



# NAKSHALBARI COLLEGE

ESTD: 2008 (GOVT. AIDED)

P.O. NAKSHALBARI,  
DT. DARJEELING (W.B.), PIN: 734429

PRINCIPAL:

*Dr. Samirendra Sarkar*, Ph.D.

[www.nakshalbaricollege.com](http://www.nakshalbaricollege.com)

Telephone No. : 0353-2004769 (Principal)  
0353-2005231 (Office)

E-mail: [nakshalbaricollege@gmail.com](mailto:nakshalbaricollege@gmail.com)

Website:

## Internal Quality Assurance Cell (IQAC)

Notice: 05/07/2019

A meeting of the IQAC will be held on 15/07/2019 at 2.00 p.m. at the chamber of the undersigned. All the members are requested to attend the meeting.

### Agenda:

1. Mandatory documentation of all the activities of the sub-committees of the College.
2. Formation of Alumni Association
3. Collect Feedback Form from passing out Students, Governing Body Members and Teaching Faculty.
4. Orientation Programme for Students and Guardian Meet of the newly admitted students for the session 2019-2020 to be conducted.
5. To Report

  
Principal

Nakshalbari College  
Naxalbari, Dist-Darjeeling

Principal  
Nakshalbari College  
P.O. Naxalbari, Dist. Darjeeling

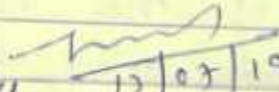
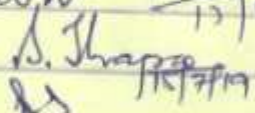

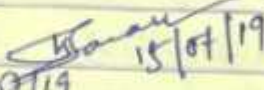
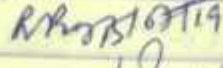
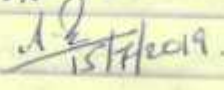
  
Coordinator

IQAC, Nakshalbari College  
Naxalbari, Dist-Darjeeling

Co-ordinator  
IQAC  
Nakshalbari College

Meeting of the IAAC was held on 15/07/2019 at 2.00 pm at Principal's chamber. The following agenda was discussed:

### Members Present:

1. Dr. Saminendra Sarkar, Chairperson  15/07/19
2. Dr. Sahira Jhapa, Co-ordinator  15/07/19
3. Sri Prithwish Roy, GB Member 
4. BDO (Representative)
5. Smt Krishna Basman, TR  15/07/19
6. Dr. Ranjit Roy, TR -  15/07/19
7. Dr. Anisha Tamang, TR  15/07/19.

### AGENDA

1. It is resolved that the Committees & and Units of the College will henceforth document all the activities conducted. Respective Committee / department is to compile the report of the event along with the photographs and other related documents. They should intimate the IAAC coordinator relating to the conduction of the programme and the compilation of the Report.
2. Resolved that the Alumni Association of the passed-out students of the College be formed at the earliest. Washim Akram, Assistant Professor in English will be in charge of Alumni Association. He is assigned to initiate the process by fixing a date for the meeting. Maximum participation of the ex-students of the college should be encouraged.



- Resolved that Feedback will be collected from Governing Body Members and Teaching Faculty. Tshering Doma, Assistant Professor in Sociology, will be in charge of collecting Feedbacks from the Governing Body Members. After the collection of the Feedbacks form, the same need to be deposited to the IQAC for further course of action.
- IQAC to conduct Orientation Programme for the newly admitted students of the session 2019-2020. All the Department, respective teachers will be notified to be present. Along with the students, IQAC will be holding Guardian Meet for the parents/Guardians of the newly admitted 1<sup>st</sup> Semester students.

### Report :

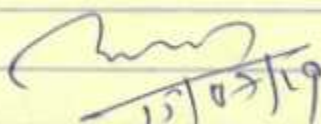
- The University Examination for 2<sup>nd</sup> Semester, session 2018-2019 and for Part III (under 1+1+1 system) commenced from 03.06.2019 and was successfully conducted.
- Chairperson ~~person~~ reported, Smt Ananya Guha Roy, Assistant Professor in Political Science joined Nakshalbasi College on 02/07/2019 through General Transfer vide G.O. NO. 888-Edw (CS) 14A-29/2019 dated 10.06.2019.
- IQAC invited Pankaj Debnath, NAAC Assessor to hold a session for the teaching and non-teaching faculty relating to NAAC Assessment.

ment.

4. Admission Committee reported the Online publication of Merit List of eligible candidates for (Admission) e-counselling for the session 2019-2020.

The meeting ended with vote of Thanks to the chair.

S. Shappa  
Co-ordinator  
IQAC  
Nakshalbari College

  
15/05/19  
Principal  
Nakshalbari College  
P.O. Nakhalbari, Dist. Darjeeling





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E-mail [nakshalbaricollege@gmail.com](mailto:nakshalbaricollege@gmail.com)

PRINCIPAL:

Website:

*Dr. Samarendra Sarkar*, Ph.D.

[www.nakshalbaricollege.com](http://www.nakshalbaricollege.com)


## Internal Quality Assurance Cell (IQAC)

Notice: 03/09/2019

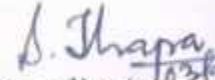
A meeting of the IQAC will be held on 12/09/ 2019 at 2.00 p.m. at the chamber of the undersigned. All the members are requested to attend the meeting.

### Agenda:

1. Introduction of College uniform for the students of 2019-2020 session at the earliest.
2. Proposal for Affiliation of Political Science as Honours Course from 2020-2021.
3. Students Feedback Analysis
4. Installation of Incinerator
5. Misc
6. To Report

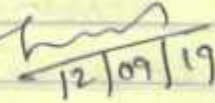
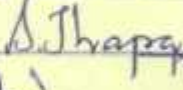

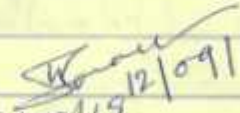
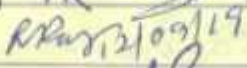
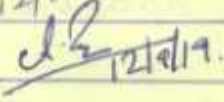
  
03/09/19  
Principal  
Nakshalbari College  
Naxalbari, Dist-Darjeeling

Principal  
Nakshalbari College  
P.O. Naxalbari, Dist. Darjeeling

  
03/09/19  
Coordinator  
IQAC, Nakshalbari College  
Naxalbari, Dist-Darjeeling  
Co-ordinator  
IQAC  
Nakshalbari College

Proceedings of the IQAC Meeting held at the chamber of the undersigned at 3.00 pm on 12/09/19  
Agenda of the meeting are as follows :-

Members Present:

1. Dr. Samirendra Sarkar, Chairperson  12/09/19
2. Dr. Sabina Jhapa, Co-ordinator  12/09/19
3. Sri Prithwish Roy, GB Member 
4. B.D.O (Representative)
5. Smt Krishna Basman, TR  12/09/19
6. Dr. Ranjit Roy, TR  12/09/19
7. Dr. Anshu Tamang, TR  12/09/19

## RESOLUTION

### 1. Introduction of College Uniform

Resolved that the College Uniform: Black pant, black and grey striped shirt with College logo and black tie with College logo for both girls and boys for the academic session 2019-2020 will be introduced from January, 2020.

The matter has been discussed and resolved in the Teachers' Council Meeting dated 13/08/19. Further, resolved that an agreement will be signed for one academic year with the lowest bid vendor subject to the fulfilment of the following proposal by the College.

- i) Two sets of Uniform
- ii) 100 round neck printed T-shirt for NSS Volunteers.



## 2. Proposal for Affiliation of Political Science as Honours Course

Resolved that the proposal for affiliation of Political Science Honours from the Academic Session 2020-2021 will be sent to the competent authority at the earliest.

## 3. Students Feedback Analysis

Report attached:

### FUTURE COURSE OF ACTION:

Feedback collected from the passing out students of the session 2018-2019 suggest that there are still areas which have room for improvement.

5-13% of the students showed dissatisfaction towards the facility provided by the college.

12.84% of the students found the teaching material inadequate.

Resolved that after the completion of every topic teachers are requested to provide materials like reading list, name of the books and references, photocopies, of books related to the topic, web link and brief summary sheet of the topic taught. It can be either given in the class or circulated in WhatsApp group of the Honours student and the Program Course.

9% of the students feel that the Library, Extra-Curricular and Recreational facilities are poor.



Library Committee can look into the matter and make library more students friendly. Inclusion of more students in the college activity needs to be encouraged.

#### 4. Installation of Incinerator.

Incinerator (destroyer machine) of sanitary napkins to be installed in the girls toilet block as the vending machine will be provided by the uniform vendor.

#### 5. Miscellaneous :

1. The matter of fund collection by the teaching and non-teaching staff of the College for welfare activities of the poor and needy was discussed at Teachers' Council Meeting 13/08/2019. Resolved that all the staff to make the contribution for the welfare fund positively by 10<sup>th</sup> of every month from August 2019 onwards. Interested students may contribute to this fund.

#### REPORT :

1. NCC Unit of Nakshalbari College reported that the Awareness Programme was conducted on water Pollution on 13/08/2019 and Tree Plantation on 03/08/2019.
2. NSOU (Netaji Subash Open University) Examination was held at Nakshalbari College premises from



23/06/2019 to 07/07/2019.

3. University Examination Part I and Part II (under 1+1+1 System) commenced from 08.07.2019
4. IQAC conducted Orientation Programme on 26/08/2019 and Guardian Meet on 29/08/2019.
5. Smt. Ananya Guha Ray took over the charge of N.S.S Unit as Programme Officer on and from 1<sup>st</sup> Sept, 2019. (01/09/2019).
6. The initiative to start Employee Co-operative Society had been resolved in the Teachers' Council Meeting dt. 13/08/2019. IQAC requests the Teacher-in-charge to begin the process following proper guidelines.
7. Department of Anthropology, University of North Bengal will be holding B.Sc Program, GE-1, Zoology Practical classes at Nakshalbari College Laboratory.

There being no other matter of discussion the meeting ended with vote of Thanks to the chair.

A. Thapa  
Co-ordinator  
IQAC  
Nakshalbari College  
12/9/19

  
Principal  
Nakshalbari College  
P.O. Nakhalbari, Dist. Dajeling  
12/09/19

## Analysis of Students Feedback

Session 2018- 2019

### REPORT:

The feedback received from the students studying in 3rd year ,2018-19, reveals that they are satisfied with most of the facilities provided to them by the college but it does not live up to the expectations of all the students. Though the number of students who have rated poor fluctuates between 5 % to 13% and do not exceed the number of students who have rated excellent, good and satisfactory but the negative rating cannot be simply ignored.

The areas like coverage of Honours and General syllabus, the academic content, evaluation process and fairness of evaluation have been positively rated with few exceptions. However around 12.84% of students rate the usefulness of teaching materials negatively.

Interaction with the Office, Teachers and Principal has also been rated positively with a few numbers who find it to be poor. Roughly around 9% of the students find the facilities of Library, Recreational and Extra-curricular activities to be poor while the remaining finds it to be good. More or less the students are happy with the sports facilities.

The analysis shows that students rated the communication skills of teachers, their relationship with teacher to be good. There were more ratings in the column of Good in the case of Internal assessment. The activities of the students' Union were also satisfactory.

With around 40% rating the existing building and infrastructure as good and a small 5% rating it as poor the scenario looks pretty well. The analysis of the feedback indicates that there are still some areas which need to be monitored so that the root cause of problems be sorted out for the coming years. Few students declined to comment and in such case it becomes even challenging to understand the reason, it could also be out of ignorance or fun.





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*Dr. Samirendra Sarkar, Ph.D.*

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## Internal Quality Assurance Cell (IQAC)

**Notice: 31/10/2019**

Meeting of the IQAC will be held on 05/11/2019 at 2.30 p.m. at the Principal's Chamber to discuss the following Agenda.

All the members are requested to attend the same.

### AGENDA:


1. Feedback Analysis of Teachers, Governing Body Members and Alumni
2. Internal Assessment of CBCS 1<sup>st</sup> and 3<sup>rd</sup> Semester
3. Class Test for B.A./ B.Sc. Part II and Part III Honours and General under I+I+
4. Freshers' Welcome
5. Annual Sports
6. NAAC Review Meeting
7. Student Seminar Week under Academic Development Programme
8. To Report

  
31/10/19  
Principal

Nakshalbari College

Naxalbari, Dist-Darjeeling

**Principal**  
**Nakshalbari College**  
**P.O. Naxalbari, Dist. Darjeeling**

  
31/10/19  
Coordinator

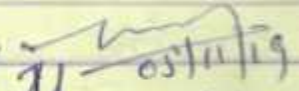
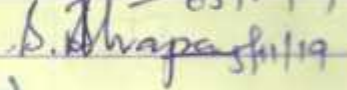
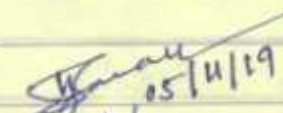
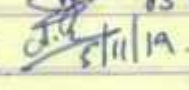
IQAC, Nakshalbari College

Naxalbari, Dist-Darjeeling

**Co-ordinator**  
**IQAC**  
**Nakshalbari College**

IRAC meeting was held at 2.30 pm on 05/11/2019 at the chamber of the undersigned.

### MEMBERS PRESENT

1. Dr. Sanivendra Sarkar, Chairperson  05/11/19
2. Dr. Sabina Thapa - co-ordinator  05/11/19
3. Sri Prithwish Roy, GB Member b)
4. BDO (Representative)
5. Smt Krishna Basman, TR  05/11/19
6. Dr. Anisha Tamang, TR  05/11/19.

### Resolution

1. Feedback analysis of a) Teachers, b) Governing Body Members and c) Alumni.

### Report Attached:

a) The areas where the Teachers rated well and showed their satisfaction are workplace environment in the College, Inter-personal relationship among co-workers, a leadership qualities of the Head of the Institution and inter-personal relationship with the Head of the institution.

The areas that needs little improvement are availability of reading materials, Welfare facilities and basic amenities provided by the administration and the ICT facility in the College.

### Future Course of Action



Resolved that the administration will look into the welfare facilities and basic amenities provided to the faculty.

As per the availability of the fund, the administration will look into the feasibility of advancing the IT facility in the college.

## b) Governing Body

Some of the areas like ~~as~~ student centric activities undertaken and time bound work ethics of the college was rated positively. However, the areas like the willingness of the staff to work beyond the schedule time is not satisfactory.

### Future course of Action:

Henceforth the staff are requested to maintain flexibility in the working schedule as per the requirement of different activities during different time period.

## c) Alumni

Ex-students of the college feel proud to be associated with the college. They have also positively rated towards the mechanism of the college. They said they will positively refer Nakhshalbari to their friends and family.

In future more ex-students of the college will be encouraged to come in the manifold of Alumni.



## 2) Internal Assessment for 1<sup>st</sup> and 3<sup>rd</sup> Semesters.

Resolved that the Internal Assessment of both Honours and Program Courses for 1<sup>st</sup> and 3<sup>rd</sup> Semesters to be completed by second last week of November.

The dates and mode of the assessment to be finalised by the Head and the faculty of the concerned department.

## 3) Class Test for B.A/B.Sc ~~for~~ Part II and Part III Hons and General under 1+1+1 System.

Resolved that the Class Test for B.A/B.Sc Part II and Part III Honours and General courses under 1+1+1 System to be taken after the Winter Recess and to be completed by the 15<sup>th</sup> of January, 2020.

## 4) Freshers Welcome for the Session 2019-2020

The College authority along with cultural Committee and Students decided to hold the Freshers Welcome on 7<sup>th</sup> November, 2019. The Cultural ~~Comm~~ Committee is to plan and see to its success.

## 5) Annual Sports

It is resolved that the Annual Athletic Meet of the session 2019-2020 to be held after the completion of Internal Assessment.



and University Examination.

The Sports Committee is requested to complete the said event before the start of Winter Recess.

### 6) NAAC Review Meeting

Resolved that NAAC Review Meeting will be held on 28/11/2019.

All the teachers are requested to positively attend the meeting.

### 7) Student Seminar Week under Academic Development Programme.

Resolved that the Student Seminar Week under Academic ~~Deva~~ Development Programme will be conducted in the month of February.

The Head of the Department, along with the other faculty, of all the Departments are requested to fix the dates of the Seminars and resource person for the Seminars.

### Report:

1. Nss Unit of the College organised

a) Poshan Abhiyan on 30th September, 2019

b) Thalassemia Prevention and Awareness Programme on 19th Sept, 2019


c) National Constitution Day on 26th Sept, 2019

2) Smt. Tapashi Singha, Assistant Professor in English joined the College on 1/10/2019 vide Memo no. 1057-CSC/NBU/(DJL)-08/17. dt. 17/09/2019.

3) Gender Sensitization Committee reported that Awareness Programme was conducted on Women's health and hygiene on 20th Sept, 2019.

The meeting ended with vote of Thanks to the chair.

  
Co-ordinator 17/11/19  
IQAC  
Nakshalbari College

  
Principal  
Nakshalbari College  
P.O. Naxalbari, Dist. Darjeeling



### Minutes of the meeting

The meeting started at 10 a.m. in the morning in presence of Principal & Chairperson of IQAC of the College.

Co-ordinator and the members of the college were present in the meeting.

#### **Agenda:**

1. Commencement of Online Classes.
2. Schedule and Planning

Chairperson informed that the Online Classes of 2<sup>nd</sup> and 4<sup>th</sup> Semester (Honours and Program Course) needs to be started at the earliest.

Notice of the commencement of the classes to be given to the students in the WhatsApp group of all the departments. In the meeting it came to the notice that not all Program students have joined the WhatsApp group of different subjects. So, to include the maximum number of students Chairman asked the teachers to take help of the students already in the group.

Online classes initially will be taken only for Honours Course. Program Course will be followed later.

Chairperson informed no matter whatever be the attendance of the students, teachers should take the class and provide all necessary help and cooperation.

The schedule/Routine for the Online Classes will be prepared by the Convenor Dr. Namita Chakraborty.

Respected Principal thanked all the members for their presence and asked everyone to stay safe, to follow the Covid protocols/ guidelines strictly and to spread awareness among the students and near ones too.

Finally, resolved that the online classes to start as early as possible.

#### Members Present in the Meeting

1. Dr Samirendra Sarkar, Principal, Chairperson IQAC:
2. Dr Salina Thapa, Coordinator IQAC
3. Dr Ranjit Roy, Teacher member
4. Smt. Krisna Barman, Teacher Member
5. Dr Anisha Tamang, Teacher Member
6. Dr Namita Chakraborty, Guest (Teacher) Member

  
Coordinator

IQAC, Nakshalbari College  
Naxalbari, Dist. Darjeeling

Co-ordinator  
IQAC  
Nakshalbari College

**Action Taken:** Online Classes started from 08/04/2020. Online Routine prepared keeping in view the feasibility especially the internet backup of the students to attend the classes.