impart training to about 300 students on how to prepare for competitive examinations and how to face interviews
4. To conduct 3-5 National level workshop/Conferences
5. To organise State level Inter-college Debate Competition and Quiz contests
6. To install additional drinking water facility
7. To purchase lab-equipment for science departments/ Books of college through RUSA fund
8. To complete 6 more units of staff quarter near the Boys hostel
9. To initiate rainwater harvesting units in the campus
10. To construct washrooms for differently abled students and staff
11. To accelerate the pending work of construction of additional quarters for teaching and non-teaching staff.