SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SIKKIM GOVERNMENT COLLEGE, NAMCHI

SIKKIM GOVERNMENT COLLEGE NAMCHI, UPPER KAMRANG SOUTH
SIKKIM-737126
737126
www.sgcnamchi.com

SSR SUBMITTED DATE: 20-03-2024

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sikkim Government College Namchi, established in 1995, recognized under sections 2 (f) and 12 (B) of the UGC act is one of the pioneer college in the state of Sikkim. The College is located in the serene and sylvan environment of Kamrang, the headquarter of Namchi district. The college was affiliated to the University of North Bengal since the inception to 2008, however after 2008; the college got affiliated to Sikkim Central University. The college has a spacious rooms and congenial environment for teaching and learning process. The college has 33.95 acres (137390.897 sq.mts) of land and the built-up area encompasses one- three storied main building, one four storied separate science building, two hostels building and four staff quarters. The buildings are well-furnished and attractive. The college is government aided and governed by the Education Department (Higher Education) Government of Sikkim. It is co-educational institution and provides Honours degree in Bachelor of Arts, Commerce and Science. Since, 2.11. 2020   Sikkim University has established extension Centre for PG Programme in Sikkim Government College Kamrang *w.e.*f. academic session 2020-21 with an intake capacity of 15 students of in Geography, Education and Commerce.

The college has a multi-purpose auditorium with a seating capacity of about 1000 people and also has the computerlaboratories conference/seminar rooms along with other necessary infra-structures. It is the only government undergraduate college in Sikkim to offer course in Journalism and Mass Communication.

Codes of professional ethics guide all stakeholders of the college about its integrity. Accountability, inclusiveness commitment and sustainability. All stakeholders work within the institutional policies and practices so as to satisfy vision and mission of the college. The college is committed to making students conscious of their social responsibility through outreach programme organised by NSS, NCC, etc. to enhance students social awareness and sensitivity towards the upliftment of the unprivileged sections of the society.

 Though, the college had a humble beginning it aspires to touch the zenith of excellence in Higher Education through continued dedicated efforts towards transforming itself into a quality centre of learning in terms of education and research through proper administration and governance.

Vision

The motto of the college "*Sa Vidya Ya Vimuktaye*", a Sanskrit term taken from Vishnu Purana, meaning to liberate people from all kinds of bondage through Knowledge, is 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 strives to evolve as a learning centre where each and every student can achieve their full potential and also as a knowledge centre to quench the thirst of knowledge seeker.

Mission

The College, aims at imparting quality and time relevant education to the students. For actualizing this we endeavour to:

- Discover and nurture the intellectual and social potentials of students.
- Focused on the holistic development of the students and also to equip them with all the necessary knowledge and values required to meet various challenges in their future.
- To 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 sense of responsibility towards nation building.
- To provide ample and relevant opportunities which help mould their personalities.
- To develop a favourable rapport between the students and teachers thereby encouraging ideal teaching-learning niche that achieves its desired goal of intellectual and emotional growth of students on the foundation of discipline.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

• The semester system adapted by the affiliating university is student centric in relation to provision for back paper and no detention policy; this provides the ample opportunities for the students to pursue Higher Education without fear of discontinuation thereby ensuring decrease in dropout rates.

• The college admits students from diverse national and international backgrounds which promotes a multi-cultural ethos in the campus.

• The state governments free education policy for the local students (COI/SSC holders) has offered opportunities of Higher Education for the economically weaker/rural students.

• The college has hostel facilities for the boys and girls along with provisions of accommodation for teachers and non-teaching staff in the campus.

• The college has a Botanical garden, units of National Cadet Crops (NCC) and National Service Scheme (NSS) wing. The college also serves as a study centre for IGNOU (Indira Gandhi National Open University), for the undergraduate and postgraduate degree course.

• The college provides an ideal platform for the students to home showcase their skills and talents in various co-curricular activities. The college has a playground, an auditorium, a volleyball court and a seminar hall. Hence, the college has a adequate infrastructure for conducting various sports and cultural activities.

• •Transparent governance and administration have helped the institution in taking decisions collectively, thereby fostering a sense of participation and ownership in taking up responsibilities.

• •The various councils, committees, cells; the Students Representative Council (SRC) ,GSU, Legal Literary Club, Red Ribbon Club, Nature Club, Research Cell, Career Counselling Cell, Entrepreneurship Cell,

Equal Opportunity Cell, Students Grievances Redressal Committee, Anti-Ragging Committee, Internal Complaints Committee (ICC), Cultural Committee, Sports Committee, Library Committee, Alumni Coordination Committee etc. have immensely contributed in enhancing sprit of participation and encouraging leadership amongst the students.

•   The college is RUSA beneficiary college since 2016 and has institutionalised most of the aspects under equity, vocationalistaion of education, infrastructure and procurement components.

Institutional Weakness

•   For the enhancement of institutional growth and development, the number of permanent teaching staff in the college needs to be increased; the students teachers ratio is below average in many subjects.

•   The college is primarily an undergraduate college which focuses on teaching and learning activities rather than on research. Therefore, there is a limited scope in enhancing the research rigor in the campus.

•   The college library is has limited collection of books, journals, newspapers, e-magazines, repository of dissertations and theses etc.

•   The college has limited financial resources to cater to the growing academic needs that support funding requirements to enhance teaching-learning resources for the faculty members. Generation of funds is often a serious limitation in expansion and upgradation of campus facilities.

•   The college has not yet established incubation cell/hub and centre of excellence for the area studies.

•   The college has not yet started innovation cell and skill based courses for the students as per the guidelines of NEP 2020.

Institutional Opportunity

Institutional opportunities are briefly summarised below:

1. The potential to collaborate with other colleges in India and abroad and develop multidisciplinary academic collaboration /faculty and student exchange programme etc., is abundant as Sikkim Government College Namchi has a wide network of working relationship with academicians and practitioners at the national and international level.
2. The college has a potential to introduce new undergraduate courses in statistics, microbiology, biotechnology wildlife biology and travel and tourism, computer science.
3. Qualified, efficient and committed faculty members who are capable of organising and conducting high quality seminars, workshops, conferences is an added opportunity to further linkup with eminent institutions to carry out certificate programmes, value add courses etc. This will provide the scope to create more teaching learning materials and contribute to the various fields of education.
4. The college has a potential to introduce vocational and skill-oriented courses under the vocationalisation of college under RUSA.
5. The college fulfills the most of the criteria including infrastructure and additional land in order to transform the college into the University. More Post Graduate Programmes can be started

6. The college has a potential to set up the bank ATM, post office, cooperative store in the college campus so that the stakeholders can be benefitted and they can save their time.

Institutional Challenge

Institutional Challenges are mentioned below:

1. Although the college has started the Extension Centre for the   PG courses in Geography Education and Commerce, but there is a very limited scope for research and it has to face great difficulties in obtaining grants and funds for undertaking research at the post graduate level.
2. Lack of entrance examination-based admission process thereby compromise on the quality of students enrolled.
3. The college offers bachelor courses in four indigenous local languages and faculty members have published many research papers on traditional knowledge and ethnicity of the region, unfortunately, the journals are not included in the UGC Care/Scopus list yet. Thus, depriving them of publishing in the recognised international and national database.
4. The college follows a prescribed syllabus of the affiliating university, which has a limited role in making the syllabus robust for the students benefit and employment friendly.
5. Improving the research activities among the faculties and availing funding for research projects of the students and faculties is another major challenge to the institution.
6. A hierarchical approach in administration and governance needs to be relooked by the government for greater autonomy of the college.
7. The college continues practicing traditional methods of administration.
8. Starting SWAYAM based course for the students and faculties is still a major challenge as the students hardly opt SWAYAM based course   at the UG and PG level.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution follows the curriculum prescribed by the affiliating Sikkim University. Primarily the college is a teaching unit and engages with curricular aspect mainly in their implementation. However, faculties of the college are involved in curriculum development as a Members of Board of Studies (BoS) and Syllabus Review Committee (SRC) of the UG and PG courses. The curriculums are revised on a regular basis by the affiliating university by engaging the faculties of the college.

 Such initiative by the university led to the introduction of compulsory courses like Environmental Studies and Eastern Himalayan Studies. Besides, compulsory languages (English and Nepali), three regional languages

viz., Bhutia, Lepcha and Limboo have also been incorporated in the university curricula since 2008, keeping in view their growth and progress in a local context and diversification of subjects. The college has been offering B.A. (General) course to the students since its inception in 1995 and honours course from 2005. However, B.Com. and B.Sc. (Hons.) Courses were introduced in 2010 and 2012 and other allied subjects; respectively.

Additionally, for quality enhancement teachers are encouraged to participate in programs such FDP, MDP, webinars, RC, OC, SWAYM and NEPTEL. The use of ICT tools in teaching are encouraged and students are trained to make use of google classroom and google meet etc.

Teaching-learning and Evaluation

The number of students seeking admission in the college for pursuing UG and PG courses has increased considerably over the years. The admission process is a systematic step wise procedure starting from the advertisement, distribution of prospectus and distribution of admission forms to the publication of merit lists. Prior to 2015, college had the autonomy to formulate and follow its own admission procedure. However, in 2015 a centralized admission policy was formulated by the Human Resource Development Department, Govt. of Sikkim, for all Government colleges of Sikkim. The central reservation policy is not followed for admission because majority of the students in Sikkim belong to the categories like- scheduled tribes, other backward classes, scheduled castes and in fact, students of general category stand as a minority group. 3% of the total intake capacity of each programme of all the colleges is reserved for differently abled students for allotment of seats on the basis of merit list generated. Faculties are motivated to upgrade their professional knowledge and expertise through participation in FDP/MDP, webinars, refresher and orientation courses. Faculties are also encouraged to pursue research as a part of continuous professional development for enhancement of competence and capabilities.

Faculties are encouraged to make use of ICT tools for making teaching-learning process more interesting. Under the continuous comprehensive evaluation system, ample opportunities are provided for teacher-student interactions through student-centric methods of group discussions, lab based experiments, projects, presentations, book review, paper review, field trips, visits to wildlife sanctuaries and parks, heritage sites, industries etc. Special time and attention is given to slow learners through tutorial classes, remedial coaching classes, unit tests etc. to cater to their extra needs. The college also encourages participatory learning of students by undertaking activities such as interdepartmental quiz competitions, departmental wall magazine, inter-departmental model competitions, inter-departmental exhibitions, seminars, project works, and assignments.

Research, Innovations and Extension

The College always encourages faculties to engage in research activities and facilitated the participation of faculties in seminars and workshops. To create innovative ecosystem the colleges has started Botanical Garden, Entrepreneurship cell and has signed MOUs with the institutions for the exchange of ideas among the faculties and intuitional visits for the lab based work.

RUSA funds are allocated for the organization of workshops on Research Methodology, Geo-spatial Technology, and IPR, purchase of softwares / chemicals/camera for the Library and other departments of the college. They even organise excursion visits to the heritage sites within the country. They also facilitate with regard to attainment of RC, OP & FDF/MDP and short term trainings to the teaching and non-teaching staffs.

Many faculties are pursuing doctoral research and are actively engaged in quality publications in the UGC Care and Scopus index journals. The UG and PG students of final semesters have to write the dissertation of 100 marks followed by field work. These projects are supervised by the concerned faculties of the department and are evaluated by external examiners. Promulgation of such practices provides ample opportunities to the students and faculties to undertake research activities in each semester. The Limboo department/ SGC/Namchi publish annual bulletin to promote literary writings among the students and thereby enhancing research aptitudes among the Limboo students. Similarly, department of English regularly maintains a wall magazine which allows the expression of creativity and writing skills of the students. Such endeavors of the college have directly contributed to the community in terms of enrichment of literature and culture.

Infrastructure and Learning Resources

The college building is three storied with adequate number of classrooms, washrooms for girls and boys, faculty rooms, examination cell, administrative section, Principals office, staff quarters, students hostels , IGNOU study centre, Science and Geography Lab (GIS Lab), multipurpose auditorium hall, play ground, buses, ambulance, Volley Court for hosting various co- curricular activities, indoor games, seminars and other academic activities. The outdoor games and athletics are conducted in the football ground. The college has six halls each with an intake capacity of two fifty and seventeen classrooms of which three have ICT facilities and can accommodate sixty students at a time. The college also has a computer lab and a language lab with forty seven and thirty computers for use by the students. The college library acts as a knowledge resource centre with textbooks, reference books, magazines, newspapers etc. and computers for the use of students and faculties. The augmentation of facilities like internet connectivity, SOUL software 2.0 is fully operational for the indexing of the books. The separate Science block has been completed which will house a central instrumentation facility to facilitate research activities. It will also have a computer laboratory, seminar hall with refreshment rooms and adequate washrooms for the students and faculties. Similarly, a Government sanctioned college cafeteria is under construction for the use by students and faculties. The expansion of the above mentioned facilities will tremendously boost the college in terms of adequacy and requirements to meet future developments. The college has 148 bedded hostels in total for boys and girls, two blocks of residential quarters for teachers, one each residential block/quarter for Class- III and Class- IV employees.

Student Support and Progression

College provides necessary assistance to the students and also enables them to acquire meaningful experiences of learning at the campus. During the time of admission, the college prospectus is the guiding document that helps students get acquainted with the institution. Teacher counselors are deputed to facilitate smooth admission of the students. Induction programme is organized for the newly admitted students during the first week of the monsoon semester. Principal, Vice-Principal, Dean of Students' Affairs, heads of various departments & faculties grace the occasion, where students are briefed on examination process, rules and regulations pertaining to discipline in the college and student support systems. The college has an active career counseling cell which liaises with various external agencies that provide guidance to the students on career opportunities and discuss processes for availing welfare schemes. Student progression is an important aspect of the institution as it reflects the institutions competency. The faculties motivate and guide the students in pursuing higher education. The college now has devised a system in order to collect the information on progression of students to higher education. The college guides and encourages slow learners by organizing remedial classes, informal counseling sessions etc. The college administrative process, teaching-learning, cleanliness etc. are timely scrutinized by the students through grievance redressal cell.

As per the notification of the Government of Sikkim No: 210/DIR (HE) HRDD dated, 22/08/2014 local students in possession of Certificate of Identification and Sikkim Subject are given hundred percent scholarship. Students also avail scholarships form Social Welfare and Women Empowerment Department, Government of Sikkim. The college is vibrant with activities through NSS, NCC and various other student centric bodies of the college that promote active participation of the students. The students play key role in planning and executing social, cultural and leisure activities of these bodies thereby encouraging the students inculcate social responsibility and human values. The Students Representative Council (SRCs) plays key role in encouraging the participation and organisation of these activities. The college has an Alumni Association which donates books, water filter and organise various activities for the college.

Governance, Leadership and Management

The major decisions of the College regarding budget allocation, teaching, non-teaching staff recruitment, infrastructure development, and student support, welfare schemes etc. are decided by Education Department. The Principal is the administrative head of the College. Drawing and Disbursing Officer (D&DO) of the college is from the administrative service of the state to assist the Principal in financial matters. The Institution has a Vice-Principal and Dean of Students Affairs (DSA) who look after examination cell and admission process. It has a College Management Committee (CMC) and various other committees which organise academic and co-curricular activities of the college.

The culture of mutual co-existence and decentralization of governance through formation of various committees has propagated a unified approach in realizing its goals. The college has a visionary and vibrant leadership that steers the college towards transforming itself into a credible seat of learning. The college has a clear vision in tune with the aspirations of the higher education policies of the state. The far-sighted management system facilitates continuous promulgation of mission and vision of the college. Regular meetings of the Principal with the Vice-Principal, DSA, CMC, Heads of Departments, Administrative staff and Co-ordinator IQAC & NAAC present opportunities for discussing future plans and policies of the college which help to implement various programmes.

In the General Body Meeting, before the beginning of each semester, academic calendar reflecting the proposed activities of the college is prepared and circulated to the students and faculties. The Principal assists in participatory decision making by involving administrative team comprising of Administrative Officer; Vice-Principal; Dean, Students' Affairs and Co-coordinator, IQAC for transparency with regard to mobilization of resources. In conformity with the guidelines of NAAC, the IQAC of the college has been working diligently in ensuring and propagating quality.

Institutional Values and Best Practices

Sikkim Government College Namchi not only caters to the need of deprived and economically backward community of the state, but also strives hard to achieve academic, administrative and organizational excellence by enthusiastically engaging to promote and foster sense of ownership and creation of healthy and conducive environment for the propagation of knowledgeable and responsible citizenship. The activities relating to gender issues, facilities for gender safety and security, participation in community level activities, blood donation camps, plantation drives, and awareness on drug addiction, school adaption for beautification, waste management initiatives, cleanliness drives, and programmes related to national integration are common practices adapted in the college. Divyangjan friendliness resources such as ramps is available for facilitating

easy movement in the college.

The best practice of the college comprise of free education for all local students whose family's income is below poverty line and to facilitate the students to obtain a graduation degree with the utmost support and Students initiative to provide free public services and organize programmes pertaining to Digital Economic Literacy.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Sikkim Government College, Namchi
Address	Sikkim Government College Namchi, Upper Kamrang South Sikkim-737126
City	Namchi
State	Sikkim
Pin	737126
Website	www.sgcnamchi.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Deepak Tewari	07047-848622	7872881677	-	Namchigovtcollege @gmail.com
IQAC / CIQA coordinator	Bishnu K Sharma	-8145559096	8145559096	-	fernofsikkim@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Sikkim	Sikkim University	View Document
Sikkim	Sikkim University	No File Found

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	12-05-2016	View Document
12B of UGC	11-09-2020	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Sikkim Government College Namchi, Upper Kamrang South Sikkim-737126	Rural	31.605	9092.11

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	Integrated(UG),English,	36	XII Passed	English	60	60
UG	Integrated(UG),Nepali,	36	XII Passed	Nepali	50	50
UG	Integrated(UG),Limboo,	36	XII Passed	English + Nepali	40	32
UG	Integrated(UG),Lepcha,	36	XII Passed	English + Nepali	40	25
UG	Integrated(UG),Bhutia,	36	XII Passed	English + Nepali	30	13
UG	Integrated(UG),History,	36	XII Passed	English	60	60
UG	Integrated(UG),Physical Education,	36	XII Passed	English	60	60
UG	Integrated(UG),Journalism And Mass Communication,	36	XII Passed	English	60	60
UG	Integrated(UG),Geography,	36	XII Passed	English	60	60
UG	Integrated(UG),Economics,	36	XII Passed	English	60	60
UG	Integrated(UG),Political Science,	36	XII Passed	English	60	60
UG	Integrated(UG),Education,	36	XII Passed	English	60	60
UG	Integrated(UG),Sociology	36	XII Passed	English	60	60

	,					
UG	Integrated(UG),Commerce,	36	XII Passed	English	120	110
UG	BSc,Physics,	36	XII Passed	English	40	11
UG	BSc,Chemistry,	36	XII Passed	English	40	4
UG	BSc,Mathematics,	36	XII Passed	English	40	19
UG	BSc,Zoology,	36	XII Passed	English	40	40
UG	BSc,Botany,	36	XII Passed	English	40	40
PG	MA,Geography,	24	BA Passed	English	15	15
PG	MA,Education,	24	BA Passed	English	15	15
PG	MCom,Commerce,	24	Bcom Passed	English	15	15

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				99			
Recruited	0	0	0	0	3	0	0	3	52	47	0	99
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				60
Recruited	33	27	0	60
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				3
Recruited	2	1	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	11	7	0	20
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	23	19	0	42
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	3	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	32	28	0	60
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	370	42	0	0	412
	Female	462	59	0	1	522
	Others	0	0	0	0	0
PG	Male	19	0	0	0	19
	Female	24	2	0	0	26
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	15	27	16	20
	Female	17	12	22	26
	Others	0	0	0	0
ST	Male	131	179	128	134
	Female	182	212	187	173
	Others	0	0	0	0
OBC	Male	222	259	210	259
	Female	262	307	269	295
	Others	0	0	0	0
General	Male	44	73	57	54
	Female	61	93	88	79
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		934	1162	977	1040

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Sikkim Government College Namchi is a coed college which offers Honours in B.A., B. Com, and B.Sc. programs along with three PG courses in Geography, Commerce and Education. The four prominent languages viz., Nepali, Bhutia, Lepcha and Limboo courses are also taught in the college. As the college is affiliated to Sikkim Central 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/ direction of the Higher Education, Government of Sikkim for implementing the necessary curriculum as per NEP guidelines 2020.

2. Academic bank of credits (ABC):	With the implementation of NEP 2020 in the college it is mandatory for the students to register under the Academic Bank of Page 4/53 29-09-2023 11:11:43 Annual Quality Assurance Report of NAMCHI GOVERNMENT COLLEGE Credits (ABC) from the 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.
3. Skill development:	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 programs, workshops, talks, interactive sessions, movie screening etc. The college offers free computer courses provided by the Education Department (Government of Sikkim).
4. 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 recognised in the 8th scheduled of the Indian Constitution, it is one of the second vernacular languages of Sikkim state, the college annually organizes Bhasha Diwash, Bhanu Jayanti, Sahityik Vet-Ghat etc., to promote and preserve the Nepali literature . Students are also encouraged to participate and represent the college in the events of such nature that enhances integration of Indian Knowledge System.
5. Focus on Outcome based education (OBE):	As the college is affiliated to Sikkim Central University, the University offers ample of outcome based education based on the curriculum designed by the University. Therefore, college envisages following the same structure as laid by the affiliating University.
6. 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 platform 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 even after the pandemic.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2790	3011	2962	2862	2866

File Description	Document
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

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

Response: 102

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
102	102	83	76	76

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
43.3	11.1	10.8	32.9	59.9

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

Sikkim Government College, Namchi, is a premier institution of the state and is affiliated to Sikkim University. In the true sprit of an affiliated college it follows the curriculum prescribed by the parent University. To ensure proper curriculum delivery and effective learning outcomes, the college has adopted a well-planned and documented mechanism for best academic outcome.

- The college follows the academic calendar outlining the curricular and co-curricular activities in line with the parent University's Academic Calendar. This is uploaded in the college website along with the class routines. Every department prepares its own academic calendar with its lesson and course plan along with co-curricular activities which provides a tentative time frame for completion of the syllabus and also the schedule for the two Internal Evaluation Exams.
- Besides the lecture mode, the course plan includes experiential learning activities such as study tours, industrial visits, roleplaying, movie watching, project work and student seminars.
- The college also invites eminent personalities from various fields to share their expertise with students, thereby enhancing their learning experience.
- Each faculty member prepares her/his lesson plans based on the course plan and copies of the same are forwarded to the IQAC.
- Besides offline, the college also offers e-learning courses certificate add-on courses to enhance student skills.
- Student feedback which is an important part of learning outcomes is obtained through a systematic feedback method. The feedback is recieved by the IQAC and is intimated to the concerned teachers.
- The HoI timely monitors the teaching-learning processes on the basis of the Master Routine and ensures that the syllabii and the other necessary activities are completed within the stipulated time.
- Programmes for teachers' quality enhancement are organized by the college from time to time, such as FDPs on Use of ICT Tools for Classroom Teaching, Mentoring Pedagogy, and Higher Education in the 21st Century in the Light of National Education Policy 2020 and workshops on revised curriculum (CBCS), MOOCs and E-Content Development.
- The academic committee meets at least twice per semester to take stock of the academic progress of students.
- The college adheres to a transparent and robust mechanism of continuous internal evaluation through class tests, assignments, projects, and sessional examinations. • While the examination committee conducts the sessional tests for the generic and regular papers, the departments are entrusted to conduct tests for honours papers.
- The institution has a fair and transparent evaluation system for internal exams, enabling students

to incorporate feedbacks offered by the teacher, making learning a continuous process, and creating various opportunities for students to succeed.

- The college provides opportunities for students to participate in various co-curricular and extracurricular activities thereby promoting their holistic development.

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

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 31

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 60.76

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
977	2014	2034	1919	1861

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

1.3 Curriculum Enrichment

1.3.1

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

Response:

Sikkim Government College, Namchi offers courses as prescribed by the affiliating university. Many of the teachers are engaged in syllabus framing/revision thereby ensuring the relevance of the curriculum in the contemporary scenario. The syllabii enriches students' ability/skill through skill enhancement courses and discipline specific electives.

Professional Ethics:

Papers in the subjects of **Sociology, Political Science, English and Education** focus on issues related to professional ethics. The college staff perform their duties and responsibilities meticulously following the Code of Professional Ethics (uploaded on the college website) which is clearly reflected in the smooth functioning of the college activities. Issues of plagiarism are also addressed in some papers.

Gender:

Issues pertaining to gender disparity are well represented in select courses of **Education and Political Science**. Some literary texts of the English syllabus encourage students to raise their voice against stereotypical mindset of the society. The institution's gender sensitization beyond the curriculum is also reflected in the establsihment of a strong **Gender Sensitization Committee Against Sexual Harressment.**

College organizes workshops, seminars, awareness programmes, self defence trainings and various courses to promote women empowerment.

Human Values:

The curriculum reflects issues related to human values like justice and equality, liberty,discrimination, culture, tolerance towards racial diversity, etc., especially in some core and elective papers of **Political Science, Education, Sociology, and English**. The issues related to human rights, duties and obligations of citizens, etc. are ingrained in some papers of the social science disciplines.

To study and thereby improve the status of nearby village communities, the department of economics conducts socio-economic survey annually. The department of Education also regularly conducts similar surveys in the nearby village of the college.

Extension activities like awareness program for literacy, voting rights, etc. are organized by the concerned departments.

Environment and Sustainability:

A compulsory course on "Environmental studies" is offered in fifth semester to all undergraduate students to develop awareness about environmental issues and concerns. Some papers offered by **department of Botany like "Plant Ecology and phytogeography", "Plant Ecology, Environment and Resource Management", etc**. focus on symbiotic relationship between human beings and nature. The undergraduate and post graduate syllabi in **chemistry offers paper like "Green Chemistry", "Environmental Chemistry", etc**. which integrate issues of sustainability and sustainable development. Birds and Butterfly count and Plant count of the college campus are carried out by students of Zoology and Botany respectively.

NSS unit carries out activities like plantation drive in the college campus and surrounding areas.

1.3.2

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

Response: 10.97

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

Response: 306

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

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document	
Action taken report on the feedback analysis	[View Document](#)	
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 97.82

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
979	1005	1008	900	960

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

2022-23	2021-22	2020-21	2019-20	2018-19
1010	1010	1010	965	965

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 100

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

20-03-2024 12:17:04

2022-23	2021-22	2020-21	2019-20	2018-19
979	1207	1022	1082	994

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

2022-23	2021-22	2020-21	2019-20	2018-19
979	1207	1022	1082	994

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

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

Response: 27.35

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The academic session starts after the completion of the admission process. The college offers programmes at the Undergraduate (UG) and Post Graduate (PG) level. The number of students taking admission in the college has increased at UG and PG levels in the last five years. Similarly, PG Courses in Commerce, Education and Geography has started in 2020 by the college as PG Extension Centre of

Sikkim University. The numbers of seats are limited to 15 seats in each subjects in the P.G. courses. The admission is a systematic process starting from the advertisement, followed by prospectus and uploading of prospectus and distribution of admission forms to the publication of final merit lists. About 3% of the total intake capacity of each programme is exclusively reserved for differently abled students for the allotment of seats for the government colleges of Sikkim.

ICT plays a vital role in improving the teaching learning process. Faculties are encouraged to use ICT enbled tools for making teaching learning process effective. Ample opportunities are provided for teacher-student interactions through student centric methods of group discussions, lab based experiments, projects, presentations, book reviews, article reviews, visits to the wildlife sanctuaries and parks and heritage sites and the industrial units etc. Remedial classes/tutorials are provided to slow learners to cater their extra needs.

Evaluation process comprises of internal and external assessments. Internal assessment is done by the college faculties and external assessment is done by the university faculties on 50: 50 basis. Question paper setting and evaluation for internal examination are carried out by the concerned faculties of the departments and for the End Term examination, teachers are invited for paper setting, moderation and evaluation to evaluate the performance of the students. Newsletters and magazines are published by the departents like English, Nepali, Limboo and JMC to nurture the creativity and skills of the students. Special lectures and seminars are organised to encourage and motivate the students from time to time.

2.4 Teacher Profile and Quality

2.4.1

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

Response: 94.61

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
102	102	102	82	76

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last

five years (consider only highest degree for count)

Response: 23.23

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

2022-23	2021-22	2020-21	2019-20	2018-19
23	23	20	18	18

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

At the college level, Examination Cell looks after the exam related issues   either Internal Examination/ Evaluation or External Examination and coordinates with the university and HoI.. The institution follows the rules/regulations/guidelines of the affiliating university. Vice Principal of the college   is the Examination Convener and other teaching and nonteaching staffs are the members of the Examination Cell.

Internal and Eternal Assessment Mechanism:

- The students have to undergo through two internal examinations: Sessional- A and Sessional- B (Internal examination) of 25 marks each and one End Term Examination (University) of 50 mark in each semester. Besides, Internal assessment is done on the basis of term paper, field survey and laboratory notebooks in Geography, Botany, Zoology ,Chemistry and Physcis.
- Students those who fail to appear for their internal examination (sessional A and Sessional B) are allowed to reappear for the test.
- Assignments and tests are regularly conducted for the students and given multiple opportunities to improve their performance.
- Students those who fail to appear for their internal examination (sessional A and Sessional B) are

allowed to reappear for the test.
- Special tests are conducted for the students if they fail to appear for their scheduled examination (End term Examination).
- Remedial class, tutorials and mentorship are provided to encourage the students.
- Internal and external assessment with regard to examinations are notified by the convener of the Examination Cell.

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

The college follows the curriculum designed by the affiliating university. The university uploads the program outcomes or course outcomes in their website. The course outcomes are also uploaded and displayed on the institutional website. Copy of the syllabus are available in the departments for the teachers and the students. The admission committee counsels the students at the time of admission regarding the courses offered by the college. A Centralised Induction Programme for the students is organised by the college in consultation with Dean of Students Affairs in each academic session to sensitize students regarding the rules and regulations of the college, examination pattern, disciplinary matter etc. They are briefed about the programme outcomes and course outcomes by the HoI , Dean of Students Affairs, Convenor of the Examination , Nodal Officer- Scholarship, NCC and NSS. Further, departmental induction programme is also organized where newly admitted students are given orientation regarding course outcomes by the faculties.

Career counseling for the students is organized by the Career counseling Cell by inviting the resource persons from industry, educational institutions/ university from the state to councel the students regarding opportunities offered to them.The program outcomes and program specific outcomes are assessed with the help of course outcomes of the relevant programmes through direct evaluation process. It is assessed through internal examinations, assignments, tests, university examination etc. The course outcomes are assessed through the syllabus, completion of syllabus, continuous evaluation (internal evaluation) and setting up of question papers for internal examination, evaluation and result. Accordinly, departmental activities for the academic session are designed on the basis of the syllabus. The feedback obtained from the students on teaching learning process helps to understand the expected learning outcomes. All records of the departmental activities are submitted to the IQAC at the end of the academic year.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The college regularly evaluates the performance of the students through various methods for measuring the attainment of each of the program outcomes, programme specific outcome and course outcomes.

The college offered Undergraduate (B.A, B.COM, & B.Sc) and Post Graduate programmes (MA/M.Sc Geography, M.Com & M.A Education). For these courses, the institute follows the curriculum designed by affiliating University. The program outcomes and courses outcomes are evaluated through 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 programmes 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 the students on each program outcomes.

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 91.16

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

2022-23	2021-22	2020-21	2019-20	2018-19
844	850	751	669	720

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

2022-23	2021-22	2020-21	2019-20	2018-19
1068	908	786	683	761

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

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 14.81

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

2022-23	2021-22	2020-21	2019-20	2018-19
4.11	0.2	0.2	0.3	10.0

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

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution is committed to encourage innovative start-up ideas and to provide necessary facilities for the students. Sikkim Government College, Namchi has established an incubation cell with a view to cater to the needs of students and faculty members who are inclined toward research and novel ideas. It also helps students for developing their professional entrepreneurial ability and mindset to set up their own enterprises. The following highlights the innovation ecosystem that exists in the college.

Botanical Garden: An area of 30 feet by 30 feet located above the Girls hostel has been set up as a botanical garden. The garden is maintained by the students of the Department of Botany under the guidance of the Head of Department and concerned faculty members. The garden mostly focuses on plantation of various medicinal plants found locally in the region. This ensures that the students have knowledge about the various medical plants found in Namchi, Sikkim. The students are given a hands-on experience on planting, growing, harvesting, preserving and regrowing of the plants.

Entrepreneurship Development Cell: The college through Entrepreneurship Development Cell has been arranging from time to time different types of seminars and workshops to generate an entrepreneurial skill among the students. College regularly arranges Campus Bazaar among the students where they get to showcase their talents in diffeent skills from cooking, knitting, making crafts and miniature models etc.

NIELIT - Memorandum

Intellectual Property Right (IPR) Cell: College has always encouraged faculties and students to know about IPR by seeting up an IPR Cell and has conducted online and offline seminars and workshop time to time. College has active participated in awareness of IPR by National Intellectual Property Mission under the banner of "Azadi Ki Amrit Mahutsav" in 2022.

Student's seminar: Seminars are organized time to time to among students of different institutions to encourage and create conducive environment for creation and transfer of knowledge.

Language Lab: To strengthen the communication skill of the students the college has established a language lab.

Information technology (IT): IT network helps to connect the departments with the administration and the Head of the Institution. It has created an efficient ecosystem of paperless system of administering the Institution. IT facilitation enables faculty members and students to reach out various recourses and study materials.

Seed Bank: The seed bank is maintained by the department of Botany. As the seed are nurtured to become a necessary of plants and flowers, they are send to the Botanical Garden. The habit of the planting rare medicinal plants during plantation drive programmes has been preserved.

Science Museum: The Science Museum of Sikkim Government College, Namchi, serves as an educational hub dedicated to promoting scientific knowledge and awareness. Through its exhibits and resources, the museum endeavours to inspire curiosity and foster a deeper understanding of various scientificdisciplines.

3.2.2

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

Response: 26

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	9	5	3	3

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

3.3 Research Publications and Awards

3.3.1

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

Response: 0.57

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

2022-23	2021-22	2020-21	2019-20	2018-19
7	11	12	19	9

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

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

Response: 0.67

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	18	20	19	6

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college classifies diverse extension activities within and outside the campus to engage the students in different community-oriented activities with the objective to develop a sense of social responsibility, become service orientated and garner a holistic development worldview. The college has an active NSS Unit, the Red Ribbon Club, the Gender Sensitisation Unit and the National Cadet Corp (NCC), which aims to contribute social services to the society. The NSS organizes, participates and observes different activities and programmes as a part of their regular undertakings. Special camps are organised by the NSS and simultaneously they also participate in many programmes organized by other institutions. The NSS unit also undertakes cleanliness drive around the campus and conducts the awareness programmes in the Namchi bazar area.

The Red Ribbon Clubs activities are oriented to build awareness among the students and local community about social issues and concerns such as HIV/AIDS, blood donations camps, etc.

The Gender Sensitisation Unit regularly conducts legal awareness program in collaboration with the civil society bodies in the district and the state.

Nature Club of the college works towards promoting the ethos of preservation of the environment. NSS and NCC organizes various kinds of activities from preserving and protecting the environment to promoting healthy lifestyle programme such as encouraging the practice of yoga. Some of the activities include plantation in and around college and its neighbouring places, observation of World Environment Day, cleanliness drives around the campus as well as cleaning public footpaths. NCC cadets participate in various special camps where basic military training in small arms and parades are conducted to develop discipline and responsible practices among the cadets. Their regular activities include conducting weekly march past practices, participating in Independence Day and Republic Day celebrations. All these activities aim to develop a sense of national integration among the cadets. The

NCC cadets also represent the institution in National and International level camps like the Youth Exchange Program conducted in 2023. The college has also been conducting social service activities that involve the students in the participation of welfare programmes like collecting funds for relief for earthquake/landslides victims, helping children in orphanages, hospital visits, setting up of reading area in public place as well as in college premises, campus bazar for entrepreneur development etc. The NSS and the NCC Unit of the institution have played a major role in organizing the annual Yoga Day programme in the campus and the main stadium of Namchi District.

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

3.4.2

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

Response:

1. 5 NCC cadets were awarded with prestigious Governor's Medal 2023 for their meritorious achievement in NCC from his Excellency Shri Lakshman Prasad Acharya, Governor of Sikkim in Assirvad Hall, Raj Bhawan, Gangtok.

Name of the cadets are as follows:

1. SUO Sumit Sharma - Gold Medal (Mathematics Honours Pass out student)
2. SUO Sher Bahadur Dahal - Gold Medal (Political Science Vth Semester)
3. JUO Karma Choden Bhutia - Gold Medal (Botany Honours Pass out student)
4. SUO Anjana Chettri - Silver Medal (English Honours Vth Semester)
5. JUO Chumit Lepcha - Silver Medal (Lepcha Honours Pass out Student)

Further, Sher Bahadur Dahal and Karma Choden Bhutia shared their valuable experiences about the journey in NCC.

2. Dr. Bikash Sharma, Assistant Professor cum Care Taker Officer (CTO) of NCC has been promoted to Associate NCC Officer (ANO) of NCC in the rank Lieutenant. He has been sworn as ANO by Commanding Officer Colonel D.D Pandey in presence of all NCC staffs at 4SK NCC Battalion on 22 of Sept.2023. He has been selected as a ANO from the Direct Commission by Directorate General, NCC, New Delhi for his 'C' Certificate during his college days and for his selfless dedication, hard work and passion towards NCC. Further he has been nominated for PRCN course training in Officer Training Academy Kamptee Maharashtra, India.

3. Miss. Sharon Rai, a student of the institution has been selected to represent Sikkim in National Youth Parliament on 23rd January 2023 at the Parliament.

4. Ankita Kumari, alumni of SIKKIM GOVERNMENT COLLEGE, NAMCHI was invited to witness the Republican day parade 2022. She was among the top 50 meritorious student from all over India. It is indeed matter of great pride and joy for our institution.

5. Sher Bahadur Dahal student of SGC Namchi also CC Cadet 4 Sikkim NCC battalion located at Kamrang, Namchi under command Col. D. D. Pandey was selected at all India level to attend Youth Exchange Programme of 10 days duration from 12 Aug to 20 Aug 23.

6. NSS volunteer Ms Regina Tamang of Sikkim Government College, Namchi has participated in the Republic Day Parade Camp 2024 held at New Delhi.

7. Two NCC Cadets namely SUO. Karma Choden Bhutia and SUO. Sher Bahadur Dahal of Sikkim Government College Namchi has been awarded of Directorate General NCC (DG NCC) commendation card for the year 2023 for their utmost sincerity, dedication and exemplary performance in NCC. DG NCC award is the highest award provided to the Cadets.

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

3.4.3

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years***.**

Response: 56

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

2022-23	2021-22	2020-21	2019-20	2018-19
20	14	7	12	3

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

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

Response: 8

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The institution has well maintained, and conducive for teaching and learning and comprehensive development of the students. The Institution has adequate infrastructure and physical facilities, making the college one of the best in Sikkim. The college has one Arts and Commerce building spreading to the East and West blocks and a newly constructed Science Block. The ground floor of the main building consists of the main Foyer,Principal's Office, Vice-Principal's Office, Administrative and Accounts Section, IGNOU Office,department offices and Lecture Halls. The second floor rooms are distributed into Central Library, Dean's Office, Remote Sensing & GIS Lab, department offices, and Lecture Halls. The college auditorium (also named as multi-purpose hall) is situated at the topmost floor of the main building. The East and West block of the topmost floor of the Arts and Commerce building contain 11 well-equipped classrooms. On the backside of the Arts and Science building, a newly constructed three storey Science Block is located.

Classrooms and infrastructure . The campus includes several facilities such as a multi-purpose hall (cum auditorium with an area of 607 sq.mts), GIS Laboratory, Science Laboratories, Library, smart classrooms, computer laboratories, ITC facility, indoor and outdoor sports facilities, ramp for physically challenged students, etc.

Generator, printers, computers, smart class room, smart boards, LCD and all department have computers and printers.

The college is well-furnished with a total of 54 (Fifty-four) number of class rooms, 06 (Six) Halls, 03 (Three) number of Smart classrooms and one seminar/conference hall.

The college has desktop computers and projectors which has been distributed to various departments, labs and section as per the department requirements. Projectors are also supplied to the departments on individual and sharing basis. The Computer Lab - I has 30 desktop computers, Computer Lab – II has 30, Geography Lab has 11 desktop computers and the library has a total of 8 desktop computers.

The campus also caters Wi-Fi facilities system in the main building. The college is endowed with boys' and girl's hostel, residential quarters for teaching and non-teaching staffs, medical support systems and ambulance, parking facility, well-stocked library with a total area of 2560 sq. ft. (The library has a changing and discharging counter, librarians room, reference section, reading room for faculty and

students) , CCTV, power generator, out-door & in-door sports facilities, street lights , ramp for differently abled students, fire extinguishers, cafeteria and photocopy units, two buses, solar heating, rain water harvesting, waste management bins and security guards.

Sikkim Government College Namchi has dedicated students who actively participate in large number of co-curricular activities like cultural activities, games and sports. The students of NCC Corps regularly organizes Yoga programmes for all students and staffs periodically. The college auditorium is used for organizing and conducting various National and International Seminars, Motivational Talks, Career Counselling, Inter and Intra Departmental activities, college fests etc. The campus has a large multi-purpose ground which is used for various outdoor games such as football, cricket, etc. also has a volleyball court located in front of the main building.

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

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 68.8

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
31.7	1.8	9.0	20.8	45.4

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

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library is equipped with the academic books of all the courses that the institution offers including reference books and important materials. It is well ventilated, spacious with a reading and reference section. The library is equipped with a 24 x7 CCTV camera and is organized in a manner that is convenient to cater to the users and visitors. It has LAN connections. In addition, the library is also equipped with local and national daily newspapers, reading tables for the students and faculties. the library deal with the open access book lending service, current awareness service and has the remore acces of the plagiarism software of the affilating university. Besides, the faculty of Geography Department/ SGC/Namchi (Dr. D. R. Dahal) has a legal licence version of the Plagiarism software (AntiPlagiarism.NET) to check the plagiarised content of the dissertations.

The college library embraces more than 12,704+ Books, References, Encyclopaedia Britannica which is timely decluttered based on the needs and the latest requirements to update resources. The library also has subscriptions to e- journal and periodical focusing on the post-graduation courses that the college offers. There is also the provision for book bank facility with the collection of 114 books for EWS and minority students.Library also has a dedicated shelf for newlyprocured books andfor easy access to new edition. Computers with internet facility are also available for e- resources for the students and faculties in the library.

The library has started with partially automated Integrated Library Management System through the SOUL version 2.0 full edition software since 2019. Remote access facility is also available in library which is provided by Sikkim University Central library.

Library is under the supervision of the Librarian which is timely monitored by members of the College Library Committee for enhancement of resources and for day-to-day functioning. The college has a subscription of Online journals such as (Indian Journal of Commerce, International Journal of Advanced Education and Research, International Journal of Geography, Geology and Environment) and N-LIST Programme.

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

4.3 IT Infrastructure

4.3.1

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

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The College has been relentlessly working towards building 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 30 desktop computers, Computer Lab – II has 30, 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.

- The software used in the college for various administrative and teaching/learning purposes is Pranali – version 2.0, ArcGIS Pro Software V. 2.8 GIS (Geography Department), SOUL (Library) and Data Baseo of NGC. The details of the software have been uploaded for reference.

- The remote sensing and GIS Lab in the Department of Geography was inaugurated on 28th April 2022. The Department of Geography has installed Esri ArcGIS Pro / ArcMap 10.8 in 10 workstation computers. It also has one Server, Plotter and a Scanner. RS & GIS lab has a total of 11 workstation computers including 1 high end server. For the safety of the computer systems Quick Heal Total Security antivirus has been installed in the system. Desktop PC and Server are connected with each other through BSNL LAN connection with a speed of 100 Mbps. RS & GIS Lab also has a HP model No. 2600 Plotter and Scanner for scanning and printing of small and large - scale maps such as toposheets, geological and other thematic maps. For ground truth verification, the department also has 5 Global Positioning System (GPS).

- An MOU was entered on 22nd July 2021 between Sikkim Government College, Namchi and Solve My PC, a firm having its head office at the main market of Namchi. The MOU signed with the firm assures to provide quality internet services to the students and staffs of the institution. Under this MOU, Solve My PC will provide Optical Fiber Leasing Charges from National Informatic Centre (NIC) located at DAC (District Adminstrative Centre) Building, Namchi with the entire necessary infrastructure. The MOU was signed on a total budget of Rs. 4,50,052. The firm Solve My PC along with NIC (National informatics Centre) will provide internet facility to the college with +40 mbps internet speed (depending on the bandwidth provided by NIC). The expenditure charges cover all installation and maintenance charges for 4 years.

- The college on 18th January 2023 permitted Indus Towers Ltd. to install 5G booster at the rooftop of the college premises. The area provided for the tower is 100 sqft for 15 years. Installation and maintenance cost is to be borne by the Indus Tower Ltd itself.

4.3.2

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

Response: 23.25

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

Response: 120

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 92.47

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

2022-23	2021-22	2020-21	2019-20	2018-19
31.7	1.8	46.4	20.8	45.4

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 10.77

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
304	738	210	145	164

File Description	Document
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

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

Response: 0.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
06	09	24	4	17

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

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

5.2 Student Progression

5.2.1

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

Response: 14.13

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

2022-23	2021-22	2020-21	2019-20	2018-19
194	122	60	53	114

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

2022-23	2021-22	2020-21	2019-20	2018-19
844	858	751	669	720

File Description	Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.85

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
7	9	24	4	17

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 102

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	14	10	22

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

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

Response: 20.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	14	10	22

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

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the

institution through financial and/or other support services

Response:

Sikkim Government College Namchi has a registered and functional Alumni which regualrly contributes to the development of the college in both financial and non-financial ways. The Alumni has provided financial assistance to the college to the College Development Fund. In the non-financial ways, the Alumni so far has assisted the institution in the following items:

- Provided Water Purifier and Filter.
- Donated Books.
- Provided training to the students in companies.
- Provided guidance for the placements.
- Conducted Entrepreneurship programmes.
- Experimental training given to students in companies.
- On job training to the students.
- In order to build the cordial relationship with the Alumni members. The college maintains regular contact with them through various whatapps group and other social networking sites. The Alumni has worked extensively in connecting the students for the motivational talks and workshops etc. The Alumni faculties have been keenly involved in all major functions such as College fest, College Annual Day, Blood Donation programmes etc. Additionally, various department of the college had taken initiatives to organise departmental meets as per the academic calendar and had built a strong Alumni networks.

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision of the College: The College aims at liberating the minds of people from all kinds of bondages-Social, Religious, Political, of Gender, of Convention and Superstitions, of Caste and Communalism through education and the motto of the institution '*Sa Vidya Ya Vimuktaye'* reiterates the same*.* We concentrate on building vibrant generations by empowering the young minds with the requisite capabilities to deal with the challenges ofour modern world. We endeavour to guide the students to become educated and capable human resource to compete and represent at the National and International levels contributing to nation building.

Mission of the College:

The college seeks to impart quality and time relevant education to the aspiring young student minds whether within the state, from other parts of the country or even students from abroad in general. In doing that, we focus on:

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

- The decentralized and inclusive nature of decision making is indicated by the diverse boards and committees that are created to ensure the smooth working of the college. The College Management Committee (CMC) oversees all the major decision making processes of the college wherein the Principal functions as the Chairperson of the Committee. Along with the Principal, the CMC constitutes Vice Principal, Dean of Students Affairs', Administrative Officer, senior faculty and representative of the Junior faculty as well. The committee reviews major decision of the college both academic and non-academic. Faculty requests, permissions sought by departments/committees, finalizing of dates for events etc. are some of the activities that the

committee oversees. Internal Quality Assurance Cell (IQAC), Examination Committee, Anti Ragging, Discipline Committee, Admission Committee, Career Counseling Cell, Gender Sensitisation Unit, Hostel Committee (Boys & Girls) National Service Scheme, National Cadet Crops and some of the other vital committees that assist in smooth functioning of the college. Students are empowered to play important role in the organization of different college events. Non-teaching staffs are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions. The institution promotes the culture of participative management at the strategic level, functional level and operational level.

- **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 aspects of the institution's activities and administration. Each committee is headed by a coordinator and team members. The committee works for maintaining excellence in academic, co-curricular, extra-curricular activities along with other administrative functions.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Policies
The college has formulated various policies like academic policy, examination policy, anti-ragging policy, etc. for effective functioning of the institutional bodies.

Administrative Setup
The college is under the Directorate of Higher Education (DHE), Department of Education, Government of Sikkim. The College Management Committee, the apex body of the institution, comprises **the college principal as the secretary, the vice- principal, two teacher representatives, one nonteaching staff, the librarian, and three students' guardian members (one female).**
The college is affiliated to Sikkim University (SU) whose rules are followed for all academic purposes.
The principal is the highest authority looking after administration and academic matters.
The vice-principal is generally the senior most teacher of the college. He manages the various academic and non-academic activities. The position of head of the department (HoD) is taken up by Assistant POrofessors on rotation basis for two years. The IQAC works with the assistance of various committees to ensure the effective functioning of the college.

The Office of the Principal, comprising a head assistant, senior and junior assistants, grade IV employees and laboratory bearers, plays a vital role in the functioning of the college.
The college has a library consisting of the librarian, assistant librarian and other staff members.
Procedure for Appointment:

For the appointment of teaching staff, UGC and state government norms are followed. Appointments of non-teaching staff are made as state government rules. The government advertises vacancies in newspapers and the college website and conducts interviews. Once a candidate is selected with approval from the government's selection committe of the Sikkim Public Services Commission, a proposal for appointment is sent for final approval to the DHE that issues the appointment letter.

Service Rule:

The service rules set by the Department of Higher Education; Govt. of Sikkim is followed by the college.

Procedure for promotion:

For promotion of the teaching staff, Career Advancement Scheme rules are adhered. Non-teaching staff are promoted as per rules and regulations of the government of Sikkim.

Institutional Perspective plan:

The institute has a perspective plan for its all-round development. Focus areas of the perspective plan include digitalization of academic and administrative activities, infrastructure development, improvisation of the teaching-learning process, upgradation of the college, etc. Elements of the plan are regularly implemented in the functioning of the college. For instance:

Digitalization:

The admission process is carried out through the online admission portal. College maintains all accounts through Tally. The attendance of employees is monitored through the maintaininace of attendance register.

Infrastructure Development:

Construction of a new RCC building has been completed. Solar panels have been installed on the campus. The whole campus is under CCTV surveillances.

Teaching-learning process:

LCD projectors, digital boards, etc. are provided to the departments for taking ICT enabled classes.

Up gradation:

Three academic departments of the college offer PG courses.

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

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The teaching staff of Sikkim Government College, Namchi, 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 make presentations of their respective subjects, publish papers 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 they can attend some computer courses, short hand training 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 the teaching and non-teaching staffs as per the government notification. Maternity and paternity leave can also be availed by both teaching and non-teaching staff. The female staff can avail a maternity leave of 365 days (1 yr.) and paternity leave of 30 days as per the Sikkim Government Notification vide *Memo No.* 07/GEN/DOP/Dated13/01/2023. The url can be accessed at: h*ttps://northeastlivetv.com/topnews/sikkim-govt-announced-1-year-maternity-leave-and-30-days-paternity-leave-to-all-govt-employees/#google_vignette [accessed on 19.03.2024).* .
- The regular employees who were appointed before 2006 are entitled to government pension (GPF) on retirement.
- Desktop and printer facilities are provided for every department.
- Government has also provided Group Insurance Scheme (GIS) to the staff (Teaching and Non-Teaching) of the college.
- Study leave upto two years is provide to the teaching and non-teaching staffs as per the Sikkim State Service Rules 1979 and its amendment from time to time.

- During Covid-19 pandemic, proper precaution was taking in the college for the staffs.

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

6.3.2

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

Response: 2.51

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	1	1	1	2

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

6.3.3

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

Response: 12.65

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	5	30	42	3

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

2022-23	2021-22	2020-21	2019-20	2018-19
60	51	49	42	31

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

As the institution is govrned by the state government rules and regulations , 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 to the reports. The financial resources for the institution are provided solely by the state government. The College Management Committee through the institutional mechanism monitors effective and efficient use of available financial resources (Student admission fees collected from the non locals). All the expenditures are subjected to auditing by the government on annual basis.

Income and expenditure is closely monitored by the HoI, D&DO and the accounts section of the college .The Institution follows the Sikkim Government Financial Rules 1979. Proper procedure is adopted and quotations are invited and the market price is compared before purchasing the items. For the grants received from RUSA, utilisation certificate are prepared according to the allowed expenditure under various heads. Department accession register, stock registers are properly maintained by the college.

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

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the

incremental improvement in various activities

Response:

The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. Internal Quality Assurance Cell (IQAC) is actively involved in curricular and extracurricular activities. IQAC is regularly 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 Departmental 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.

1. During the academic year of 2022-2023, IQAC have conducted the following activities.
2. Two Days program on "Motivational Talk" on 28th and 29th April 2022.
3. Two Days Workshop on Entrepreneurship "Start-up in a Classroom" on 12th and 13th May 2022.
4. Two Days National Workshop on "Overview and Quality Enrichment in NAAC Accreditation Process" on 23rd and 24th May 2022.

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Sikkim Government College, Namchi upholds a culture of respect for all genders, is sensitive and empathetic to gender issues, and has a robust functioning mechanism to ensure gender equity.

Equal Representation: Male and female faculty members are equally represented in all activities like examination, admissions, administration, and students' body election.

Equal Access: The college provides equal access and opportunity to all stakeholders irrespective of gender. The college resources, viz., library, auditorium and playground are accessed by the college fraternity without gender bias.

Maternity and Child Care Leaves: Female teachers avail one year leave in a smooth and hasslefree manner.

Constitution of Committees: The institution has committees like anti-ragging committee, disciplinary committee and counselling committee to check gender discrimination.

ICC: The Internal Complaints Committee (ICC), formed following statutory guidelines, addresses sexual harassment cases if they arise at the workplace.

Facilities: The institution provides gender-specific facilities like separate washrooms. The washrooms for female teachers and students have sanitary pad disposal.

Safety and Security: The college has a safe and secure environment for all. The entire college campus is under 24-hour CCTV surveillance.

Students' Union: There is fairly equal representation of gender among the student-elected members of the union.

Community Service: The college provides services to the community without gender bias.

Gender Audit: The gender audit is an attempt to assess the institution's maintenance of gender equity.

Sikkim Government College Women Forum (SGCCWF or CWF) is an integral part of the college, it entrusts the forum, the responsibility to carry out various programmes and activities. A glimpse of the

forums activities has been given below:

Gender Audit: The gender audit is an attempt to assess the institution's maintenance of gender equity. CWF, it evaluates the college's activities, rules and policies for ensuring a gender bias-free environment.

Annual Plan: The CWF formulates an annual plan for promoting gender equity. Some of the plan's activities are:
1.Organization of Programs: The CWF organizes a variety of programs to achieve gender equity.
2.Celebration of International Women's Day: As a part of International Women's Day Celebration on 8th March, the CWF organizes various activities and competitions to sensitize the college community about gender issues.

The institution aims to inculcate patriotic and socio-cultural values in its members and foster unity among them by celebrating national and international commemorative days, such as International Women's Day, Women Empowerment and Freedom etc.

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

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)

7.1.3

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)

7.1.4

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

Response:

Sikkim Government College, Namchi follows a zero-tolerance policy toward any form of violence or discrimination on campus.The primary principles of the institution is to uphold the spirit of harmony and equality. With regards to harbouring Socio-economic parity among students, all the government colleges in Sikkim provide free education to students up to UG level holding Sikkim Subject / Certificate ofIdentification; additionally, the students coming from low socio-economic backgrounds are awarded with stipends and given first priority for admissions in the college hostels. The college strives toward making the infrastructure of the campus more inclusive by incorporating ramps and washrooms for differently abled students. We are also aiming to introduce audiobooks and other study material in the library for students who need visual or auditory assistance. Special furniture have been placed in the classrooms for the differently-abled students. Furthermore, in accordance with " the Rights of Persons with Disabilities Act, 2016" the college complies with the order to reserve not less than 5% seats for persons with benchmark disabilities. To facilitate the spirit of harmony and cooperation, the college commemorates various culturally significant occasions and also organises Inter-Departmental programs where students can engage with each other on grounds of culture and tradition. The college hosts annual cultural fests for the students which enabled them to interact and bond using cultural and artistic expressions. To cater to the linguistic diversity the college has set up a language lab to facilitate the preservation and promotion of indigenous languages such as Lepcha, Limboo, and Bhutia in the state. The Nepali department monthly organises *"Masik Sahityik Bhetghat Karyakram'* (herein referred as Monthly Literary Meet) and observe '*Nepali Bhasa Manyata Diwas"* on 20th of August Annully. The Nepali language has been recognised by the Indian Constitution under 8th Scheule of the Indian Constitution in 1992.

In case of reports of discrimination or harassment on the basis of class, caste, religion, gender etc there are proper channels of grievance redressal such as the Discipline Committee, Internal Complaints Cells, and Gender Sensitization Unit. These bodies are actively engaged in spreading awareness and sensitizing students on the need for cooperation and maintenance of a violence-free atmosphere on campus and in our society. Bodies like the Election Committee, NCC, and NSS in the college also holds various program to disseminate information on social values, fundamental rights, duties and responsibilities as individuals and citizens of the country. Sensitisation program on Social Equity, Gender Issues, Human Trafficking, Legal Rights, Sexual Harassment at Work Place, Health issues, Mental Health, Tuberculosis, and Intellectual Property Rights are some of the themes that programme are conducted in the college to

bring awareness among students.

Constitution Day Programme was conducted on 26th November 2021 by Political Science Department the speaker, Advocate Kumar Nepal spoke on constitutional law. He spoke onthe Fundamental Rights and Directive Principles of StatePolicy. He discussed the hierarchy of the judicial system anddifferent tribunals and their jurisdiction.

From 14/04/2023 to 15/04/2023 the college celebrated Baisaki Parva at Kisan Market, Namchi to uphold traditional values by wearing traditional dresses and the importance of preserving traditional practices.

The college also participated in a 2 day programme Titled Insvanga and Inspiria Knowledge Campus which held events on poetry recital, relationships – romantic, familial and platonic and on the topic of Love.

7.2 Best Practices

7.2.1

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

Response:

Best Practice -1

1.Title of the Practice: To provide free education for all local students whose family's income is below poverty line and to facilitate the students to obtain a graduation degree with the utmost support.

2.Objectives of the Practice:
a. To provide a platform to students to actualize their potentialities.
b. To develop qualities like self-confidence, leadership and self-assessment in students.
c. To make students future-ready by helping them complete their graduation degree and thus identifying their area of interest.
d. To enable students to overcome obstacles in their career by providing proper care and guidance.

3.The Context:
Every student has the potential to learn, grow and become a successful member of society. To achieve this end, the college aims to provide an enviroment devoid of any economic barriers. Thus, education is free of cost for all local students at the graduate and post graduate levels.

4.The Practice:
1.Student focussed Activites: Keeping in mind that economic conditions should not affect the future of the youth, the students are given the opportunity to explore and sharpen their talents in both academic and other co-curricular activites.

    a. Sports

b. Public Speaking: international and national levels.

c. NCC

d. Annual College Fests

e. Mock Parliaments

f. Village Adoption Initiaitves

g. Debates

h. Painting Competetion

i. Freshers meet and actvities

j. Students visit to vicinity schools and impart training on singing, dancing, writing, and scientific experiments.

5. Evidence of Success:
Sikkim Government College, Namchi believes in providing all-round guidance and mentorship to students. As a result, it is observed that a good number of students who were involved in the activities of the institution emerge as successful individuals at national and international levels in different fields like sports, social activities, politics, academics, and films.

Some notable alumni of the college are Bhim Hang Subba, Minister MLA (Yangthang), Raj Kumari Thapa MLA (Yanggang), Sanjog Chettri (Matyr), Sulochana Limboo (Gold Medalist in International Tae Kwon Do Championship), Pema Gyatso Sherpa (Bronze Medalist in Asian Tae Kwon Do Championship).

6.Challenges Encountered and Future Prospects:
Being located in a rural area, about 5 kilometres from the main town, the college facilitates easy accessibility for all. However, common problems of rural areas like the lack of basic amenities are sometimes faced by the students and staffs. Problems of water shortages during the lean months is faced not only in the campus but throughout the district. Another problem encountered in conducting student-centric activities is the paucity of time. Faculty members must complete the teaching of courses as well as create avenues for students' all-round development. To overcome time constraints, faculty members make and adhere to smart, time-effective plans.

Best Practice -2

1.Title of the Practice: Students initiative to provide free public services and organize programmes pertaining to Digital Economic Literacy.

2.Objectives of the Practice:

a.The primary objective of these awareness programs is to bridge the digital divide by empowering older senior citizens and illiterate sections of society with basic digital literacy skills..

b. The Digital Literacy Program aims to highlight the importance of students involvement in assisting these groups in overcoming digital challenges, particularly in economic activities.

c. To equip and teach students to be involved in social services along the lines of "Giving Back to Society' and spreading values of compassion, kindness and empathy.

3. The Context:

Digital literacy is increasingly becoming essential in today's world, where technology plays a significant role in various aspects of life, including economic activities. However, older senior citizens and illiterate sections of society often face challenges in adapting to the digital era. Recognizing this, our college has taken the initiative to organize daylong awareness programs three times a year in the main bazaar of Namchi town.

4. The Practice:

The awareness programmes are organized in the bustling main bazaar of Namchi town, ensuring maximum outreach to the target audience. Students from all departments voluntarily participate in these programs, demonstrating a remarkable commitment to serving the community. The program typically begins with students gathering in the Central Park of the town, equipped with audio-visual facilities. They then proceed to give demonstrations to the public, with a special focus on the needy individuals who may require additional assistance.

The demonstrations cover a range of topics essential for digital literacy, including:

1. Basic computer skills: Introduction to computers, navigating the desktop, using the mouse and keyboard.
2. Internet usage: Browsing the internet, using search engines, understanding website navigation.
3. Communication tools: Introduction to email, social media platforms, and messaging applications.
4. Online safety: Recognizing and avoiding online scams, protecting personal information, and creating strong passwords.
5. Accessing government services: Guiding individuals on how to access essential government services online, such as applying for identity documents and benefits.

5. Evidence of Success:

These awareness programs have had a significant impact on the community:

1. Empowerment: Older senior citizens and illiterate individuals have gained confidence in utilizing digital tools for their daily needs and economic activities.
2. Community engagement: The programs have fostered a sense of community involvement among students, as they actively contribute to the welfare of society.
3. Skill enhancement: Participants have acquired valuable digital literacy skills, which can improve their employability and quality of life.

6. Challenges Encountered and Future Prospects:

In conclusion, the college's initiative to organize digital literacy awareness programs has been instrumental in addressing the growing challenge faced by older senior citizens and illiterate sections of

society. Through the active involvement of students, these programs have successfully empowered the community with essential digital skills, thereby contributing to socio-economic development.

To further enhance the effectiveness of these programs, it is recommended to:

1. Expand outreach: Extend the awareness programs to other areas beyond the main bazaar to reach a wider audience.
2. Continuous support: Provide ongoing support and follow-up sessions to ensure that participants retain and build upon the skills learned during the demonstrations.
3. Collaborations: Partner with local organizations and government agencies to maximize resources and extend the reach of the program.

By implementing these recommendations, the college can continue its efforts towards promoting digital inclusion and empowering marginalized sections of society.

7.3 Institutional Distinctiveness

7.3.1

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

Response:

The performance of the Institution in one area distinctive to its priority and thrust based on the institution's vision and mission is the promoting gender equality and empowering women through education. This focus has contributed to several notable achievements and impacts:

1. **Increased Enrollment of Female Students:** Admitting more female students than male students from 2018 to 2023 demonstrates the institution's commitment to providing equal opportunities for education to girls and women. This has likely resulted in a more balanced gender ratio within the institution and has helped in addressing gender disparities in education.

2. **Empowerment Through Education:** By prioritizing the education of girls and women, the institution has played a significant role in empowering them. Education equips women with knowledge, skills, and confidence, enabling them to make informed decisions, pursue higher studies, and participate more actively in societal development.

3. **Community Awareness and Recognition:** The institution's focus on the girl child and women's upliftment has garnered widespread recognition within the district of Namchi and neighboring regions. Its consistent efforts in this area have likely raised awareness about the importance of educating girls and the value of gender equality in society.

4. **Social and Economic Impact:** Educating women not only benefits the individuals themselves but also has broader social and economic implications. Empowered women are more likely to contribute to their communities, participate in the workforce, and become agents of positive

change. This can lead to improved living standards, poverty reduction, and overall development in the region.

5. **Role Model for Other Institutions:** The College's success in promoting gender equality and empowering women serves as a model for other educational institutions and organizations. Its strategies, initiatives, and best practices can be shared and replicated to further advance the cause of women's empowerment on a broader scale.

The active Gender Sensitization Unit within the college, consisting of the Principal, Vice Principal, and senior faculty members, plays a crucial role in ensuring a safe and inclusive environment for all students. Here's how the unit's initiatives contribute to fostering a conducive atmosphere:

1. **Proper Handling of Complaints:** The unit ensures that complaints related to gender-based discrimination, harassment, or any other issues are dealt with in a fair and transparent manner. By scrutinizing evidence, witnesses, and other reliable sources, the unit ensures that both the complainant and the accused are authenticated before any disciplinary measures are taken. This approach promotes accountability and fairness in addressing gender-related concerns within the college community.

2. **Collaboration with Professionals:** The collaboration with doctors from the district hospital and lawyers from the District and Sessions courts is commendable. It provides students with access to professional counseling and legal assistance, particularly in cases where sensitive matters require expert intervention. This support network not only helps students navigate through difficult situations but also ensures that their rights and well-being are protected effectively.

3. **Gender-Neutral Facilities:** Designating common rooms for both boys and girls is a proactive step towards promoting gender equality and inclusivity within the college premises. By providing equal access to common spaces, the college fosters an environment where all students feel respected and valued, irrespective of their gender identity.

The Gender Sensitization Unit's efforts, coupled with collaborations with healthcare professionals and legal experts, contribute significantly to creating a safe and supportive campus environment. By prioritizing the well-being and rights of students, the college demonstrates its commitment to promoting gender equality, addressing gender-based issues, and fostering a culture of respect and dignity for all members of the college community.

In summary, the institution's focus on the girl child and women's upliftment, as evidenced by its higher enrollment of female students and continuous efforts in this area, reflects its dedication to promoting gender equality and empowering women through education. This commitment has resulted in tangible benefits for the individuals, the community, and society at large, establishing the institution as a key player in the advancement of women's rights and gender equality in the region.

File Description	Document
Appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

The endeavor towards actualization of mission and vision of the institution has received tremendous impetus as a consequence of support from RUSA, MHRD, Govt. of India, and HRDD, Government of Sikkim. This has helped the college to achieve greater heights in terms of infrastructure, teaching-learning aids, research & guidance and avenues for the organisation of workshops and seminars thereby encouraging research aptitude amongst the faculty and the students.

The above is evident from the following:

- Increase in the percentage of permanent teachers with Ph.D/ M.Phil, UGC NET and SLET.
- More faculties undergoing orientation, refresher and short term courses.
- Procurement of books for the library and computers for use of the students & faculties .
- Organisation of seminars/workshops on a regular basis.
- Purchase and installation of the GIS softwares and Library Management Software (SOUL 2.0)
- Purchase of chemicals for the experiments and Camera for the JMC department.
- Tremendous augmentation of infrastructure, furniture and learning resources.

Concluding Remarks :

Considering the age of the state which is committed towards the Achievement of Excellence to be at par with the mainstream of the nation, it gives me immense pleasure to submit the Self Study Report (SSR) of Sikkim Government College Namchi for the second cycle assessment by the NAAC. This report has been prepared and uploaded by strictly adhering to the guidelines of NAAC for the seven criteria. It is a reflection of the academic and administrative activities of the college in the last five years.

The exercise of self introspection has helped us realize not only the SWOC pertaining to the different criteria of evaluation. However, there are still arenas which need immediate attention and improvisations by this institution.

This report is the compilation of the information qualitative and quantities information of the College compiled and submitted by the constituted committees to the HoI. As a premier educational institution of South Sikkim, the College has created a niche for itself so far as the first generation learners of the region are concerned along with its efforts and commitment towards disseminating knowledge to the society in present era.