



# YEARLY STATUS REPORT - 2021-2022

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Sikkim Government College, Namchi
• Name of the Head of the institution	Dr. Deepak Tewari
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03595263544
• Mobile No:	7047848622
• Registered e-mail	namchigovtcollege@gmail.com
• Alternate e-mail	iqacnamchi@gmail.com
• Address	Upper Kamrang, Namchi South Sikkim
• City/Town	Namchi
• State/UT	Sikkim
• Pin Code	737126
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Sikkim Central University
• Type of Institution	Co-education
• Location	Rural

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Sikkim Central University**
- Name of the IQAC Coordinator **Dr. Bishnu K Sharma**
- Phone No. **8145559096**
- Alternate phone No. **8145559096**
- Mobile **8145559096**
- IQAC e-mail address **iqacnamchi@gmail.com**
- Alternate e-mail address **fernofsikkim@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://sgcnamchi.com/wp-content/uploads/2022/06/AOARNGC-2019-20.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sgcnamchi.com/academic-calendar/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.16</b>	<b>2019</b>	<b>05/03/2019</b>	<b>05/03/2024</b>

**6. Date of Establishment of IQAC**

**04/02/2015**

**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
<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

**No File Uploaded**

**9.No. of IQAC meetings held during the year**      **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

**IQAC conduct students satisfactory survey.**

**To conduct students feedback report for all semester during the 2021-2022 session.**

**IQAC conduct two-Day Programme on "Motivational Talk"**

**Two-Days Workshop on Entrepreneur titled "Start-up in a Classroom" conducted by IQAC**

**IQAC prepared a yearly departmental calendars which included the departmental activities of all the 19 departments.**

**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
To organized workshop for students	Students have actively participants for the workshop
College website updated	Stakeholders are made aware of all information about all academic activities
Establishment of botanical garden	Plant species are helpful for practical proposes of Botany Students
IQAC calendar	IQAC sets a calendar of academic activities for teachers and students at the start of each academic year

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
College Management Committee	20/06/2022

**14. Whether institutional data submitted to AISHE**

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<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
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Year	Date of Submission				
2021-2022	14/02/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>Sikkim government college Namchi is a coed college which offers B.A., B. Com, B.Sc. programs along with 03 PG courses. The four prominent languages Nepali, Bhutia, Lepcha and Limboo courses are also taught in the college. PG courses includes M.A. Education, M.A./M.Sc. Geography and M.Com. As the college is affiliated to Sikkim University(SU), the college follows the academic curriculum prescribed by the University. As the University is planning to implement NEP 2020 from the academic year 2022-23, the college looks forward to implementing the necessary curriculum for the holistic development of the students.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>With the implementation of NEP 2020 in the college it is mandatory for students to register under the Academic Bank of Credits(ABC) from year 2022. This will enable the student mobility across higher educational institutions in India and will also facilitate a seamless integration of skills and experiences into the Credit Based System.</p>					
<b>17. Skill development:</b>					
<p>With the changing needs in the work force, academic institutions are required to train and equip students with the current needs of job markets, thereby making skill development an inseparable component of education in the 21st century. In order, to make the students eligible for job market and build their core competencies to face real life challenges they must have adequate knowledge, skills and abilities both functionally and professionally. The college regularly organizes skill development</p>					



programs, workshops, talks, interactive sessions, movie screening etc. The college offers free computer courses provided by the Education Department (Government of Sikkim) through Medhavi Skill University.

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

The college promotes the use of Indian language, culture and value system. Bilingual mode of class room teaching and other activities are followed by the college. As Nepali language is one of the prominent language of Sikkim, the college annually organizes BhashaDiwash, Bhanu Jayanti, Sahityik Vet-Ghat etc. Students are also encouraged to participate and represent the college in the events of such nature that enhance integration of Indian Knowledge System organized by other academic institutions.

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

As the college is affiliated to Sikkim University, the University offers ample of outcome based education based on the curriculum designed by the University. Therefore, college envisages to follow the same structure as laid by the University.

#### **20.Distance education/online education:**

The college is bestowed with IGNOU Office which was established in the year 2001. IGNOU offers various distance courses and conducts examination twice a year.

During the pandemic, the classes were conducted through online mode via google meet, zoom etc. The lecture notes were provided through WhatsApp.

The student of Physics Department uploaded their assignments in a video format in YouTube which allowed the students to augment their social media knowledge as well. Therefore, online education forms a small but a significant part of the teaching method in the college.

## **Extended Profile**

### **1.Programme**

1.1

22

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 3289

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 0

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

File Description	Documents
Data Template	No File Uploaded

2.3 952

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 102

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 96

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>22</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>3289</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>0</b>
File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	<b>952</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>102</b>
File Description	Documents
Data Template	No File Uploaded

3.2	96
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	54
Total number of Classrooms and Seminar halls	
4.2	7510315
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

**Curriculum Delivery:** Since the college is affiliated to Sikkim University, the syllabus provided by the university is followed (link: <https://cus.ac.in/index.php/en/sikkim-university-syllabus>). At the beginning of each semester a Master Routine is prepared by the Examination cell for smooth functioning of UG and PG classes. The master routine provides a plan for the preparation of respective departmental routine. Teachers are allocated papers based on their specialization in the subject and their experience. The UG course is divided into six semesters; for the completion of the degree program, a student studies nine papers. The students study two electives and one honors paper till third semester. Since the college does not offer general courses, students enter the honors course on completion of third semester. The Principal timely monitors the teaching-learning process.

The College conducts two internal examinations of 25 marks each

and the university conducts one final End-Term Examination of 50 marks. Internal assessments consist of internal tests, presentations, projects, practical, and assignments to evaluate students' performance.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://cus.ac.in/index.php/en/sikkim-university-syllabus">https://cus.ac.in/index.php/en/sikkim-university-syllabus</a>

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

As our institution is affiliated to Sikkim University, institution follow all the rules and regulation of the University. Vice Principal plays the role of Examination Convener and other teaching and non teaching staff as members of examination cell. Examination cell look after all the issues related to examination either Internal or External Examination and coordinates with the University and Head of the institution.

**Mechanism of Continuous Internal Evaluation:**

Two internal examinations for UG and PG are conducted by the institution comprising of Sessional A and Sessional B of 25 marks each and one End Term examination (University) for 50 marks. Sessional A/Mid Term Examination is centralized and written examination will be done. Sessional B examination includes writing examination, presentation, practical, field survey etc. and will be done and evaluated by the concern subject teachers of the different departments. Date and time will be decided by Examination Cell as per the dateline given by University.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to**

**C. Any 2 of the above**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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**

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

#### Code of Professional Ethics

(1) Rights of the Teachers:

(2) The Code of Conduct:

(a) The teachers' responsibilities:

(b) Teachers and the students:

(c) Teachers and Colleagues :

(d) Teachers and authorities :

(e) Teachers and nonteaching employees :

f) Teachers and guardians:

(g) Teachers and Society:

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	<a href="#">View File</a>

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

22

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	No File Uploaded

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

41



File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 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**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/1.4.-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/1.4.-2021-22.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1045

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

2340

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 process of identifying advanced and slow learners in the Sikkim Government College, Namchi is by assessing the marks secured by each student in internal exams.

If the performance score of the students in internal assessment is above 70% then the student is considered as advanced learners. Such students are encouraged to participate in advanced learning related activities such as participating in seminars, talks, workshops, etc. They are also encouraged to take part in various competitions such as essay writings, self written storytelling, self written poem recitation, etc. Students are guided by the departmental teacher.

Moreover, the students scoring below the average marks are categorised as slow learner. For them remedial classes, group discussions, one on one counselling session, ready made notes, are provided. Those students are always encouraged to visit their teachers whenever needed.

Institution has created mentor among the teacher to guide

certain number of students, wherein slow learner students are catered with utmost care by providing counselling and being available to students round the clock for holistic guidance.

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
2652	102

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Sikkim Government College Namchi, has always focused on delivering lectures and learning through a participative approach towards its scholars. The emphasis on principal learner individual freedom to express difference in opinion has been encouraged by means of dedicating 10 min of each lecture series for open questions. Evaluation of Internal Sessional Exams by means of Presentation and Group Assignment are carried out by most Departments.

The enhancement of Practical Utility for Social Science Scholars, the institute offers varied courses such as Internships, Seminars, Field Visits as a part of its Curriculum. All Departments of The School of Physical Sciences is facilitated with a complete modern Laboratory for hands on experience on physical examination of objects and experiments.

Each year the Institute conducts Workshops and Seminars by various departments, recent being The SGC Namchi, Month Long Workshop & Seminar Event (2022).

Additionally, The Institute's adoption of student centric

methods to enhance student Involvement as a part of participative learning and Problem Solving Methods are reflected in its activity based methods of teaching. Debate , Quizzes , Role Play are frequently conducted and emphasised by the Institute.

The Strength and Weakness of Learners are accessed through Diagnostic Testing in the form of tests and Remedial Classes to provide essential additional assistance for average learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

The Institute has progressed from a more traditional method of use of simple delivery of lectures using books and boards towards a more comprehensive delivery of lectures alongside the use of IT enabled strategies . All Departments in the Institute are provided with projectors and projection Screen for Audio - Visual learning resource for better a learning experience .

With the onset of the Pandemic, The use of ICT enabled teaching methods have transformed classroom communication methods and modified instruction strategies . During the Pandemic the Institute resorted to certain measure in-order to sustain the learning process. Google classroom , Google Meet, Zoom Lecture series and Flipped classroom were some methods used.

Evaluation and Examination for academic performance was judged on the basis of tests, assignments and term paper conducted through the above online platforms over and above the constant monitoring by the examination Centre of the Institute.

Faculties of the Institute also resorted to the use of Online resources Materials from NPTEL , Coursera, Youtube Learning Resource , Virtual Labs , online assessment tool ( Mentimeter) - quiz.com , and online cloud portals.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://sgcnamchi.com/computer-lab/">http://sgcnamchi.com/computer-lab/</a>

### 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

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	<a href="#">View File</a>
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

20

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)	<a href="#">View File</a>

### 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

102

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 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.

As per the guidelines provided by University, in a particular semester, a student has to undergo two internal examinations i.e. sessional A/ Mid term examination and sessional B of 25 marks each and one External Exam i.e., End Term Exam for 50 marks conducted by the affiliating university.

For M.Com, the division of marks is like 15 marks is allotted for Sessional A (centralized), 15 marks for sessional B and 15 marks for sessional C ,in which out of Sessional B and C ,Best one will be choose and 70 marks is allotted for End Term Examination.

Internal assessment is also done on the basis of term paper, field survey, practical assessment in their honors and elective papers both, for which they have to submit hard copy and they also give the presentation/field report of the same which provides the students opportunity to improve their performance.

Students those who fail to appear for their internal examination (sessional A and Sessional B) with genuine circumstances are given second chance.

Special test are conducted for the students if they fail to appear for their scheduled test (End term examination) because of any unavoidable circumstances .

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

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

A transparent, time- bound and efficient methods is being followed by Examination Cell of our college. As per the University guidelines college Examination Convenor is appointed for conducting examination smoothly. The College has appointed internal examination committee for Arts, Science and Commerce faculty which works under the guidance of college Examination Convenor and the Principal. The Internal examination Committee prepared the time table as per the examination time- table provided by the affiliated University. To maintain transparency and uniformity in the assessment of the internal test, the faculty evaluates the papers within the dateline given by the internal examination cell. Further, a GRC (Grievances Redressal Committee) will formed for smooth functioning.

If the Students have any grievances regarding internal examinations, students have to approach internal examination convenor. The application duly stating the grievances is to be submitted to the examination cell and the grievances will placed before the GRC for solving the problem. In case, if the problems will not sort out then the application will forward to the Controller of Examination of the affiliating University through the head of institution.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institution followed the curriculum designed by the affiliating University. The University provides the program outcomes or course outcomes in the form of both hardcopy and soft copy. The faculties from different departments are appointed for designing curriculum at the University level. The appointed faculties will get the opportunity to place their feedback and to be aware of the course outcome.

The program outcomes and course outcomes are highlighted at the outset in college prospectus, Principal addressed to students, parents and alumni meets and dissemination in classroom by concerned faculties.

The Admission Committee also give counselling to the students at the time of admission regarding the courses offered, so, that the students can find easy to choose courses suitable for them.

Further, a central Induction Program are also conducted in each academic session by the institution to make the new students aware of the rules and regulations, disciplinary matter, examination patterns etc. The students are briefed about the program outcomes and course outcomes by the head of institution, Dean of students' Affair, Vice Principal, Nodal Officer- Scholarship, Nodal Officer- NCC and NSS etc.

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

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

Our institution offered Undergraduate (B.A, B.COM, & B.Sc) and Post Graduate (MA/MSc Geography, M.Com & M.A Education). For these courses, the institute follow the curriculum designed by affiliating University. The program outcomes and courses outcomes are evaluated but hr internal and external examiner of



the college and university.

**Evaluation process:** the program outcomes and program specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through internal examinations, assignments, university examination etc.

Throughout the semester, the faculty of concern subject records the performance of each students on each program outcomes. At the same time remedial classes is also provided to slow learners.

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

### 2.6.3 - Pass percentage of Students during the year

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

861

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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://sgcnamchi.com/wp-content/uploads/2023/09/2.7.1.-2021-22.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)

nil

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)	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.2 - Research Publications and Awards

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

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

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The Annual Status of Education Report (ASER) 2022 is a nationwide citizen-led household survey that provides a snapshot

of children's schooling and learning in rural India. ASER 2022 reached almost all rural districts of India, and generated district, state and national level estimates of children's enrollment status and foundational skills. Information about enrollment in school or pre-school was collected for all children aged 3-16, and children aged 5-16 were tested one-on-one to understand their reading, arithmetic and English skills.

on 23rd and 24th , September, 2022: total 65 students of Sikkim Government College, Namchi had participated in the ASER-2022 survey which was conducted by Prathan NGO, New Delhi. The survey was coordinated and supervised by Dr. Bikash Sharma, Assistant Professor, Department of Economics.

File Description	Documents
Paste link for additional information	<a href="https://img.asercentre.org/docs/ASER%202022%20report%20pdfs/All%20India%20documents/aserreport2022.pdf">https://img.asercentre.org/docs/ASER%202022%20report%20pdfs/All%20India%20documents/aserreport2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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

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

2

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

### 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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 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

2

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

### 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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**Response:** Sikkim Government College Namchi (SGCN) spreads across 31 acres of land with an adequate infrastructure and physical facilities, making the college one of the best in Sikkim. The college has one main building spreading to the East and West blocks. The ground floor of the main building consists of Principal's Office, Vice-Principal Office, Administrative Office, Accounts Section, IGNOU Office, classrooms, etc. On Second floor rooms are distributed into Central Library, Dean's Office, GIS Lab and classrooms. The college auditorium (also named as multi-purpose hall) is situated at top of the main building. The East and West block of the building contain 11 well-equipped classrooms and Humanities departments. On the back of the main building, a three storey New Science Block is located. The college has 19 UG departments and 03 PG departments with adequate classrooms and infrastructure. The campus includes multi-purpose hall (cum auditorium), GIS Laboratory, Science Laboratories, Library, smart classrooms, computer laboratories, sports facilities, ramp for physically challenged students, etc. The campus also caters Wi-Fi facilities system in the main building. The college is endowed with boys' and girl's hostel, residence for teaching and non-teaching staffs, medical support systems, internal and external parking facility. The college

provides an eco-friendly environment to students with initiatives of solar heating, rain water harvesting, waste management and other green initiatives. SGCN is CCTV enabled monitored by Principal itself for safety and security of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.1_sd.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.1_sd.pdf</a>

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

Sports and extracurricular activities are the heart of the institution because the institution believes in balancing the academic as well as the curricular aspects for the students. The college auditorium constructed in 2003, has a seating capacity of more than 1000, measuring 34.96m x 17.37m =607.25 Sq. meters and is actively used for different activities. In order to encourage active participation of the students in these activities the college has the following facilities which are easily accessible to the students under guidance of the concerned faculties.

**Indoor Sports Facilities:** The college organizes indoor games like Badminton, Table-Tennis, Chess, etc. These activities are held at college auditorium cum multi-purpose hall.

**Outdoor sports facilities:** The college has one playground used for activities like, Football, Cricket and all other kinds of outdoor activities. The college has a separate Volleyball court which is located at the front of the main campus building.

**Yoga Facilities:** The college auditorium cum multi-purpose hall is also used for Yoga activities under the guidance of NCC and NSS of the college.

**Cultural Activities:** All kinds of cultural activities of the college takes place at college auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.2_sd.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.2_sd.pdf</a>

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

68

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

68

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.3_Supporting-documents.docx">http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.3_Supporting-documents.docx</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<b>No File Uploaded</b>

#### 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)

7510315

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<b>No File Uploaded</b>



## 4.2 - Library as a Learning Resource

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

- The college library is situated on the first floor of the main building. It is well organized with provision of LAN and Wi-Fi connection. It has a well ventilated and spacious reading hall and reference section.
- The library functions under the supervision of one Librarian, one Assistant Librarian, eight office attendants and is facilitated with 24/7 CCTV as well.
- The library is partially automated using Integrated Library Management System through the SOUL Version 2.0 full edition software and also have remote access facility provided by Sikkim University Library.
- The College Library Committee conducts a regular inspection for the enhancement and smooth functioning of the library. It has a collection of more than 12704 books including textbooks, reference books, encyclopedia and Britannica. The library also has subscriptions to e-journals, periodicals, and printed newspapers (both local and national).
- The library has a dedicated shelf for new arrival books for easy access to the latest editions.
- There is also a provision of Book Bank facility with the collection of 114 books for economically weaker section/ minority students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**      **D. Any 1 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

#### 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)

233430

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

#### 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

100

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Sikkim Government College, Namchi has been relentlessly working towards building a good IT infrastructure for the benefit of the students and teaching faculty. The college has desktop computers and projectors which has been distributed to various departments, labs and section as per the requirement. There are

a total of 19 departments including science, arts and commerce which have been supplied at least with one desktop computer. Projectors are also supplied to the departments on individual and sharing basis. The Computer Lab - I has 20 desktop computers, Computer Lab - II has 29, Geography Lab has 11 desktop computers and the library has a total of 8 desktop computers. The detail of the brand, processor, RAM, HDD and Windows version running in the system along with the list of distribution of computers to various departments have been uploaded for further reference.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

83

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

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

2.16 lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

- The college has a main block which has Principal's Office, Administrative section, Examination Cell, Classrooms, Lecture Halls, Laboratories, Library, Sick room, Dean Office, Office of Vice Principal, Staff rooms, Auditorium etc.
- A Science block has been recently inaugurated which has all the necessary facilities for the benefit of students.
- There are two smart classes in the college which is used as per the requirement of the departments.
- The college has two buses to ferry students from Namchi Main Market to the college and back.
- The college has an Ambulance in standby in case of any medical emergence.
- The college has a library with vast learning resources including faculty and students seating facilities.
- The college has installed CCTV on all the vital areas for the safety and security of the staff and students.
- The hotel facility is available for both UG and PG students.
- The staff quarter is also operational for the benefit of the teaching and non-teaching faculty members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

734

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

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

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

734

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

**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**

**B. 3 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

680

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

680

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

119

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

119

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>

**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.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	No File Uploaded

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 )

1. Sikkim Government College, Namchi under the direction of the Principal Dr. Deepak Tiwari through the office order O.O.No.: 18/NGC dated: 09/02/2021 constituted 21 member Alumni Finding Committee with Dilliram Sharma as Convenor and Yugal Kishor Khanal as Co-Convenor to find and form a Alumni Committee for the welfare of the college.

2. The Students Representative Council (SRC) - a democratically elected members of students representation - was held in Sikkim Government College, Namchi under the directions of Higher



Education, Education Department, Government of Sikkim. The rules and regulations under which the election was conducted was followed as per the recommendations of Lyngdoh Committee. the election is conducted with the aims & objectives enshrined in the order issued by the Higher Education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	No File Uploaded

## 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

Registration of Alumni Association is underprocess, through the institution has Alumni Association. Sikkim Government College, Namchi under the direction of the Principal Dr. Deepak Tiwari through the office order O.O.No.: 18/NGC dated: 09/02/2021 constituted 21 Member Alumni Finding Committee with Dilliram Sharma as Convenor and Yugal Kishor Khanal as Co-Convenor to find and form a Alumni Committee for the welfare of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

The college seeks to impart quality and time relevant education to the youths of Sikkim in particular and the aspiring students from rest of the country and abroad in general. In doing that, we capitalize on:

- To nurture the intellectual, and social potentials of the students.
- To imbibe the essence of high standard knowledge, constructive skills, and healthy competition in the students.
- To indoctrinate the spirit of innovation, creativity, and all round development among the teachers and the students.
- To provide opportunities to the eligible individuals to mould their character and personality to achieve the highest level of improvement and success.
- To develop a conducive relationship between the students and teachers so that the teaching-learning process achieves its desired goal with freedom and discipline.
- To foster the students' talent and intelligence to produce eligible, dedicated, sincere resource persons and professionals who can work for the nation and the national integrity.

File Description	Documents
Paste link for additional information	<a href="http://sgcnamchi.com/about-sgc-namchi/">http://sgcnamchi.com/about-sgc-namchi/</a>
Upload any additional information	<a href="#">View File</a>

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

- The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc

- Faculty members share knowledge among themselves, students and staff members while working for a committee.

- The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of the affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

#### Participative Management

The college promotes a culture of Participative management. Under the leadership of the Principal, various committees have been formed to work in different arena with given jurisdiction. Each committee has a coordinator and few members. The committee works for polishing academic as well as administrative quality through accomplishment of assigned task.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**CURRICULUM DEVELOPMENT-** The institution is affiliated to Sikkim University and therefore follows the curriculum provided by the university. The courses offered in the institution are UG (BA, BSc, B.Com) and PG (MA Education, Geography and M.Com).

**TEACHING AND LEARNING-** The faculties follow an efficient teaching method for the better understanding by the students. The classes are conducted in offline mode where the smart class and power point presentations are used. For lab-based subjects, regular practical classes are held. As per the syllabus prescribed by the affiliated university.

**RESEARCH AND DEVELOPMENT-** The faculties are motivated towards research. Many teachers are pursuing their PhD's. There are frequent publications in journals as well as local magazines from the teachers. They participate in seminars and workshops at local, national and international levels through either online or offline mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 administrative process of the college is looked after by the Principal, Administrative officer i.e., along with the administrative staff allotted to various offices. The data of the students are maintained online. The service record of the teachers and administrative staff is also maintained regularly. The college website is active and important information, daily activities are posted regularly. Any urgent and important information to be circulated are sent through whatsapp.
- **Appointment and service rules** - The college is a government institution, therefore all the appointments for teaching staff are carried out by the recruiting board SPSC (Sikkim Public Service Commission). The service rules are as per the UGC norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Teaching staff of this institution are allowed to undergo orientation and refresher courses under the provision of UGC to enhance the professional and academic skills. Besides these two courses, the faculties are also allowed to attend international/national/state level seminars and conferences. Furthermore, they are encouraged to attend seminars and conferences where they can present papers of their respective subjects, get them published in reputed journals and thus orient themselves with more experience and professional skills.

Similarly, non teaching staff members are also encouraged to enjoy the benefit of participating in trainings and workshops and also they can attend some courses like computer, short hand and so on.

- There is a proper medical reimbursement facility which can

be availed by both the teaching and non-teaching staff.

- Medical leave can also be availed on the presentation of requisite documents by both the teaching and non-teaching staff.
- Maternity and paternity leave can also be availed by both teaching and non-teaching staff.
- The regular employees who were appointed before 2006 are entitled to government pension (GPF) on retirement.
- Government has also provided Group Insurance Scheme (GIS) to the staff (Teaching and Non-Teaching) of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

24

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

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

Sikkim Government College, Under the education Department Government of Sikkim follow the UGC regulation for the recruitment of Assistant Professors. SPSC is the recruitment

body for the selection and appointment of the Assistant Professors in all the colleges of the State. The Faculties appointed on regular basis have to submit Annual Performance Index (API) to the College from where it is forwarded to Education Department Government of Sikkim. The objective of the submission of API is to evaluate the progress of the faculties, also it allows to identify the potential aspects for improvement that can lead to further progress and growth of the employed. Facultes on Ad-hoc basis have to submit of performance report annually to evaluate their progress.

The non teaching staff are also assessed annually through the submission of performance report provided by the administrative head.

Students feedback on the performance of the teachers is also received annually which allows for further improvement and development of various teaching methods.

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

As the institution is a governmental one, the external audit is done by the Government Agency constituted for the same. There is College Management Committee which looks for internal financial management and appropriation of available resources. General audit was last done in the year 2014 and there was no financial objection in the report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers



during the year (not covered in Criterion III)

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

0

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)	No File Uploaded

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

As the institution is a governmental one, the external audit is done by the Government Agency constituted for the same. There is College Management Committee which looks for internal financial management and appropriation of available resources. General audit was last done in the year 2014 and there was no financial objection in the report.

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

Internal Quality Assurance Cell (IQAC) is actively involved in curricular and extracurricular activities. IQAC is always in contact with the Principal, and after a detailed discussion with the Principal various activities for the student's development and college progress are planned by IQAC. At the beginning of the academic year, IQAC prepares an academic calendar where the tentative schedule for various curricular, extracurricular, and seminars and workshops are planned and conveyed to the respective Coordinators of the various committees.

As per the academic calendar, every department Head and Coordinator of various committees arrange programs for the whole year. Feedback forms from Students, Parents, Teachers and Alumni are collected by IQAC, analyzed and steps are taken accordingly for further improvement.

During the academic year of 2022-2023, IQAC have conducted the following activities.

Two Days program on "Motivational Talk" on 28th and 29th April 2022.

Two Days Workshop on Entrepreneurship "Start-up in a Classroom" on 12th and 13th May 2022.

Two Days National Workshop on "Overview and Quality Enrichment in NAAC Accreditation Process" on 23rd and 24th May 2022.

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

At the beginning of the year, the Principal conducts meetings with all the teachers at regular intervals.

All Heads of the Department conduct meetings with the subject teachers, discuss teaching plan for the execution for of the syllabus and a month-wise tentative plan for the completion of the syllabus is submitted to Vice-Principal and IQAC Coordinator. All the teachers put their maximum efforts into teaching, use PowerPoint presentations for the online lectures, motivate students to take active part in the teaching learning process hence inter active session are conducted, teachers conduct revision lectures after the completion of the syllabus.

An academic calendar is prepared at the beginning of the year. The calendar bear information regarding the examination, vacation, programmes to be organized in the coming academic year. An induction program is organized for the newly admitted

students where the Dean of Student Affairs inducts them on the basic information regarding the rules and regulations of the college, examination and attendance.

Student feedback is a must to assess the teaching-learning process which is conducted by IQAC. The feedback received is analysed and critically considered wherein new methods to be adopted are discussed and put forward.

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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://sgcnamchi.com/wp-content/uploads/2022/06/nirf-2022.pdf">http://sgcnamchi.com/wp-content/uploads/2022/06/nirf-2022.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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

Once in every four months in a year, the Gender Sensitization Unit will conduct programmes, workshops, field survey and awareness campaigns in the college and the society at large.

The college has an active Gender Sensitization Unit comprising of Principal, Vice – Principal and senior faculties of the college. In case of any complaints, the matter is dealt in a proper manner where evidences, witnesses and other reliable sources are properly scrutinized so that the complainant and the accused are authenticated before any disciplinary measure is taken. The college has collaborated with doctors of the district hospital and lawyers from the District and Sessions courts to help and provide proper professional counselling and related assistance. The college has designated common rooms for boys and girls students.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-2021-22.pdf</a>
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	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-a-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-a-2021-22.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Energy conservation refers to reducing energy by using less of an energy service. One of the primary ways to improve energy conservation in buildings is to use an energy audit.

Following Energy Conservation Methods have been adopted at the University campus:

- i) 20W CFL shall be used for each 40 W tubes for inter lighting.
- ii) Outer street lighting is completely on solar energy.

Likely saving of energy will be as follows:-

Load Distribution:

1. Total Internal Lighting Load = 350 KW
2. Water heating = 100 KW
3. Outer Lighting Load = 100 KW
4. Power Load = 645 KW

Total Load = 1195 KW

Saving:

1. By using 20 W CFL against 40 W tube lights (50%) = 175 KW
2. By using solar energy for heating water (50%) = 050 KW
2. By using solar energy for outer Lighting (100%) = 100 KW

TOTAL = 325 KW

Percentage = 27%

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

**B. Any 3 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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** B. Any 3 of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The motto of the College, 'Sa Vidya Ya Vimuktaye,' taken from the Vishnu Puran forms the guiding vision of the college. This vision ceaselessly inspires the college to dedicate itself towards liberating minds of people from all kinds of bondages - social, religious, political, of gender, of convention and superstition, of caste and communalism through education. We consolidate on building vibrant, capable and morally grounded generations by empowering their minds with requisite capabilities of skills and moral education preparing them to be intellectually competent, kind at heart, and willing to positively contribute towards nation building.

The college aims at imparting quality and time relevant education to the students. For actualizing this we endeavor to:

- Discover and nurture the intellectual and social potentials of students.
- Help the students imbibe the essence of high standard knowledge, constructive skills, and encourage
- Healthy competition cultivate the spirit of innovation, creativity, and all round development that helps creation of individuals
- With high standards of integrity, and a sense of responsibility towards nation building
- Provide ample and relevant opportunities which help them mould their personalities
- Develop a favorable rapport between the students and teachers thereby encouraging ideal teaching

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	<a href="#">View File</a>

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

Constitution Day 26th November 2021 conducted by Political Science Department at the auditorium. The programme began with the reading of the Preamble by all. An introduction was given by



the Head of Department, Dr. Panu O. Pazo where he spoke on the constitution in democracy. The keynote speaker, Advocate Kumar Nepal spoke on constitutional law. He spoke on the Fundamental Rights and Directive Principles of State Policy. He discussed the hierarchy of the judicial system and different tribunals and their jurisdiction. The talk ended with an interactive session where students posed several questions before the speaker. The programme ended with the singing of the national anthem

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

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

**Earth Day**

World Environment Day

International Day of Yoga

Science Day February

National Mathematics Day

World Entrepreneurs Day

College Foundation Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 1:

For more than 2 decades, Sikkim Government College, Namchi has catered to more of female students in comparison to male students. In 2023, the total number of girls are 1772 at the undergraduate level and 62 girls in the Post Graduate level, 1427 boys in the undergraduate level and 28 at the post graduate level. The institution has been a beacon of light for the education of the girl child not only within the home district but also to the neighbouring district of Geyzing and the neighbouring districts of Darjeeling and Kalimpong in West Bengal.

### Best Practice 2:

The college has been declared as a no tobacco, no plastic and no smoking zone. Since Sikkim is an organic state, the use and ban of plastic has been adopted for more than a decade. However, the institution has taken a further step to declare itself as a no tobacco and no smoking zone. It is mainly keeping in mind to

maintain good and emulative behaviour and discipline among the students and teachers.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 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

Sikkim Government College, Namchi is a government funded and managed educational institution. The Department of Education is responsible for the overall management of the college. Under the Department, RUSA is the funding agency for the maintenance and upkeep of the institution. The other agency such as the NAAC regularly monitors the standards and performance of the higher institution. The college caters to educating the poorest sections of the society as there are no fees for students who possess Sikkim domicile documents and whose forefathers belong to Sikkim. These students do not have to pay any tuition fees and are provided free education from the 1st year to their third year of their graduation degree. For outstation students who come from other states such as West Bengal, Bihar, UP and Arunachal Pradesh, Manipur, and neighboring countries of Bhutan and Nepal are charged with minimal fees. This is done primarily to provide education to those sections who otherwise would not be able to afford such expenditures.

## 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

**Curriculum Delivery:** Since the college is affiliated to Sikkim University, the syllabus provided by the university is followed (link: <https://cus.ac.in/indexphp/en/sikkim-university-syllabus>). At the beginning of each semester a Master Routine is prepared by the Examination cell for smooth functioning of UG and PG classes. The master routine provides a plan for the preparation of respective departmental routine. Teachers are allocated papers based on their specialization in the subject and their experience. The UG course is divided into six semesters; for the completion of the degree program, a student studies nine papers. The students study two electives and one honors paper till third semester. Since the college does not offer general courses, students enter the honors course on completion of third semester. The Principal timely monitors the teaching-learning process.

The College conducts two internal examinations of 25 marks each and the university conducts one final End-Term Examination of 50 marks. Internal assessments consist of internal tests, presentations, projects, practical, and assignments to evaluate students' performance.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://cus.ac.in/indexphp/en/sikkim-university-syllabus">https://cus.ac.in/indexphp/en/sikkim-university-syllabus</a>

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

As our institution is affiliated to Sikkim University, institution follow all the rules and regulation of the University. Vice Principal plays the role of Examination Convener and other teaching and non teaching staff as members

of examination cell. Examination cell look after all the issues related to examination either Internal or External Examination and coordinates with the University and Head of the institution.

#### Mechanism of Continuous Internal Evaluation:

Two internal examinations for UG and PG are conducted by the institution comprising of Sessional A and Sessional B of 25 marks each and one End Term examination (University) for 50 marks. Sessional A/Mid Term Examination is centralized and written examination will be done. Sessional B examination includes writing examination, presentation, practical, field survey etc. and will be done and evaluated by the concern subject teachers of the different departments. Date and time will be decided by Examination Cell as per the dateline given by University.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
22	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
0	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

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

#### Code of Professional Ethics

- (1) Rights of the Teachers:
- (2) The Code of Conduct:
  - (a) The teachers' responsibilities:
  - (b) Teachers and the students:
  - (c) Teachers and Colleagues :
  - (d) Teachers and authorities :
  - (e) Teachers and nonteaching employees :
  - f) Teachers and guardians:
  - (g) Teachers and Society:

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	<a href="#">View File</a>

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

22

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	No File Uploaded

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

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

**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**

D. Any 1 of the above



File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/1.4.-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/1.4.-2021-22.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1045

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

2340

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 process of identifying advanced and slow learners in the Sikkim Government College, Namchi is by assessing the marks secured by each student in internal exams.

If the performance score of the students in internal assessment is above 70% then the student is considered as advanced learners. Such students are encouraged to participate in advanced learning related activities such as participating in seminars, talks, workshops, etc. They are also encouraged to take part in various competitions such as essay writings, self written storytelling, self written poem recitation, etc. Students are guided by the departmental teacher.

Moreover, the students scoring below the average marks are categorised as slow learner. For them remedial classes, group discussions, one on one counselling session, ready made notes, are provided. Those students are always encouraged to visit their teachers whenever needed.

Institution has created mentor among the teacher to guide certain number of students, wherein slow learner students are catered with utmost care by providing counselling and being available to students round the clock for holistic guidance.

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
2652	102

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Sikkim Government College Namchi, has always focused on delivering lectures and learning through a participative approach towards its scholars . The emphasis on principal learner individual freedom to express difference in opinion has been encouraged by means of dedicating 10 min of each lecture series for open questions. Evaluation of Internal Sessional Exams by means of Presentation and Group Assignment are carried out by most Departments.

The enhancement of Practical Utility for Social Science Scholars , the institute offers varied courses such as Internships , Seminars, Field Visits as a part of its Curriculum. All Departments of The School of Physical Sciences is facilitated with a complete modern Laboratory for hands on experience on physical examination of objects and experiments.

Each year the Institute conducts Workshops and Seminars by various departments , recent being The SGC Namchi, Month Long Workshop & Seminar Event ( 2022) .

Additionally , The Institute's adoption of student centric methods to enhance student Involvement as a part of participative learning and Problem Solving Methods are reflected in its activity based methods of teaching. Debate , Quizzes , Role Play are frequently conducted and emphasised by the Institute.

The Strength and Weakness of Learners are accessed through Diagnostic Testing in the form of tests and Remedial Classes to provide essential additional assistance for average learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

The Institute has progressed from a more traditional method of use of simple delivery of lectures using books and boards towards a more comprehensive delivery of lectures alongside the use of IT enabled strategies . All Departments in the Institute are provided with projectors and projection Screen for Audio - Visual learning resource for better a learning experience .

With the onset of the Pandemic, The use of ICT enabled teaching methods have transformed classroom communication methods and modified instruction strategies . During the Pandemic the Institute resorted to certain measure in-order to sustain the learning process. Google classroom , Google Meet, Zoom Lecture series and Flipped classroom were some methods used.

Evaluation and Examination for academic performance was judged on the basis of tests, assignments and term paper conducted through the above online platforms over and above the constant monitoring by the examination Centre of the Institute.

Faculties of the Institute also resorted to the use of Online resources Materials from NPETEL , Coursera, Youtube Learning Resource , Virtual Labs , online assessment tool ( Mentimeter) - quiz.com , and online cloud portals.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://sgcnamchi.com/computer-lab/">http://sgcnamchi.com/computer-lab/</a>

### 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

102

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

102

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	<a href="#">View File</a>
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

20

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)	<a href="#">View File</a>

### 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

102

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

### 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.

As per the guidelines provided by University, in a particular semester, a student has to undergo two internal examinations i.e. sessional A/ Mid term examination and sessional B of 25 marks each and one External Exam i.e., End Term Exam for 50 marks conducted by the affiliating university.

For M.Com, the division of marks is like 15 marks is allotted for Sessional A (centralized), 15 marks for sessional B and 15 marks for sessional C ,in which out of Sessional B and C ,Best one will be choose and 70 marks is allotted for End Term Examination.

Internal assessment is also done on the basis of term paper, field survey, practical assessment in their honors and elective papers both, for which they have to submit hard copy and they also give the presentation/field report of the same which provides the students opportunity to improve their

performance.

Students those who fail to appear for their internal examination (sessional A and Sessional B) with genuine circumstances are given second chance.

Special test are conducted for the students if they fail to appear for their scheduled test (End term examination) because of any unavoidable circumstances .

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

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

A transparent, time- bound and efficient methods is being followed by Examination Cell of our college. As per the University guidelines college Examination Convenor is appointed for conducting examination smoothly. The College has appointed internal examination committee for Arts, Science and Commerce faculty which works under the guidance of college Examination Convenor and the Principal. The Internal examination Committee prepared the time table as per the examination time- table provided by the affiliated University. To maintain transparency and uniformity in the assessment of the internal test, the faculty evaluates the papers within the dateline given by the internal examination cell. Further, a GRC (Grievances Redressal Committee) will formed for smooth functioning.

If the Students have any grievances regarding internal examinations, students have to approach internal examination convenor. The application duly stating the grievances is to be submitted to the examination cell and the grievances will placed before the GRC for solving the problem. In case, if the problems will not sort out then the application will forward to the Controller of Examination of the affiliating University through the head of institution.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institution followed the curriculum designed by the affiliating University. The University provides the program outcomes or course outcomes in the form of both hardcopy and soft copy. The faculties from different departments are appointed for designing curriculum at the University level. The appointed faculties will get the opportunity to place their feedback and to be aware of the course outcome.

The program outcomes and course outcomes are highlighted at the outset in college prospectus, Principal addressed to students, parents and alumni meets and dissemination in classroom by concerned faculties.

The Admission Committee also give counselling to the students at the time of admission regarding the courses offered, so, that the students can find easy to choose courses suitable for them.

Further, a central Induction Program are also conducted in each academic session by the institution to make the new students aware of the rules and regulations, disciplinary matter, examination patterns etc. The students are briefed about the program outcomes and course outcomes by the head of institution, Dean of students' Affair, Vice Principal, Nodal Officer-Scholarship, Nodal Officer- NCC and NSS etc.

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



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

Our institution offered Undergraduate (B.A, B.COM, & B.Sc) and Post Graduate (MA/MSc Geography, M.Com & M.A Education). For these courses, the institute follow the curriculum designed by affiliating University. The program outcomes and courses outcomes are evaluated but hr internal and external examiner of the college and university.

Evaluation process: the program outcomes and program specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through internal examinations, assignments, university examination etc.

Throughout the semester, the faculty of concern subject records the performance of each students on each program outcomes. At the same time remedial classes is also provided to slow learners.

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

### 2.6.3 - Pass percentage of Students during the year

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

861

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

<b>2.7 - Student Satisfaction Survey</b>	
<b>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)</b>	
<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/2.7.1.-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/2.7.1.-2021-22.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
nil	
<b>File Description</b>	<b>Documents</b>
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)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.2 - Research Publications and Awards

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

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

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The Annual Status of Education Report (ASER) 2022 is a nationwide citizen-led household survey that provides a snapshot of children's schooling and learning in rural India. ASER 2022 reached almost all rural districts of India, and generated district, state and national level estimates of children's enrollment status and foundational skills. Information about enrollment in school or pre-school was collected for all children aged 3-16, and children aged 5-16 were tested one-on-one to understand their reading, arithmetic and English skills.

on 23rd and 24th , September, 2022: total 65 students of Sikkim Government College, Namchi had participated in the ASER-2022 survey which was conducted by Prathan NGO, New Delhi. The survey was coordinated and supervised by Dr. Bikash Sharma, Assistant Professor, Department of Economics.

File Description	Documents
Paste link for additional information	<a href="https://img.asercentre.org/docs/ASER%202022%20report%20pdfs/All%20India%20documents/aserreport2022.pdf">https://img.asercentre.org/docs/ASER%202022%20report%20pdfs/All%20India%20documents/aserreport2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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

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

2

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

### 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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 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**

2

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

**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**

1

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

### INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**Response:** Sikkim Government College Namchi (SGCN) spreads across 31 acres of land with an adequate infrastructure and physical facilities, making the college one of the best in Sikkim. The college has one main building spreading to the East and West blocks. The ground floor of the main building consists of Principal's Office, Vice-Principal Office, Administrative Office, Accounts Section, IGNOU Office, classrooms, etc. On Second floor rooms are distributed into Central Library, Dean's Office, GIS Lab and classrooms. The college auditorium (also named as multi-purpose hall) is situated at top of the main building. The East and West block of the building contain 11 well-equipped classrooms and Humanities departments. On the back of the main building, a three storey New Science Block is located. The college has 19 UG departments and 03 PG departments with adequate classrooms and infrastructure. The campus includes multi-purpose hall (cum auditorium), GIS Laboratory, Science Laboratories, Library, smart classrooms, computer laboratories, sports facilities, ramp for physically challenged students, etc. The campus also caters Wi-Fi facilities system in the main building. The college is endowed with boys' and girl's hostel, residence for teaching and non-teaching staffs, medical support systems, internal and external parking facility. The college provides an eco-friendly environment to students with initiatives of solar heating, rain water harvesting, waste management and other green initiatives. SGCN is CCTV enabled monitored by Principal itself for safety and security of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.1_sd.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.1_sd.pdf</a>

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

**Sports and extracurricular activities are the heart of the institution because the institution believes in balancing the**

academic as well as the curricular aspects for the students. The college auditorium constructed in 2003, has a seating capacity of more than 1000, measuring 34.96m x 17.37m =607.25 Sq. meters and is actively used for different activities. In order to encourage active participation of the students in these activities the college has the following facilities which are easily accessible to the students under guidance of the concerned faculties.

**Indoor Sports Facilities:** The college organizes indoor games like Badminton, Table-Tennis, Chess, etc. These activities are held at college auditorium cum multi-purpose hall.

**Outdoor sports facilities:** The college has one playground used for activities like, Football, Cricket and all other kinds of outdoor activities. The college has a separate Volleyball court which is located at the front of the main campus building.

**Yoga Facilities:** The college auditorium cum multi-purpose hall is also used for Yoga activities under the guidance of NCC and NSS of the college.

**Cultural Activities:** All kinds of cultural activities of the college takes place at college auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.2_sd.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.2_sd.pdf</a>

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

68

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

68



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.3_Supporting-documents.docx">http://sgcnamchi.com/wp-content/uploads/2023/09/4.1.3_Supporting-documents.docx</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

7510315

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

- The college library is situated on the first floor of the main building. It is well organized with provision of LAN and Wi-Fi connection. It has a well ventilated and spacious reading hall and reference section.
- The library functions under the supervision of one Librarian, one Assistant Librarian, eight office attendants and is facilitated with 24/7 CCTV as well.
- The library is partially automated using Integrated Library Management System through the SOUL Version 2.0 full edition software and also have remote access facility provided by Sikkim University Library.

- The College Library Committee conducts a regular inspection for the enhancement and smooth functioning of the library. It has a collection of more than 12704 books including textbooks, reference books, encyclopedia and Britannica. The library also has subscriptions to e- journals, periodicals, and printed newspapers (both local and national).
- The library has a dedicated shelf for new arrival books for easy access to the latest editions.
- There is also a provision of Book Bank facility with the collection of 114 books for economically weaker section/ minority students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**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)**

**233430**

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

#### 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

100

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Sikkim Government College, Namchi has been relentlessly working towards building a good IT infrastructure for the benefit of the students and teaching faculty. The college has desktop computers and projectors which has been distributed to various departments, labs and section as per the requirement. There are a total of 19 departments including science, arts and commerce which have been supplied at least with one desktop computer. Projectors are also supplied to the departments on individual and sharing basis. The Computer Lab - I has 20 desktop computers, Computer Lab - II has 29, Geography Lab has 11 desktop computers and the library has a total of 8 desktop computers. The detail of the brand, processor, RAM, HDD and Windows version running in the system along with the list of distribution of computers to various departments have been uploaded for further reference.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

83

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

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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

2.16 lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

- The college has a main block which has Principal's Office, Administrative section, Examination Cell, Classrooms, Lecture Halls, Laboratories, Library, Sick room, Dean Office, Office of Vice Principal, Staff rooms, Auditorium etc.
- A Science block has been recently inaugurated which has all the necessary facilities for the benefit of students.
- There are two smart classes in the college which is used as per the requirement of the departments.
- The college has two buses to ferry students from Namchi Main Market to the college and back.
- The college has an Ambulance in standby in case of any medical emergence.
- The college has a library with vast learning resources including faculty and students seating facilities.
- The college has installed CCTV on all the vital areas for the safety and security of the staff and students.
- The hotel facility is available for both UG and PG students.
- The staff quarter is also operational for the benefit of the teaching and non-teaching faculty members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
734	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
734	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>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</b>	<b>B. 3 of the above</b>

and hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
680	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
680	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>C. Any 2 of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

119

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

119

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>

**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.**

8

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	No File Uploaded

**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 )**

1. Sikkim Government College, Namchi under the direction of the Principal Dr. Deepak Tiwari through the office order O.O.No.: 18/NGC dated: 09/02/2021 constituted 21 member Alumni Finding Committee with Dilliram Sharma as Convenor and Yugal Kishor Khanal as Co-Convenor to find and form a Alumni Committee for the welfare of the college.

2. The Students Representative Council (SRC) - a democratically elected members of students representation - was held in Sikkim Government College, Namchi under the

directions of Higher Education, Education Department, Government of Sikkim. The rules and regulations under which the election was conducted was followed as per the recommendations of Lyngdoh Committee. the election is conducted with the aims & objectives enshrined in the order issued by the Higher Education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	No File Uploaded

### 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

Registration of Alumni Association is underprocess, through the institution has Alumni Association. Sikkim Government College, Namchi under the direction of the Principal Dr. Deepak Tiwari through the office order O.O.No.: 18/NGC dated: 09/02/2021 constituted 21 Member Alumni Finding Committee with Dilliram Sharma as Convenor and Yugal Kishor Khanal as Co-Convenor to find and form a Alumni Committee for the welfare of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents
Upload any additional information	No File Uploaded
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p><b>Mission</b></p> <p>The college seeks to impart quality and time relevant education to the youths of Sikkim in particular and the aspiring students from rest of the country and abroad in general. In doing that, we capitalize on:</p> <ul style="list-style-type: none"> <li>• To nurture the intellectual, and social potentials of the students.</li> <li>• To imbibe the essence of high standard knowledge, constructive skills, and healthy competition in the students.</li> <li>• To indoctrinate the spirit of innovation, creativity, and all round development among the teachers and the students.</li> <li>• To provide opportunities to the eligible individuals to mould their character and personality to achieve the highest level of improvement and success.</li> <li>• To develop a conducive relationship between the students and teachers so that the teaching-learning process achieves its desired goal with freedom and discipline.</li> <li>• To foster the students' talent and intelligence to produce eligible, dedicated, sincere resource persons</li> </ul>	

and professionals who can work for the nation and the national integrity.

File Description	Documents
Paste link for additional information	<a href="http://sgcnamchi.com/about-sgc-namchi/">http://sgcnamchi.com/about-sgc-namchi/</a>
Upload any additional information	<a href="#">View File</a>

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

- The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc

- Faculty members share knowledge among themselves, students and staff members while working for a committee.

- The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of the affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

#### Participative Management

The college promotes a culture of Participative management. Under the leadership of the Principal, various committees have been formed to work in different arena with given jurisdiction. Each committee has a coordinator and few members. The committee works for polishing academic as well as administrative quality through accomplishment of assigned task.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**CURRICULUM DEVELOPMENT-** The institution is affiliated to Sikkim University and therefore follows the curriculum provided by the university. The courses offered in the institution are UG (BA, BSc, B.Com) and PG (MA Education, Geography and M.Com).

**TEACHING AND LEARNING-** The faculties follow an efficient teaching method for the better understanding by the students. The classes are conducted in offline mode where the smart class and power point presentations are used. For lab-based subjects, regular practical classes are held. As per the syllabus prescribed by the affiliated university.

**RESEARCH AND DEVELOPMENT-** The faculties are motivated towards research. Many teachers are pursuing their PhD's. There are frequent publications in journals as well as local magazines from the teachers. They participate in seminars and workshops at local, national and international levels through either online or offline mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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 administrative process of the college is looked after by the Principal,

Administrative officer i.e., along with the administrative staff allotted to various offices. The data of the students are maintained online. The service record of the teachers and administrative staff is also maintained regularly. The college website is active and important information, daily activities are posted regularly. Any urgent and important information to be circulated are sent through whatsapp.

- Appointment and service rules - The college is a government institution, therefore all the appointments for teaching staff are carried out by the recruiting board SPSC (Sikkim Public Service Commission). The service rules are as per the UGC norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Teaching staff of this institution are allowed to undergo orientation and refresher courses under the provision of UGC to enhance the professional and academic skills. Besides these two courses, the faculties are also allowed to attend international/national/state level seminars and conferences. Furthermore, they are encouraged to attend seminars and conferences where they can present papers of their respective subjects, get them published in reputed journals and thus orient themselves with more experience and professional skills.

Similarly, non teaching staff members are also encouraged to enjoy the benefit of participating in trainings and workshops and also they can attend some courses like computer, short hand and so on.

- There is a proper medical reimbursement facility which can be availed by both the teaching and non-teaching staff.
- Medical leave can also be availed on the presentation of requisite documents by both the teaching and non-teaching staff.
- Maternity and paternity leave can also be availed by both teaching and non-teaching staff.
- The regular employees who were appointed before 2006 are entitled to government pension (GPF) on retirement.
- Government has also provided Group Insurance Scheme (GIS) to the staff (Teaching and Non-Teaching) of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

24



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

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

Sikkim Government College, Under the education Department Government of Sikkim follow the UGC regulation for the recruitment of Assistant Professors. SPSC is the recruitment body for the selection and appointment of the Assistant Professors in all the colleges of the State. The Faculties appointed on regular basis have to submit Annual Performance Index (API) to the College from where it is forwarded to Education Department Government of Sikkim. The objective of the submission of API is to evaluate the progress of the faculties, also it allows to identify the potential aspects for improvement that can lead to further progress and growth of the employed. Facultes on Ad-hoc basis have to submit of performance report annually to evaluate their progress.

The non teaching staff are also assessed annually through the submission of performance report provided by the administrative head.

Students feedback on the performance of the teachers is also received annually which allows for further improvement and development of various teaching methods.

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

As the institution is a governmental one, the external audit is done by the Government Agency constituted for the same. There is College Management Committee which looks for internal financial management and appropriation of available resources. General audit was last done in the year 2014 and there was no financial objection in the report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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)	No File Uploaded

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

As the institution is a governmental one, the external audit is done by the Government Agency constituted for the same. There is College Management Committee which looks for internal financial management and appropriation of available resources. General audit was last done in the year 2014 and there was no financial objection in the report.

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

Internal Quality Assurance Cell (IQAC) is actively involved in curricular and extracurricular activities. IQAC is always in contact with the Principal, and after a detailed discussion with the Principal various activities for the student's development and college progress are planned by IQAC. At the beginning of the academic year, IQAC prepares an academic calendar where the tentative schedule for various curricular, extracurricular, and seminars and workshops are planned and conveyed to the respective Coordinators of the various committees.

As per the academic calendar, every department Head and Coordinator of various committees arrange programs for the whole year. Feedback forms from Students, Parents, Teachers and Alumni are collected by IQAC, analyzed and steps are taken accordingly for further improvement.

During the academic year of 2022-2023, IQAC have conducted the following activities.

Two Days program on "Motivational Talk" on 28th and 29th April 2022.

Two Days Workshop on Entrepreneurship "Start-up in a Classroom" on 12th and 13th May 2022.

Two Days National Workshop on "Overview and Quality Enrichment in NAAC Accreditation Process" on 23rd and 24th May 2022.

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

At the beginning of the year, the Principal conducts meetings with all the teachers at regular intervals.

All Heads of the Department conduct meetings with the subject teachers, discuss teaching plan for the execution for of the syllabus and a month-wise tentative plan for the completion of the syllabus is submitted to Vice-Principal and IQAC Coordinator. All the teachers put their maximum efforts into teaching, use PowerPoint presentations for the online lectures, motivate students to take active part in the teaching learning process hence inter active session are conducted, teachers conduct revision lectures after the completion of the syllabus.

An academic calendar is prepared at the beginning of the year. The calendar bear information regarding the examination, vacation, programmes to be organized in the coming academic year. An induction program is organized for the newly admitted students where the Dean of Student Affairs inducts them on the basic information regarding the rules and regulations of the college, examination and attendance.

Student feedback is a must to assess the teaching-learning process which is conducted by IQAC. The feedback received is analysed and critically considered wherein new methods to be adopted are discussed and put forward.

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

<p><b>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)</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<p><a href="http://sgcnamchi.com/wp-content/uploads/2022/06/nirf-2022.pdf">http://sgcnamchi.com/wp-content/uploads/2022/06/nirf-2022.pdf</a></p>
Upload e-copies of the accreditations and certifications	<p><b>No File Uploaded</b></p>
Upload any additional information	<p><b>No File Uploaded</b></p>
Upload details of Quality assurance initiatives of the institution (Data Template)	<p><b>No File Uploaded</b></p>

## **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

Once in every four months in a year, the Gender Sensitization Unit will conduct programmes, workshops, field survey and awareness campaigns in the college and the society at large.

The college has an active Gender Sensitization Unit comprising of Principal, Vice - Principal and senior faculties of the college. In case of any complaints, the matter is dealt in a proper manner where evidences, witnesses and other reliable sources are properly scrutinized so that the complainant and the accused are authenticated before any disciplinary measure is taken. The college has collaborated with doctors of the district hospital and lawyers from the District and Sessions courts to help and provide proper professional counselling and related assistance. The college

has designated common rooms for boys and girls students.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-2021-22.pdf</a>
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	<a href="http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-a-2021-22.pdf">http://sgcnamchi.com/wp-content/uploads/2023/09/7.1.1-a-2021-22.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Energy conservation refers to reducing energy by using less of an energy service. One of the primary ways to improve energy conservation in buildings is to use an energy audit.

Following Energy Conservation Methods have been adopted at the University campus:

i) 20W CFL shall be used for each 40 W tubes for inter lighting.

ii) Outer street lighting is completely on solar energy.

Likely saving of energy will be as follows:-

**Load Distribution:**

1. Total Internal Lighting Load = 350 KW

2. Water heating = 100 KW

3. Outer Lighting Load = 100 KW

4. Power Load = 645 KW

Total Load = 1195 KW

**Saving:**

1. By using 20 W CFL against 40 W tube lights (50%) = 175 KW

2. By using solar energy for heating water (50%) = 050 KW

2. By using solar energy for outer Lighting (100%) = 100 KW

TOTAL = 325 KW

Percentage = 27%

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

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

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

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

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

**The motto of the College, 'Sa Vidya Ya Vimuktaye,' taken from**

the Vishnu Puran forms the guiding vision of the college. This vision ceaselessly inspires the college to dedicate itself towards liberating minds of people from all kinds of bondages - social, religious, political, of gender, of convention and superstition, of caste and communalism through education. We consolidate on building vibrant, capable and morally grounded generations by empowering their minds with requisite capabilities of skills and moral education preparing them to be intellectually competent, kind at heart, and willing to positively contribute towards nation building.

The college aims at imparting quality and time relevant education to the students. For actualizing this we endeavor to:

- Discover and nurture the intellectual and social potentials of students.
- Help the students imbibe the essence of high standard knowledge, constructive skills, and encourage
- Healthy competition cultivate the spirit of innovation, creativity, and all round development that helps creation of individuals
- With high standards of integrity, and a sense of responsibility towards nation building
- Provide ample and relevant opportunities which help them mould their personalities
- Develop a favorable rapport between the students and teachers thereby encouraging ideal teaching

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	<a href="#">View File</a>

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

Constitution Day 26th November 2021 conducted by Political Science Department at the auditorium. The programme began with the reading of the Preamble by all. An introduction was given by the Head of Department, Dr. Panu O. Pazo where he spoke on the constitution in democracy. The keynote speaker,

Advocate Kumar Nepal spoke on constitutional law. He spoke on the Fundamental Rights and Directive Principles of State Policy. He discussed the hierarchy of the judicial system and different tribunals and their jurisdiction. The talk ended with an interactive session where students posed several questions before the speaker. The programme ended with the singing of the national anthem

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

B. Any 3 of the above

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

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

Earth Day

World Environment Day

International Day of Yoga

Science Day February

National Mathematics Day

World Entrepreneurs Day

College Foundation Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 1:

For more than 2 decades, Sikkim Government College, Namchi has catered to more of female students in comparison to male students. In 2023, the total number of girls are 1772 at the undergraduate level and 62 girls in the Post Graduate level, 1427 boys in the undergraduate level and 28 at the post graduate level. The institution has been a beacon of light for the education of the girl child not only within the home district but also to the neighbouring district of Geyzing and the neighbouring districts of Darjeeling and Kalimpong in West Bengal.

### Best Practice 2:

The college has been declared as a no tobacco, no plastic and

no smoking zone. Since Sikkim is an organic state, the use and ban of plastic has been adopted for more than a decade. However, the institution has taken a further step to declare itself as a no tobacco and no smoking zone. It is mainly keeping in mind to maintain good and emulative behaviour and discipline among the students and teachers.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 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

Sikkim Government College, Namchi is a government funded and managed educational institution. The Department of Education is responsible for the overall management of the college. Under the Department, RUSA is the funding agency for the maintenance and upkeep of the institution. The other agency such as the NAAC regularly monitors the standards and performance of the higher institution. The college caters to educating the poorest sections of the society as there are no fees for students who possess Sikkim domicile documents and whose forefathers belong to Sikkim. These students do not have to pay any tuition fees and are provided free education from the 1st year to their third year of their graduation degree. For outstation students who come from other states such as West Bengal, Bihar, UP and Arunachal Pradesh, Manipur, and neighboring countries of Bhutan and Nepal are charged with minimal fees. This is done primarily to provide education to those sections who otherwise would not be able to afford such expenditures.

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

Action plan

1. To conduct plantation drive programmers for biodiversity conservation.
2. To recognize the achievement of the faculty, particularly in the field of Research.
3. To conduct academic administrative audits.
4. To make concerted efforts towards including a culture of research and development facilities for the institution.